

GOV - Evacuation Procedure 1-to-1 Support Services

Headway Gippsland Inc. has processes to ensure staff and participants are aware of the actions to take in the event of an emergency at the participants' residence/home.

PROCEDURE

This plan shall be implemented in the event of a fire/emergency incident occurring in the building/home or in the event of an evacuation due to a threat from various sources eg: gas leak, fire next door, bomb threat, under direction from a law enforcement official, armed intrusion etc.

The fire/evacuation plan aims to preserve life, alert personnel to danger and to remove staff/personnel/participants from the danger zone without unduly compromising the safety of any person.

The Assessment process begins at the initial home assessment, confirming the home is fitted with smoke detectors and that all entry points are accessible; any identified concerns are then applied to the participant's Support Plan, which includes a review date. The worker is required to report in writing to Headway Gippsland Inc Management any and all concerns of participant safety.

In addition, The Country Fire Authority Website has all of the information required to assist participants to help you plan and prepare

Your LAC or Support Coordinator (Local Area Coordinator) can discuss with you your emergency preparedness and provide you with information you can use to create an emergency plan in case of a natural disaster or emergency. If you would prefer your LAC or Support Coordinator can provide you with a hard copy of the Person-Centred Emergency Preparedness Workbook.

Your Life Skill Officer can also assist you if required to complete the Fire Ready Kit on the CFA website.

In the event of an emergency

- The worker shall assume the role of Fire Warden, whose responsibilities are:
- Ensure that the alarm is raised if a fire is found or if an evacuation is required.
- To ensure that the door(s) to the area containing the danger are closed off if safe to do so.
- Assist participant who is in immediate danger or who requires assistance to exit the building.
- Ensure that the participant is evacuated from the home and is accounted for.
- Ensure the relevant emergency service is called and advised of the situation.
- Contact Head Office to inform them of the incident. If out of office hours, contact the on-call mobile no 0448 472 007
- To determine when it is safe to return to the building. Seek advice from the relevant authority.



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- Only return to the building when the “all clear” has been communicated by the relevant authority
- Liaise with the building owner to ensure an understanding of the building process when/if an emergency action is required.

Following the incident, the fire warden should raise the issue, and the fire warden should file an incident report. The Chief Executive Officer will review the incident and determine the impact of the incident and the impact on the business/services provided.