



PARTICIPANT EMERGENCY PLAN

EVACUATION PROCEDURES

Upon hearing the alarm or when the situation requires the participant to leave the premises:

- Prepare to evacuate.
- Get your environment ready to be left unattended. Shut down computers; turn off gas and electrical equipment, if safe to do so.
- For fire, close the doors as you go – **do not lock them**. In the case of a bomb threat, leave doors open.
- Assist participant in immediate danger.
- Leave the building via the nearest safe route.
- Obey all directions from emergency services.
- Move calmly to the assembly point or other advised area and stay there until the **All Clear** has been given.
- Follow closely the instructions of emergency services personnel and campus wardens.
- Wait for the OK to re-enter the building.

FIRE

- Ring **000** and provide details of the fire then ring supervisor.
- Assist any person in immediate danger (only if safe to do so).
- If safe to do so, close doors to minimise spread of the fire.
- Attack the fire only if safe to do so.
- Contact nearest warden and follow their directions (if applicable).
- Assist with the evacuation of mobility impaired occupants.
- Move to the evacuation location in plan and stay there until the **All Clear** has been given.
- Follow closely the instructions of emergency services personnel and campus wardens.

MEDICAL EMERGENCY

Assess the situation -

- **Do not** move a participant unless they are exposed to a life-threatening situation.
- In extreme emergency situations contact the ambulance service by dialling 000 then ring supervisor
- Arrange for the ambulance to be met or meet the ambulance if alone.
- Remain with the participant and administer first aid as appropriate until assistance arrives.
- Follow closely the instructions of emergency services personnel.

CIVIL DISTURBANCE

- Keep well clear of the disturbance and do not say or do anything that may encourage irrational behaviour.

- Consider “locking down” the building to prevent unauthorised entry.
- Follow closely the instructions of emergency services personnel and campus wardens.
- Evacuate the building only if instructed to do so by emergency services personnel or campus wardens.

EXTREME WEATHER / FLOODING

- Keep participant well informed of situation.
- Switch off any electrical equipment and gas to ensure safety.
- Move any chemicals, documents, equipment and valuables to a safe area if time permits.
- Obtain information around any road closures prior to any travel.
- Do not attempt to walk or drive through flooded roadways.
- If route is blocked by floodwaters or barricades, turn around and seek an alternative route.
- Follow closely the instructions of emergency services personnel.
- Keep in contact with Supervisor and follow their instructions.

PANDEMIC

- Follow the instructions of both the World Health Organisation and Australian Federal Government.
- Contact the applicable Public Health Unit (such as Department of Health QLD) for advice and direction.
- Ensure where applicable workers have the appropriate immunisations.
- Communicate regularly with participants and workers.
- Wear PPE as required.
- Practice good hand hygiene.

PERSONAL PREPARATION

- Know the location of **emergency exits** in your building.
- Plan an **escape route** from the premises to safe environment.
- Familiarise yourself with the location of any **break glass fire alarms**
- Note the location of **fire extinguishers**.
- Familiarise yourself with the identity and location of the first aid kits.

FIRST AID KIT

First aid kit is located in the following areas:

Location / Vehicle

Assembly Point	
In the event of fire -	
In the event of flood -	
In the event of a chemical spill -	
OR follow the instructions of supervisor/emergency service	
Participant Emergency Contact Details	
Contact 1	
Phone number	
Contact 2	
Phone Number	

Individual Needs as per Support Plan	
Physical	
Emotional	
Communication	
Other	

Emergency Services

Fire	000
Ambulance	000
Poison Emergency	13 11 26.

Personal safety is the most important factor in an emergency

Date of preparation