Emergency Evacuation Plan & Implementation Procedures

HiFlex Physio

Each Centre must review and update in January annually. This must then be emailed to Operations Department. Each Centre must have a completed version of this document available to local staff in the Induction Folder.

Centre Location	
Building Address	
Emergency Coordinator	
Emergency coordinator Phone Number	
Designated Meeting Site(s) for Building	
Plan prepared by	
Date	

Emergency Numbers

(Please keep posted at Reception, in Change Rooms, Café and Childcare Centre)

Fire	000
Police	000
Medical	[insert local 24-hour Medical Service]
Poisons Information Centre	13 11 26
Asthma Australia	1800 645 130
Diabetes Australia	1300 136 588
Cairns Head Office **100 Fitness Street** **Cairns QLD 4870**	07 5555 5555

1 Emergency Policy

This Emergency Plan sets out procedures to be followed in the event of an Emergency. The Emergency Plan shall also include Emergency Procedures, which consists of a detailed drawing containing the house plan, items of Emergency equipment, evacuation routes, and summarised emergency instructions. These Emergency Procedures shall be securely fixed to a nominated location or locations in Each Centre.

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

2 Assembly Areas

The Assembly Area is the gathering point in the event of an evacuation. The assembly areas for each Centre are marked on the Emergency Procedures.

3 Emergency Response Procedures

In an Emergency, Staff on duty shall:

- Assume responsibility for the clients and visitors in the Centre 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 and notify clients and visitors.

- Turn off (isolate) the gas and electricity switches as soon as practicable - refer to the site plan for the locations of these switches.
- 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 on the Emergency Reporting Template found under the Documents Tab.

4 Evacuation Procedure

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

- The Staff member(s) on duty will check evacuation routes to determine if they are safe to use. Only safe routes will be used.
- The Staff member(s) on duty will reassure clients and visitors of their safety and subdue panic.
- All clients and visitors shall proceed to the appropriate assembly area.
- The Staff member(s) on duty will collect the 'sign in' sheet and retain responsibility for it throughout the evacuation.
- If there is more than one Staff member on duty, one House Staff member should lead the evacuation.
- The Staff member(s) on duty will assist any persons requiring special attention including mobility-impaired persons.
- On arrival at the assembly area The Staff member(s) on duty will conduct a head count. If any personnel are unaccounted for, the Manager on duty shall be immediately notified.
- The Staff member(s) on duty shall check every room of the building, including bathrooms, storerooms etc, to ensure no person is remaining in the premises.

5 Fire Procedure

If any person observes a fire they should:

- Assist any person in immediate danger if safe to do so. Confine the fire, e.g. closing the doors etc.
- Notify the House Staff member(s) on duty who shall raise the alarm by telephoning the fire authority.
- If any House Staff member(s) on duty 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.

6 Bomb Threat Procedures

To defeat the purpose of a hoax caller, Staff members and client movements should be kept to a minimum. Avoid as far as practicable any outward sign that the threat has been acted upon.

If a bomb is found:

- Do not touch the object.
- Advise other persons to move from the area.
- Notify the Staff member(s) on duty.
- Keep other persons away from the area.
- Obey instructions of the House Staff member(s) on duty.

7 Earthquake 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 in the street:

- Move clients to an open doorway and seek shelter, or to a clear space away from buildings.

If in the house:

- Move clients to a safe location and seek shelter under a table or desk.
- Follow the instructions of the House Staff member(s) on duty.
- Keep away from windows.

8 Severe Storm Procedure

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

If in the street:

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

If in the Centre:

- Secure all windows and external doors.
- Keep clear of windows.
- Follow the instructions of the House Staff member(s) on duty.
- Where possible, secure all loose objects external to the house.

9 Civil Disorder Procedure

In the event of a civil disorder including demonstrations, unauthorised entry/occupation and the like The House Staff member(s) on duty will immediately:

- Notify the Police.
- Lock all doors and windows.
- Ensure all clients and staff avoids physical conflict with the demonstrators, even if provoked.
- Follow the instructions of the Police.

During civil disorder:

- Avoid any physical confrontation wherever possible.
- Always attempt to withdraw from any situation where there is an immediate threat of physical violence.

Do not risk injury or attack in protecting HiFlex Physio property. This does not mean that The Staff members or clients should not use lawful means to defend themselves, clients, other staff, or members of the public from physical attack in legally justifiable circumstances. If such defensive action is necessary, staff must use only the degree of force reasonably necessary to restrain the intruder. No Staff member should act alone.

Version Control & Document History

Date	Summary of modifications	Version
01 October 2020	Version 1 final produced	1.0
20 November 2020	Minor editing and proofreading.	1.1