
Gov – Evacuation Procedures Social Support Groups

POLICY

Headway Gippsland Inc. has processes to ensure staff, volunteers, and participants are aware of the actions to take in the event of an emergency in the Buildings the Social Support Groups Occupy.

PROCEDURE

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

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

In addition, copies of the Evacuation Plans and Emergency Action Sheets are displayed in prominent locations in the building by the building owner.

The Co-ordinator, or their delegated person, shall assume the role of Fire Warden whose responsibilities are:

- Ensure the alarm is raised if a fire is found or 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 any person/participants in the office/building who is in immediate danger or requires assistance to exit the building.
- Ensure that all personnel/participants who are present are evacuated from the office/building and are accounted for.
- Determine if it is safe to attack the fire with the nearest fire extinguisher. Check the pictures on the extinguisher.
- Ensure the relevant emergency service is called and advised of the situation.
- Contact Head Office to Inform of incident
- To determine when it is safe to return to the building following advice from the relevant authority.
- Only return to the building when the relevant authority has communicated the " all clear ".

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- Liaise with the building owner to ensure an understanding of the building process when/if an emergency action is required.

The most senior staff member present should raise an incident report following the incident. The General Manager will review the incident and determine the impact of the incident and the impact on the business/services. Staff, Volunteers and Participants shall participate in a fire drill/evacuation to ensure all personnel understand the procedure and adhere to the plan. This will be carried out quarterly.

Headway Gippsland Inc. will arrange follow-up debriefing and or support for Participants, Staff and Volunteers of Headway Gippsland Inc. if required.