



EMERGENCY PLAN - New Ability Health

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 power and gas "If safe to do so."
- For Fire, Close doors as you go, Do NOT lock them. In case of a bomb threat, leave doors open.
- Assist personnel in immediate danger.
- Leave the building via the safest route and obey all directions from emergency services or wardens.
- Move calmly to the assembly area and stay there until the "ALL CLEAR" has been given.
- Follow instructions and wait for the all clear to re-enter the building.

FIRE

- Call **000** and provide details of the fire.
- Assist any person in immediate danger (If Safe to do so)
- Attempt to extinguish the fire only if safe to do so.
- Assist with the evacuation of mobility impaired occupants.
- Follow instructions and move to the evacuation area.

MEDICAL EMERGENCY

- Assess the situation and do NOT move the participant unless they are exposed to a life-threatening situation.
- In extreme situations call **000** and request the Ambulance
- Arrange for someone to meet the Ambulance and remain with the participant until assistance arrives.

CIVIL DISTURBANCE

- Keep clear of the disturbance and do not do or say anything that may encourage irrational behaviour.
- Remove yourself from situation as much as possible and contact the Supervisor.
- Consider "locking down" the building to prevent unauthorised entry.
- Follow instructions of emergency service personnel
- Evacuate the building only if instructed to do so.

EXTREME WEATHER

- Keep participants well informed of the situation.
- Move around premises and turn off electrical appliances to ensure safety (If safe to do so)
- Follow instructions of emergency services and wardens
- Evacuate the building only if instructed to do so.
- Stay connected with the Supervisor and follow instructions.

PERSONAL PREPARATION

- Know the locations of the **Emergency Exits** in your building.
- Plan an **escape route** from the premises to a safe environment.
- Familiarise yourself with the location of ALL fire fighting equipment EG Extinguishers, Blankets etc.
- Familiarise yourself with the identity and location of First Aid kits and equipment.

*** **FIRST AID KITS** – Located in Reception

*** **ASSEMBLY POINT** – 2/46 Hudson Street

– FRONT GATE GRASS AREA

EMERGENCY SERVICES CONTACT DETAILS

- **Fire - 000**
- **Police – 000**
- **Ambulance – 000**
- **Poison Emergency – 13 11 26**

NEW ABILITY HEALTH EMERGENCY WARDENS

- **Chief Warden:**
Chrystal Hetherington
- **Area Warden:**
Stephen Hirneth

**PERSONAL SAFETY IS THE MOST
IMPORTANT FACTOR IN ANY
EMERGENCY**

Current as of: 12/9/2024

