

# Participant Emergency and Disaster Management Plan

## Participant Details

<b>Participant Name</b>			
<b>Parent/Guardian / Carer</b>		<b>Contact No.</b>	
<b>Email</b>		<b>Next Review</b>	
<b>Date Prepared</b>		<b>Prepared By</b>	

## Participant Emergency Contact Details

<b>Contact 1</b>		<b>Phone</b>	
<b>Contact 2</b>		<b>Phone</b>	
<b>Additional Info</b>			

## Emergency Services

<b>Police</b>	000
<b>Fire</b>	000
<b>Ambulance</b>	000
<b>Poison Emergency</b>	13 11 26

## Emergency Procedures

It may be useful, if applicable, to attach a copy of detailed emergency procedures and floor plan with the location of emergency exits, emergency kit and safety equipment clearly marked. Your emergency procedures may also include a map of evacuation locations for all emergencies.

Personal Medical Injury	
What to do	<p>In the event of a personal medical injury which may result from instances such as assault or other violent crime or a traffic accident, workers and participants should:</p> <ul style="list-style-type: none"> <li>• notify the nearest first aid officer</li> <li>• seek medical treatment if required</li> <li>• if the medical injury is an emergency situation, call emergency services on 000</li> <li>• advise the Director</li> <li>• leave scene untouched for investigation purposes</li> <li>• photograph any evidence</li> <li>• complete <i>Incident Report Form</i></li> </ul>
Evacuation Location	
Where to find the full policy/procedures	<ul style="list-style-type: none"> <li>• Incident Management Reporting Procedure</li> <li>• Infection Prevention Procedure</li> <li>• Emergency and Disaster Management Procedure</li> </ul>
Staff Responsibilities	<ul style="list-style-type: none"> <li>• Ensure participant safety and wellbeing at all times</li> <li>• Correspond with Director to provide updates</li> <li>• Complete applicable paperwork</li> <li>• Phone participant/ emergency contact a week after event to ensure they are ok</li> <li>• Attempt to contact participant three times via phone before initiating a welfare check</li> </ul>

Personal Threat from Acts of Terrorism or Riots	
What to do	<p>In the event of a personal threat from an act of terrorism, the worker/Warden shall:</p> <ul style="list-style-type: none"> <li>• Notify the Police by dialling 000 and requesting assistance</li> <li>• Ensure the Director is notified immediately of the location and describe situation</li> <li>• Initiate action to confine or isolate the threat from building occupants; and</li> <li>• Report to the Director regularly regarding the status of disturbance</li> <li>• Complete Incident Report Form</li> </ul>
Evacuation Location	
Where to find the full policy/procedures	<ul style="list-style-type: none"> <li>• Incident Management Reporting Procedure</li> <li>• Evacuation Map</li> <li>• Emergency and Disaster Management Procedure</li> </ul>
Staff Responsibilities	<ul style="list-style-type: none"> <li>• Ensure participant safety and wellbeing at all times</li> <li>• Correspond with Director to provide updates</li> <li>• Complete applicable paperwork</li> <li>• Phone participant/ emergency contact a week after event to ensure they are ok</li> <li>• Attempt to contact participant three times via phone before initiating a welfare check</li> </ul>

Fire	
What to do	<ul style="list-style-type: none"> <li>• Call emergency services on 000 and provide details of the fire</li> <li>• Ensure the Director is notified immediately of the location</li> <li>• Assist any person in immediate danger (only if safe to do so)</li> <li>• If safe to do so, close doors to minimise spread of the fire</li> <li>• Contact nearest warden and follow their directions (if applicable)</li> <li>• Assist with the evacuation of participants</li> <li>• Move to the assembly point as per the Evacuation Plan and stay there until further direction</li> <li>• Follow closely the instructions of emergency services personnel and wardens</li> <li>• Complete <i>Incident Report Form</i></li> </ul>
Evacuation Location	
Where to find the full policy/procedures	<ul style="list-style-type: none"> <li>• Incident Management Reporting Procedure</li> <li>• Emergency and Disaster Management Procedure</li> </ul>
Staff Responsibilities	<ul style="list-style-type: none"> <li>• Ensure participant safety and wellbeing at all times</li> <li>• Correspond with Director to provide updates</li> <li>• Complete applicable paperwork</li> <li>• Phone participant/ emergency contact a week after event to ensure they are ok</li> <li>• Attempt to contact participant three times via phone before initiating a welfare check</li> </ul>

Earthquake	
What to do	<ul style="list-style-type: none"> <li>• Ensure the Director is notified immediately of the situation</li> <li>• Call emergency services on 000 if assistance required</li> <li>• Remain in the building, move to a lower floor and keep well clear of windows</li> <li>• Shelter under structures that offer protection e.g., desk or table</li> <li>• Follow the instructions of Wardens or relevant Emergency Services</li> <li>• Assist with the evacuation of participants</li> <li>• Evacuate the building to the nominated assembly area only if instructed to do so by Emergency Services or Warden personnel</li> <li>• Do not leave the assembly area until advised to do so</li> <li>• Complete <i>Incident Report Form</i></li> </ul>
Evacuation Location	
Where to find the full policy/procedures	<ul style="list-style-type: none"> <li>• Incident Management Reporting Procedure</li> <li>• Emergency and Disaster Management Procedure</li> </ul>
Staff Responsibilities	<ul style="list-style-type: none"> <li>• Ensure participant safety and wellbeing at all times</li> <li>• Correspond with Director to provide updates</li> <li>• Complete applicable paperwork</li> <li>• Phone participant/ emergency contact a week after event to ensure they are ok</li> <li>• Attempt to contact participant three times via phone before initiating a welfare check</li> </ul>

Storms/Lighting Strikes	
What to do	<ul style="list-style-type: none"> <li>• Stay away from metal poles, fences, or tall metal structures</li> <li>• Minimise use of telephones/mobiles</li> <li>• If undertaking water activities, leave the water immediately</li> <li>• Never shelter under tree/s</li> <li>• Discard all metal objects</li> <li>• Stay away from high and low points</li> <li>• Make sure participants are aware of the Lightning Safe Position. This involves:               <ul style="list-style-type: none"> <li>○ Squatting or crouching with knees drawn up and feet together</li> <li>○ Keeping hands off the ground</li> </ul> </li> <li>• Ensure the Director is notified where applicable</li> <li>• Call emergency services on 000 if assistance required</li> <li>• Follow the instructions of Wardens or relevant Emergency Services</li> <li>• Complete <i>Incident Report Form</i> if required</li> </ul>
Evacuation Location	
Where to find the full policy/procedures	<ul style="list-style-type: none"> <li>• Incident Management Reporting Procedure</li> <li>• Emergency and Disaster Management Procedure</li> </ul>
Staff Responsibilities	<ul style="list-style-type: none"> <li>• Ensure participant safety and wellbeing at all times</li> <li>• Correspond with Director to provide updates</li> <li>• Complete applicable paperwork</li> <li>• Phone participant/ emergency contact a week after event to ensure they are ok</li> <li>• Attempt to contact participant three times via phone before initiating a welfare check</li> </ul>

Dust Storms	
What to do	<ul style="list-style-type: none"> <li>• If driving reduce speed and turn on driving lights</li> <li>• If a severe dust storm carefully pull off the roadway and turn off vehicle lights</li> <li>• If on a freeway, leave the freeway at an exit ramp, if possible</li> <li>• Wait until visibility is at least 100 metres before re-entering the roadway</li> <li>• If symptoms of breathing distress, seek medical advice</li> <li>• If at a residence, encourage the participant to close all windows and doors to minimise air particles impacting their breathing</li> <li>• Ensure the Director is notified where applicable</li> <li>• Call emergency services on 000 if assistance required</li> <li>• Follow the instructions of Wardens or relevant Emergency Services</li> <li>• Complete <i>Incident Report Form</i> if required</li> </ul>
Evacuation Location	
Where to find the full policy/procedures	<ul style="list-style-type: none"> <li>• Incident Management Reporting Procedure</li> <li>• Emergency and Disaster Management Procedure</li> </ul>
Staff Responsibilities	<ul style="list-style-type: none"> <li>• Ensure participant safety and wellbeing at all times</li> <li>• Correspond with Director to provide updates</li> <li>• Complete applicable paperwork</li> <li>• Phone participant/ emergency contact a week after event to ensure they are ok</li> <li>• Attempt to contact participant three times via phone before initiating a welfare check</li> </ul>

Flooding	
What to do	<p>In the event of a Flood:</p> <p><b>Indoors</b></p> <ul style="list-style-type: none"> <li>• Keep well clear of building access points</li> <li>• Switch off any electrical equipment and gas that could be affected by water</li> <li>• Move any chemicals, documents, equipment and valuables to a safe area</li> <li>• Ensure the Director is notified where applicable</li> <li>• Call emergency services on 000 if assistance required</li> <li>• assist with the evacuation of participants</li> <li>• Evacuate the building to the nominated assembly area only if instructed to do so by Emergency Services or Warden personnel</li> <li>• Do not leave the assembly area until advised to do so</li> <li>• Complete <i>Incident Report Form</i></li> </ul> <p><b>Outdoors</b></p> <ul style="list-style-type: none"> <li>• Obtain information around any road closures prior to any travel</li> <li>• Do not attempt to walk or drive through flooded roadways</li> <li>• If route is blocked by floodwaters or barricades, turn around and seek an alternative route</li> <li>• Ensure the Director is notified where applicable</li> <li>• Call emergency services on 000 if assistance required</li> <li>• Complete <i>Incident Report Form</i></li> </ul>
Evacuation Location	
Where to find the full policy/procedures	<ul style="list-style-type: none"> <li>• Incident Management Reporting Procedure</li> <li>• Emergency and Disaster Management Procedure</li> </ul>
Staff Responsibilities	<ul style="list-style-type: none"> <li>• Ensure participant safety and wellbeing at all times</li> <li>• Correspond with Director to provide updates</li> <li>• Complete applicable paperwork</li> <li>• Phone participant/ emergency contact a week after event to ensure they are ok</li> <li>• Attempt to contact participant three times via phone before initiating a welfare check</li> </ul>



Pandemic	
What to do	<ul style="list-style-type: none"> <li>• Follow the instructions of both the World Health Organisation and Australian Federal Government</li> <li>• Contact the applicable Public Health Unit (such as Department of Health Queensland) for advice and direction</li> <li>• Ensure where applicable workers have the appropriate immunisations</li> <li>• Communicate regularly with participants and workers</li> <li>• Wear PPE as required</li> <li>• Practice good hand hygiene</li> </ul>
Evacuation Location	N/A
Where to find the full policy/procedures	<ul style="list-style-type: none"> <li>• Incident Management Reporting Procedure</li> <li>• Emergency and Disaster Management Procedure</li> <li>• Pandemic Management Policy</li> </ul>
Staff Responsibilities	<ul style="list-style-type: none"> <li>• Ensure participant safety and wellbeing at all times</li> <li>• Correspond with Director to provide updates</li> <li>• Complete applicable paperwork</li> </ul>

Bushfire	
What to do	<ul style="list-style-type: none"> <li>• Keep calm</li> <li>• Drink as much as possible and carry water</li> <li>• Saturate and cover up with clothing including the head region</li> <li>• If you are with a participant stay together;</li> <li>• Avoid dense undergrowth</li> <li>• Look for open or already burnt ground</li> <li>• Keep to tracks if possible</li> <li>• Conserve as much energy as possible and take rests, if viable</li> <li>• Keep low</li> <li>• Shield the body from radiated heat by lying or crouching</li> <li>• Complete <i>Incident Report Form</i></li> </ul> <p><b>If trapped by fire in a vehicle</b></p> <ul style="list-style-type: none"> <li>• Position car in a clearing or away from dense fuels loads</li> <li>• Where possible, minimise exposure to radiant heat</li> <li>• Park the car off the roadway to avoid collisions</li> <li>• Leave the engine running</li> <li>• Turn headlights and hazard warning lights on to make the car as visible as possible</li> <li>• Tightly close all windows and doors</li> <li>• Shut all the air vents and turn the air conditioning on to full and recirculate</li> <li>• If possible, stay in the car until the fire front has passed and the temperature has dropped outside</li> <li>• Complete <i>Incident Report Form</i></li> </ul>
Evacuation Location	
Where to find the full policy/procedures	<ul style="list-style-type: none"> <li>• Incident Management Reporting Procedure</li> <li>• Emergency and Disaster Management Procedure</li> </ul>
Staff Responsibilities	<ul style="list-style-type: none"> <li>• Ensure participant safety and wellbeing at all times</li> <li>• Correspond with Director to provide updates</li> <li>• Complete applicable paperwork</li> <li>• Phone participant/ emergency contact a week after event to ensure they are ok</li> <li>• Attempt to contact participant three times via phone before initiating a welfare check</li> </ul>

Gas Leakage	
What to do	<ul style="list-style-type: none"> <li>• Contact Emergency Services</li> <li>• Contact the Director to advise of the gas leak</li> <li>• Isolate the gas supply at the source (if safe to do so)</li> <li>• Remove all ignition sources (if safe to do so)</li> <li>• Turn off the electrical supply</li> <li>• Evacuate participants as per Evacuation Plan</li> <li>• Remain at the Evacuation Assembly Area until further advised by Emergency Services</li> <li>• Complete <i>Incident Report Form</i></li> </ul>
Evacuation Location	
Where to find the full policy/procedures	<ul style="list-style-type: none"> <li>• Incident Management Reporting Procedure</li> <li>• Emergency and Disaster Management Procedure</li> </ul>
Staff Responsibilities	<ul style="list-style-type: none"> <li>• Ensure participant safety and wellbeing at all times</li> <li>• Correspond with Director to provide updates</li> <li>• Complete applicable paperwork</li> <li>• Phone participant/ emergency contact a week after event to ensure they are ok</li> <li>• Attempt to contact participant three times via phone before initiating a welfare check</li> </ul>

Structural Collapse	
What to do	<ul style="list-style-type: none"> <li>• Alert all persons nearby and request assistance</li> <li>• Call emergency services on 000 describing the situation</li> <li>• Notify the Director</li> <li>• Assist any participants or colleagues in immediate danger</li> <li>• Evacuate as per the Evacuation Plan</li> <li>• Remain at the Evacuation Assembly Area until further advised by Emergency Services</li> <li>• Complete <i>Incident Report Form</i></li> </ul>
Evacuation Location	
Where to find the full policy/procedures	<ul style="list-style-type: none"> <li>• Incident Management Reporting Procedure</li> <li>• Emergency and Disaster Management Procedure</li> </ul>
Staff Responsibilities	<ul style="list-style-type: none"> <li>• Ensure participant safety and wellbeing at all times</li> <li>• Correspond with Director to provide updates</li> <li>• Complete applicable paperwork</li> <li>• Phone participant/ emergency contact a week after event to ensure they are ok</li> <li>• Attempt to contact participant three times via phone before initiating a welfare check</li> </ul>

Electrical Incident	
What to do	<ul style="list-style-type: none"> <li>• Call emergency services on 000 describing the situation</li> <li>• Notify Director</li> <li>• Ensure the safety of participants and yourself</li> <li>• If power lines are involved contact the relevant electricity entity immediately</li> <li>• Isolate the power supply if safe to do so</li> <li>• Evacuate as per the Evacuation Plan</li> <li>• Remain at the Evacuation Assembly Area until further advised by Emergency Services</li> <li>• Complete <i>Incident Report Form</i></li> </ul>
Evacuation Location	
Where to find the full policy/procedures	<ul style="list-style-type: none"> <li>• Incident Management Reporting Procedure</li> <li>• Emergency and Disaster Management Procedure</li> </ul>
Staff Responsibilities	<ul style="list-style-type: none"> <li>• Ensure participant safety and wellbeing at all times</li> <li>• Correspond with Director to provide updates</li> <li>• Complete applicable paperwork</li> <li>• Phone participant/ emergency contact a week after event to ensure they are ok</li> <li>• Attempt to contact participant three times via phone before initiating a welfare check</li> </ul>

Bomb Threats	
What to do	<ul style="list-style-type: none"> <li>• Gather as much information from the person making the threat as possible</li> <li>• Call emergency services on 000</li> <li>• Clear the area</li> <li>• Notify the Director and/or Warden immediately</li> <li>• Follow the instructions and directions of Wardens or relevant Emergency Services</li> <li>• Prevent all persons from entering the area where the device is located</li> <li>• If safe to do so evacuate as per the Evacuation Plan</li> <li>• Remain at the Evacuation Assembly Area until further advised by Emergency Services</li> <li>• Complete <i>Incident Report Form</i></li> </ul>
Evacuation Location	
Where to find the full policy/procedures	<ul style="list-style-type: none"> <li>• Incident Management Reporting Procedure</li> <li>• Emergency and Disaster Management Procedure</li> </ul>
Staff Responsibilities	<ul style="list-style-type: none"> <li>• Ensure participant safety and wellbeing at all times</li> <li>• Correspond with Director to provide updates</li> <li>• Complete applicable paperwork</li> <li>• Phone participant/ emergency contact a week after event to ensure they are ok</li> <li>• Attempt to contact participant three times via phone before initiating a welfare check</li> </ul>

### Signatures

<b>Participant / Substitute Decision Maker Name</b>	
<b>Signature</b>	
<b>Date</b>	
<b>Provider Representative Name</b>	
<b>Signature</b>	
<b>Date</b>	

### Implementation Checklist

<b>Team Members Trained (Names)</b>	
<b>Team Member training Date</b>	
<b>Participant Plan Tested with Participant Date</b>	
<b>Team Member providing Participant Testing</b>	
<b>Reviewed by Management</b>	
<b>Plan Implementation Completed Date</b>	