

EMERGENCY PLAN

COMPANION DOG TRAINING

ABN 96391501180

BALLAN-GREENDALE RD BALLAN 3342

Approved: MADELINEBRIGGS

Date: 8.12.20

Business Information	
Name:	Companion Dog Training

Business Owner:	Madeline Briggs
Location:	Ballan-Greendale RD Ballan 3342

Emergency Service Contact Details		
Police	Ballan Police	000
Ambulance	Ambulance Victoria	000
Fire	Ballan Fire Station	000
Gas	N/A	
Electricity	1300 138 647	
Water	1800 061 514	
Hospital	000	
Doctor	5368 1100	

Staff

Title	Name	Telephone
Business Owner & Training Instructor	Madeline Briggs	0418633330

PURPOSE

This Emergency Plan sets out procedures to be followed in the event of an Emergency. The Emergency Plan shall also comprise an Emergency Procedures which will be in the form of a detailed drawing containing the house plan, evacuation routes, and summarised Emergency instructions. This Emergency Procedure Document shall be found on our website.

The Emergency Plan provides the structure and directions that will prevent injury to clients, visitors and neighbouring people and premises in the event of an Emergency.

EMERGENCY RESPONSE PROCEDURE

In an Emergency the Business Owner shall:

- ♦ Assume responsibility for the clients and visitors in the house until the responsibility can be handed over to the senior officer of the attending emergency service. Respond to and coordinate the Emergency.
- ♦ Notify the relevant emergency service(s) of the type and location of the Emergency.
- ♦ Decide if an evacuation is appropriate.
- ♦ Turn off (isolate) electricity switches as soon as practicable.
- ♦ Communicate all information relating to the Emergency and the actions taken, to the emergency services personnel on their arrival.
- ♦ Keep records of the actions taken. The nature of the emergency and any unusual circumstances.
- ♦

EVACUATION PROCEDURE

In the event of an Emergency, which may require an evacuation, the following shall apply:

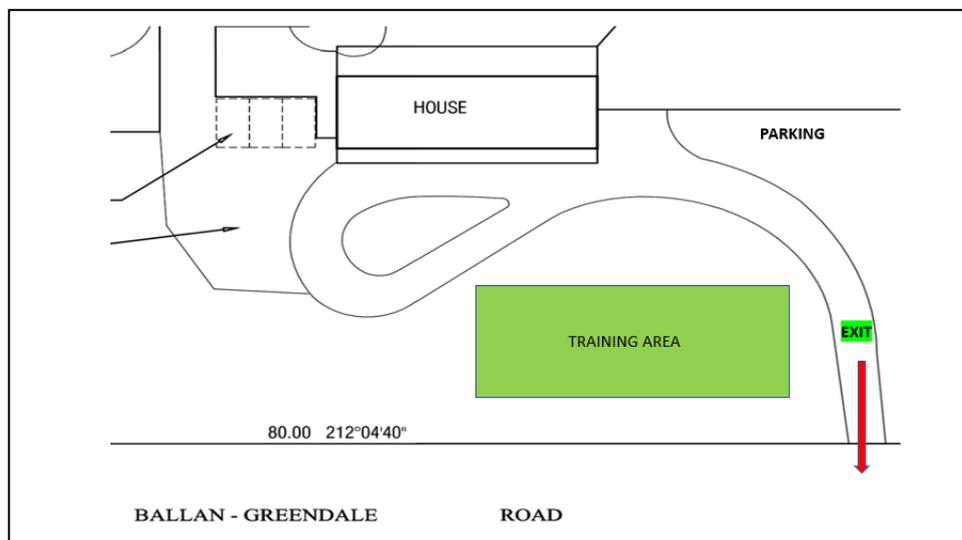
The Business Owner will check the EXIT / evacuation route to determine if safe to use.

Reassure clients and visitors of their safety and subdue panic.

All clients and visitors shall proceed to leave the premises.

Assist any persons requiring special attention including mobility---impaired persons.

Do not re-enter the premises.



Current Evacuation Plan and Evacuation Routes for Companion Dog Training

FIRE PROCEDURE

In case of
FIRE

leave through the nearest



If any person observes a fire, smoke or hears a fire alarm they should:

- Assist any person in immediate danger, if safe to do so!
- Confine the fire, eg: closing the doors etc.
- Follow the **EXIT** signs and leave through the nearest emergency exit. Notify the Business Owner who shall raise the alarm by telephoning the fire authority. If any
- persons is trained to do so, they should attack the fire with the correct type of fire extinguishers
- and/or other fire equipment, if safe to do so!
- If unable to safely evacuate, calmly follow instructions given by the attending Fire Officers. The manager/fire warden will account for all occupants and report persons missing to Fire Officers. **Do not re-enter the premises until you are told it is safe to do so by the manager or Fire Officers.**

EARTH QUAKE PROCEDURES

Seismic activity is not uncommon in Australia and severe tremors have been felt in various localities. In

the event of an earthquake the following actions should be taken:

If Outdoors:

- ♦ Move to a clear space away from buildings.

SERVER STORM PROCEDURE

In the event of strong wind, the following actions should be taken:

If Outdoors:

- ♦ Seek shelter immediately.
- ♦ Avoid windows and external door areas.
- ♦ If possible, do not remain in cars.

CIVIL DISORDER PROCEDURE

Companion Dog Training has a ZERO tolerance policy for bullying, harassment, and verbal or physical abuse. Police will be called immediately.