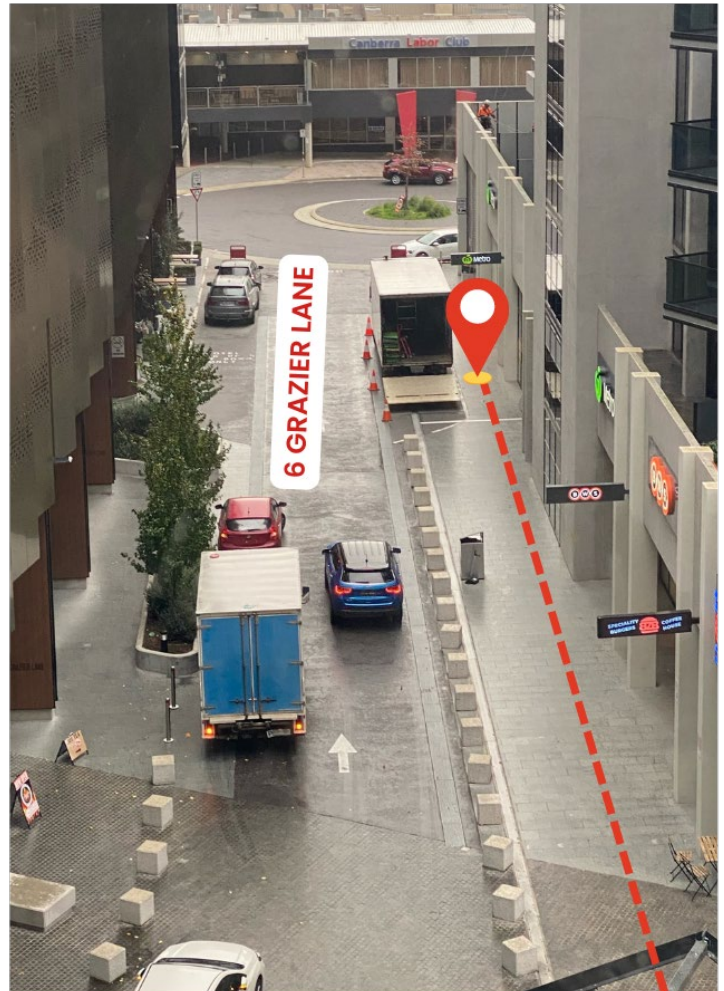
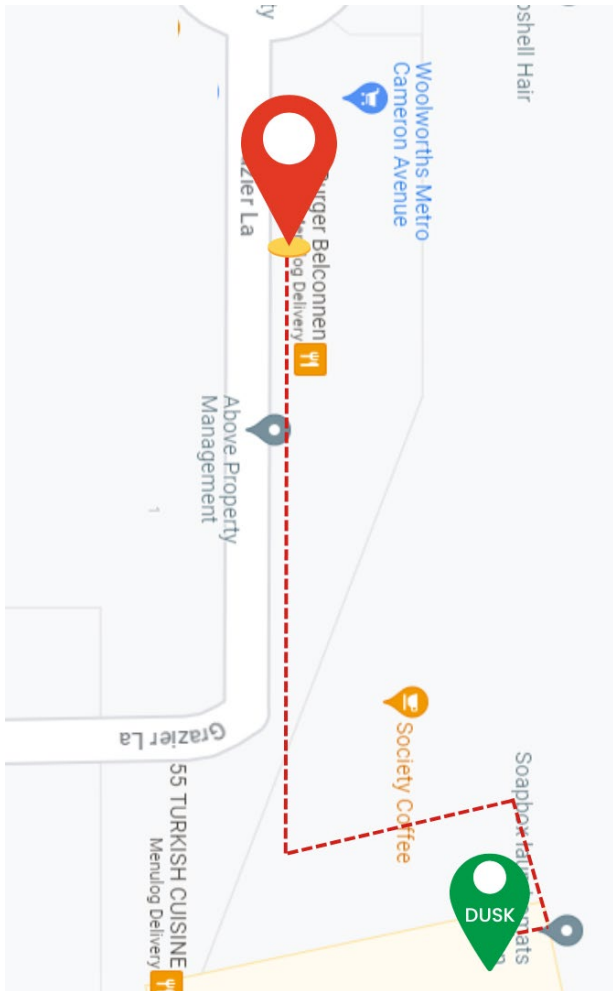




DUSK On-Site Evacuation Point / Marshalling Area

- Fire Warden by default is the on-site employee rostered to the shift at the time of evacuation.
- The fire warden must get the evacuation vest and Go-Bag and exit the building. The fire warden must present to the emergency meet point as pictured below under the Woolworths signage.



- ACT Fire and Rescue will attend to access the situation and next steps.
- In the event the building is at threat and must be evacuated, PEEPs must be provided to the attending fire fighters to undertake evacuation of participants.
- Fire Warden to notify National management and arrange proceedings thereafter.
- Fire Warden is to notify client/participants and their nominated representatives if the property must be evacuated, as soon as safe to do.



DUSK Evacuation

On-Site Employee being alerted to an emergency (fire present and/or the siren sounds)

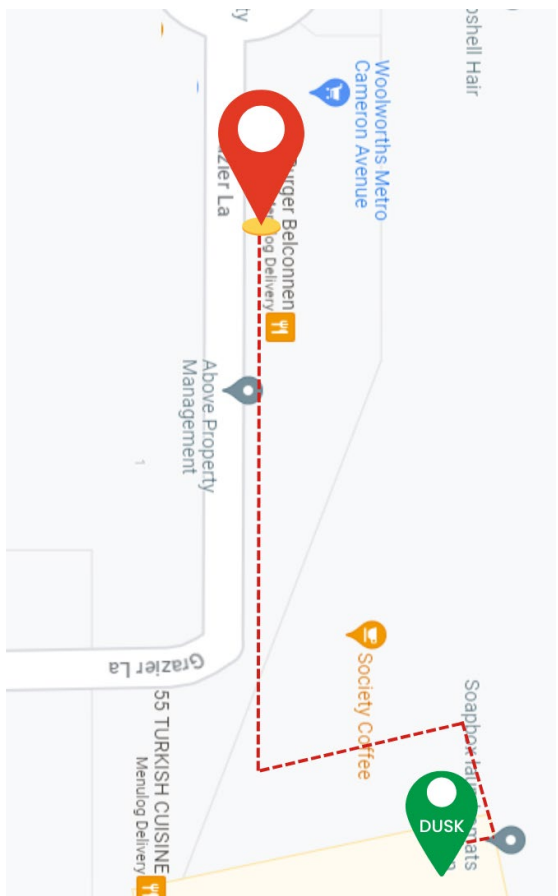
	ACTIONS	CONSIDERATIONS
1	STOP and assess the situation	Never put your own safety in danger
2	EVACUATE	Take the Go-Bag (includes the PEEPs and vest) and the on-site phone and keys
3	IF YOU IDENTIFY THE FIRE – CALL 000 ACT Fire & Rescue	Alert call taker of vulnerable residents unable to evacuate. Will require assistance
4	Proceed to the FIRE CONTROL ROOM Street access point	Wait for ACT Fire & Rescue at 6 Graizer Lane entry (red flashing light) Hand over PEEPs folder
5	COMMUNICATE with all participants	Contact PEEPs you are responsible for – inform them of situation
6	NOTIFY NCC – 0401 439 798	NCC will be able to contact any NCC employees onsite providing CORE supports
7	WAIT for all clear	Provide welfare checks to each participant after all clear.



CORE Supports with Participant

OPTION 1: If you are inside a participant unit when fire alarm sounds and the client is mobile.

	ACTIONS	CONSIDERATIONS
1a	CORE Support: EVACUATE the building with the participant	Wait at the assembly area.
2	SUPPORT the participant	Stay with participant.
3	WAIT for all clear	Return with the participant to their unit.





CORE Supports + On-Site Team with Participant

OPTION 2: If you are inside participant's unit when the first alarm sounds and you are unable to safely evacuate the participant.

	ACTIONS	CONSIDERATIONS
1	STOP and assess the situation	Never put your own safety in danger
2	CHECK for smoke or fire	Look around the unit and into the hallway
3a	SMOKE OR FIRE INSIDE PARTICIPANT UNIT	Assist participant out of unit / to a point of safety. CALL 000
3b	SMOKE OR FIRE IN HALLWAY/LOBBY	Stay in unit with participant. Close doors and windows. Place towels around doors. CALL 000
3c	NO SMOKE OR FIRE	Stay inside unit with participant. Close doors and windows. Reassure participant.
4	CONTACT with on-site	On-site personnel will call participant when available and safe to do so.
5	NOTIFY NCC – 0401 439 798	NCC will be able to contact any NCC employees onsite providing CORE supports
6	WAIT for all clear	Provide welfare checks to each participant after all clear.

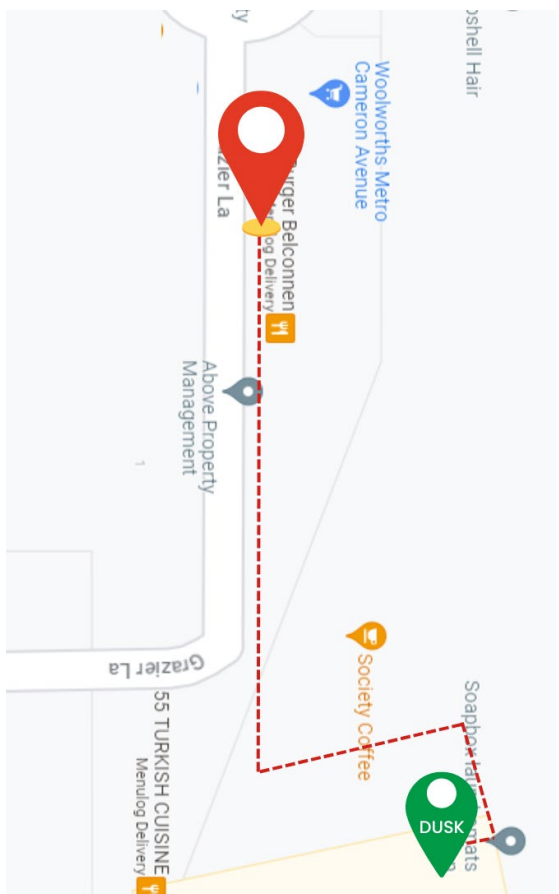


DUSK Participant Instructions

OPTION 1: If you hear the fire alarm sounding and there is **NO SIGN OF FIRE OR SMOKE INSIDE YOUR UNIT:**

	ACTIONS	CONSIDERATIONS
1a	EVACUATE	If you are physically able to do so.
1b	REMAIN INSIDE (if unable to evacuate)	Keep door closed. You will be safe here until help arrives.
2	CALL on-site personnel if you require support	On-site team know you are there and will advise ACT Fire & Rescue.

Marshalling Area





DUSK Participant Instructions

*OPTION 2: If you discover **FIRE OR SMOKE INSIDE YOUR UNIT:***

	ACTIONS	CONSIDERATIONS
1	Activate your ALARM pendant or RED wall button.	This will alert the on-site personnel to take action.
2	EVACUATE your Apartment. (Go to step 4 if unable to evacuate)	If you are physically able to do so.
3	WAIT adjacent to stairwell	If unable to descend stairs
4	CLOSE doors and windows	To stop fire / smoke spread
5	PROTECT yourself	Move into shower or cover yourself with blankets. Call 000
6	HELP IS ON THE WAY	On-site personnel know you are there, they will advice ACT Fire & Rescue.