



Emergency evacuation policy

An emergency is a situation that is dangerous or potentially dangerous to life, property, and environment. The aim of this policy is to ensure that all workers can effectively and efficiently respond to an emergency, can carry out emergency evacuation procedures and assist other personnel to respond as instructed.

Evacuation procedure:

In the event of an emergency all workers and visitors to the building must follow the instructions of the Fire Warden.

The nominated Fire Warden, or their delegate if they are unavailable, will upon discovery of an emergency where an evacuation is necessary:

1. Ascertain the nature of the emergency if possible and ensure an appropriate evacuation is underway.
2. Ensure that the emergency services have been contacted by dialing 000 and the building remains secure.
3. Make sure that staff and clients in all areas of the business have been notified of the potential danger and evacuated.
4. Ensure personnel proceed to the designated assembly point.
5. In the event of a fire, isolate the fire by closing doors where it is possible to do so .
6. Once the emergency services confirm that it is safe to return on site the Fire Warden will instruct all workers to return their work area/station.

Upon being instructed to evacuate by Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation's Fire Warden employees should:

1. Stay calm and prepare for an evacuation.
2. Obey any directions given by Fire Wardens, including waiting for the Fire Warden's instruction to leave the premises.
3. Assemble at the nearest emergency exit of the floor - all emergency exits should be clearly marked.
4. Assist mobility-impaired employees to the appropriate fire exit.
5. Exit the building in a calm and orderly, but quick fashion.
6. Leave all loose personal belongings such as bags behind.
7. Maintain one clear step between the person in front of you to prevent stumbling.
8. When out of the building, move well clear of the building to avoid hindering those coming behind you.
9. Proceed immediately to the designated assembly area which is located at {Evac_Pint}.
10. Report any person not accounted for to the Fire Warden.
11. Return to the building only when instructed by the Fire Warden.

Assembly area located at:

Next door car park area, in front of Dominos on Jensen Street.

Fire warden is:

Fire warden is Daniel Rosendale

Fire hose reel locations

Fire hose reels are located at Outside near front entrance of office

Fire extinguisher locations:

Fire extinguishers are located at Various locations around the office. - Front entrance, hallway, activity space, office space.

Discipline under this policy:

Management of Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation has the responsibility of overseeing this policy. Supervisors and managers will ensure employees are compliant with all areas of this policy, including any disciplinary action resulting from non-compliance.