



# Emergency Management SIL Property Framework

## Current Version

<b>Service Area</b>	Disability	<b>Version</b>	1.2
<b>Process Owner</b>	Governance Lead   Clinical Lead	<b>Date of Issue</b>	Feb 2023
<b>Approved by</b>	Chief Executive Officer	<b>Review</b>	Feb 2025

## Modification History

Version	Date	Author	Approved by	Description of change
1.0	10/2015	Natashia Telfer	Employsure	New policy
1.1	02/2020	Natashia Telfer	CEO	Inclusion of PEEPs
1.2	02/2023	Natashia Telfer	CEO	Formatting changes: Inclusion of Procedures/ Competencies/ Resources

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## SIL Property Emergency Management

### **POLICY STATEMENT**

National is committed to taking every employees and client/participants needs into consideration when implementing Work Health and Safety (WHS) procedures include provisions for emergency preparedness and risk identification.

### **SCOPE**

This policy applies to all employees of National.

### **POLICY**

As an employer, National holds responsibility to make sure all employees are aware of the emergency preparedness in the workplace including but not limited to:

- Within SIL properties there is appropriate signage, identified exits, fire plans, emergency evacuation bags.
- How to best assist client/participants with disabilities within their home. Always keep in mind, the nature of each person's disability is unique and the best way to prepare is to discuss and develop evacuation procedures with the individuals.
- Local emergency personnel will be aware the residence is for complex needs and of high priority.
- Continuation of critical supports before, during and after an emergency situation to ensure continuity of supports including consumable supplies.

### **MAINTAINING CRITICAL SUPPORTS DURING EMERGENCY SETTING**

This can include but is not limited to, natural disaster, house fire, life threatening equipment malfunction, outbreak, pandemic etc.

National are committed to continuing all critical services for participants where safe and possible to do so. Any adjustments to services that are required to accommodate the circumstances will be made in consultation of the client/participant to ensure continuation of services can be as seamless as possible. This may include change of venue, additional personnel and supports or equipment to be utilised.

Critical services are inclusive of airway management, enteral feeding, medication administration, pressure area care, personal care, wound care, ensuring participant supplies such as enteral feed, air way equipment etc are ordered.

### **SIL PROPERTY EVACUATION OF PARTICIPANTS IN EMERGENCY SETTING**

- House Fire Warden will be the most senior person on shift: Clinical Coordinator or RN.
- The employee designated to provide support for a client/participant will assist said client/participant to evacuate the building, or to move to a safe area to await assistance from members of the emergency response group or emergency services personnel. 2 employees may be required to assist client/participants in pairs.



- A carer designated to provide support for the client/participant should remain with that person once until the all clear is given or they are relieved of those duties.
- The fire warden will assign a floor warden, or request an emergency response warden, to check that assistance is being provided to client/participants as required, or assist with evacuation of other client/participants if this practical and appropriate.
- The fire warden will ensure that the emergency control point, emergency operations centre and emergency response personnel are aware of the situation and location of employees and client/participants.
- The fire warden is responsible for ensuring (if relevant) solar powered units connected to SIL properties are turned off in the correct method in event of a fire, electrical disaster or maintenance. Instructions for correct procedure to turn unit off is located on the front of the unit.
- The fire warden will also ensure that emergency services personnel are notified as soon as possible if their assistance is required and/or if it is a false alarm.
- 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.

#### CONTACTS

Emergency Services	000
National Community Care	6242 4978 / 0401 49 798
Canberra Grief Centre	0409 966 515 / 0401 344 577
Beyond Blue	6287 8066
Lifeline	131 114

#### Relevant Legislation and References:

Health Records (Privacy and Access) Act 1997	Work Health & Safety Act 2011
Human Rights Act 2004	Health Professionals Act 2004
Human Rights Commission Act 2005	Territory Records Act 2002
National Disability Insurance Scheme Act 2013	Information Privacy Act 2014
Disability Services Act 1991	Official Visitor Act 2012
Disability Services Regulation 2014	Working with Vulnerable People Act 2011

#### EMERGENCY RESOURCES FOR THE ACT

[Be Emergency Ready | ACT Emergency Services Agency](#)

[Fire Safety | ACT Emergency Services Agency](#)

[Floods | ACT Emergency Services Agency](#)

[COVID-19 | ACT Health Agency](#)



## Bunbury Street Emergency Procedures and Processes

*All medical emergency procedures can be found in Clinical Care: Medical Emergency*

In the event of an emergency, each SIL property holds an Emergency Action Plan. The plan is inclusive of participant emergency contacts, Plan of Action, Emergency Exits, Evacuation Process, Meeting Point, Individualised Plans, Persons of Responsibility.

### *Solar Panel Procedure: Bunbury Street*

#### **PURPOSE**

The purpose of the solar panel is to ensure backup power is available within the complex care property in the event of a blackout/power shortage. The system is maintained remotely and is programmed to utilise 20% battery power over night. 80% is stored for emergency backup however this is dependent on available sun absorption. The 80% is expected to provide 2hours of backup power. In the event, power is still out after 2hours, Clinical Coordinator will decide on how to safely proceed. Emergency services will be notified, and patient transport may be required to ensure airway management can be safely maintained.

SDA responsible for providing backup generator as required. This can include arrangements with electricity company upon maintenance.

**NOTE:** Evo Energy may conduct critical maintenance on the electricity network. When this occurs, Alex's House is usually notified in writing by the SDA provider. Email is sent to [cc@nationalcommunitycare.com.au](mailto:cc@nationalcommunitycare.com.au). In consultation with the SDA provider and Evo energy the management team (CC, RNs and NCC) will liaise with all parties to ensure the least disruptive service to the participants of Alex's House.

Evo Energy do have 51 Bunbury Street listed as a life support house which ensures priority in the return of power. The staff within the House on the day of the planned outage will need to be prepared and liaise with the participants to negotiate if getting up earlier is a possibility, ensuring that coffee is in before power is off, boiling the kettles in the house to ensure there is some access to hot water, rescheduling to evening showers for the day etc. There is no set plan on how the day will occur as each day is different, however it is to always be in consultation with the participants and Clinical coordinator.

#### **DETAILS**

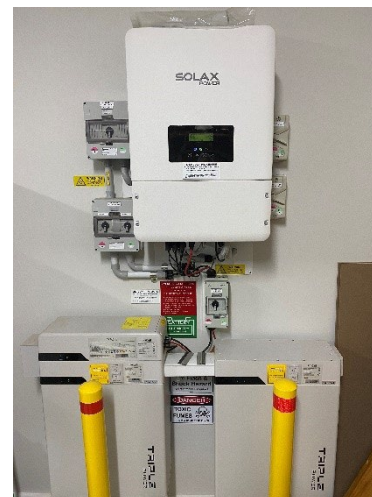
Solar panel is located on the back wall of the garage. It has 2 yellow bollards in front of the box and ground markings to identify a safe distance zone. No equipment is to be placed past the markings.



### *Fire Emergency Solar Shut Down Procedure: Bunbury Street*

In the event of a fire emergency, the solar system is required to be shut down. The system has clear instructions outlined at the panel system and this is also explained through the induction process of employees.

1. Call emergency services on 000 notify the operator that there is a fire involving lithium ion batteries.
2. Turn off the solar system
  - a) Shut off - battery backup Isolator
  - b) Shut off – Inverter A.C Isolator
  - c) Shut off – PV Array D.C Isolator ARRAY 1
  - d) Shut off – PV Array D.C Isolator ARRAY 2
  - e) Shut off – Battery D.C Isolator



**WARNING: DO NOT OPEN PLUG AND SOCKET CONNECTORS OR PV STRING ISOLATOR UNDER LOAD.**

3. Evacuate the area
4. DO not attempt to extinguish the fire yourself.

### *Maintenance, Electrical and Solar Shut Down Procedure: Bunbury Street*

In the event of any electrical work, or work within the roof space, requires the solar system to be shut down.

5. Turn off the solar system
  - a) Shut off - battery backup Isolator
  - b) Shut off – Inverter A.C Isolator
  - c) Shut off – PV Array D.C Isolator ARRAY 1
  - d) Shut off – PV Array D.C Isolator ARRAY 2
  - e) Shut off – Battery D.C Isolator

**WARNING: DO NOT OPEN PLUG AND SOCKET CONNECTORS OR PV STRING ISOLATOR UNDER LOAD.**

### *Return Solar Power ON Procedure: Bunbury Street*

- a) Turn on – Battery D.C Isolator
- b) Turn on – PV Array D.C Isolator ARRAY 2
- c) Turn on – PV Array D.C Isolator ARRAY 1
- d) Turn on – Inverter A.C Isolator
- e) Turn on - battery backup Isolator

### **TRAINING REQUIREMENTS**

All service delivery employees within the SIL property will undergo induction to the property prior to commencing shifts including Solar Power shutdown and evacuation by the team leader or RN induction on shift.

### **EMERGENCY RESOURCES FOR THE ACT**

[Be Emergency Ready | ACT Emergency Services Agency](#)

[Fire Safety | ACT Emergency Services Agency](#)

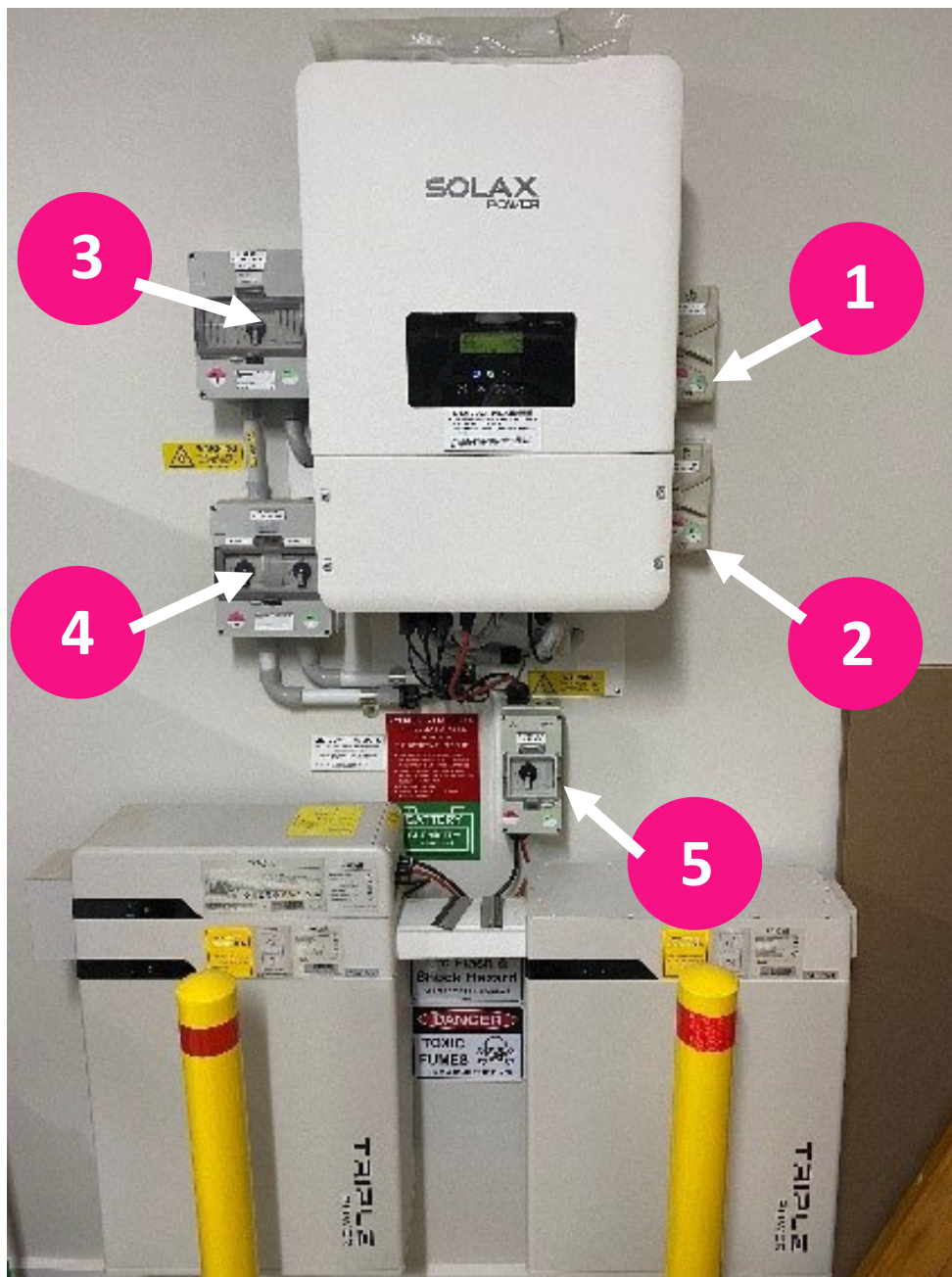
[Floods | ACT Emergency Services Agency](#)

[COVID-19 | ACT Health Agency](#)



## TURN OFF THE BUNBURY STREET SOLAR SYSTEM

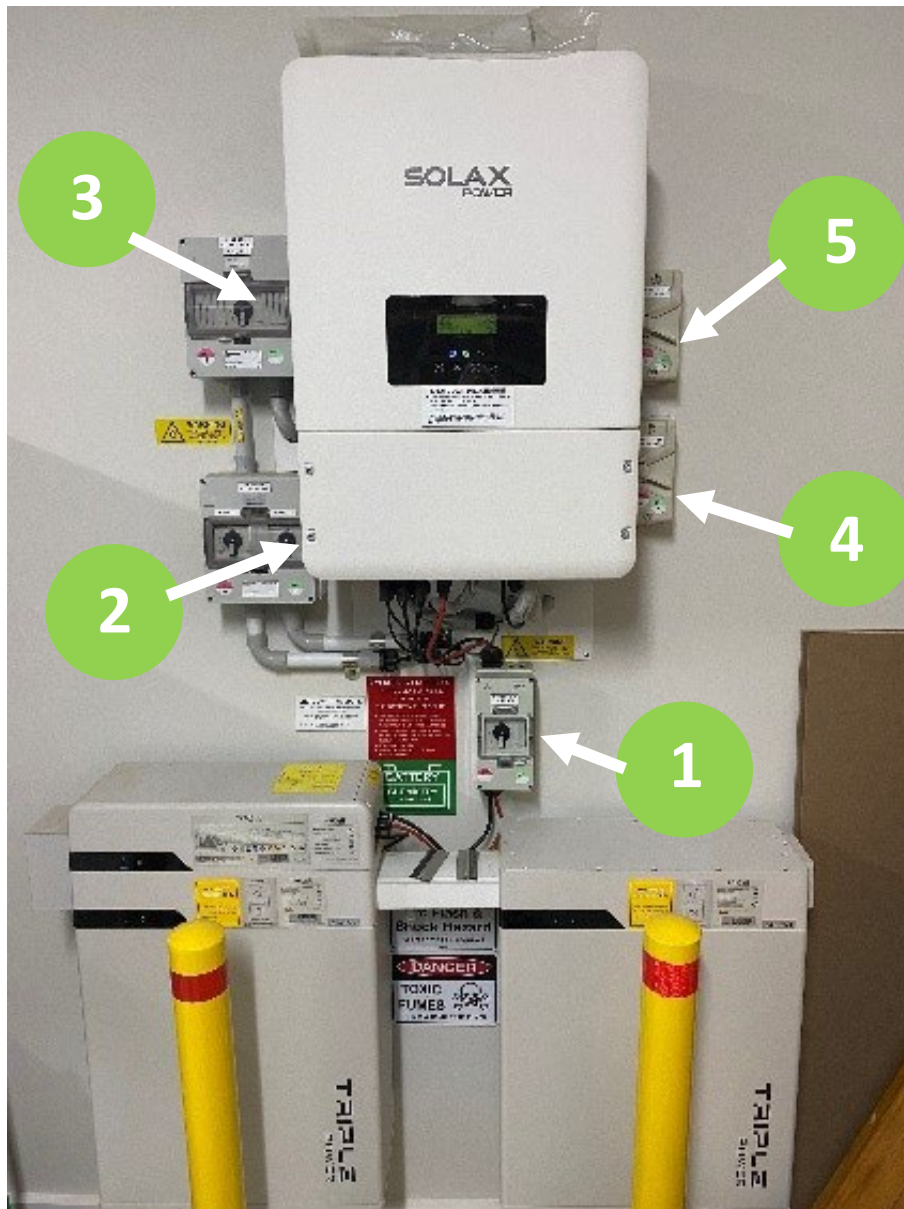
1. Shut off - battery backup Isolator
2. Shut off – Inverter A.C Isolator
3. Shut off – PV Array D.C Isolator ARRAY 1
4. Shut off – PV Array D.C Isolator ARRAY 2
5. Shut off – Battery D.C Isolator





## TURN ON THE BUNBURY STREET SOLAR SYSTEM

1. Turn On – Battery D.C Isolator
2. Turn On – PV Array D.C Isolator ARRAY 2
3. Turn On – PV Array D.C Isolator ARRAY 1
4. Turn On – Inverter A.C Isolator
5. Turn On - battery backup Isolator





*Energy Provider Procedure: Bunbury Street*

- EVO Energy: Aware that certain properties host participants with medical air way management equipment
- In the event there are scheduled power restrictions and/or shortages, EVO Energy liaise with the SDA provider: Disability Housing Solutions and National Community Care to arrange alternative supports including a generator for the period of the scheduled outages. In the event this is brought to NCC's attention, the RN is to notify the House Manager for immediate actioning
- When the scheduled power outage occurs, the petrol generator is implemented, the Solar needs to be shut down, see Solar Panel Shut Down Procedure

*Generator Procedure: Bunbury Street*

- In the event of a power outage in which the solar power does not supply electricity to the critical clinical equipment, the Registered Nurse on duty is required to set up the petrol generator.
- All employees will be required to undertake annual mandatory generator training in various forms including theory, online video and practical simulation training.
- The RN will be responsible to activating the generator and ensuring all critical equipment is connected. In the event the RN is unable to activate the generator they are to elect the next competent employee.
- All issues with the generator are to be escalated to NCC and SDA immediately for actioning.

*Fire Emergency Procedure: Bunbury Street*

- Employees are required to undertake the mandatory annual fire safety training through Altura learning and participate in one theory-based scenario held at the quarterly team meetings. This training is in line with appropriate manual handling practices.
- Given the nature of the complex needs. In the event the property is evacuated, ACTES would be notified and patient transfer to Canberra Hospital would occur to ensure appropriate equipment and care can be delivered to the participants.
- In the event of a fire, if possible and safe to do so, employee is to close off the door to distance the fire from participants and employees.
- All employees are to listen to the directive of the RN on shift who is the designated fire warden.
- RN will direct an employee to call emergency services and report fire and need for both fire and ambulance assistance.
- Evacuating the property will be directed by the RN and the evacuation procedure will be implemented

*Evacuation Procedure: Bunbury Street*

- Given the nature of the complex needs. In the event the property is evacuated, ACTES would be notified and patient transfer to Canberra Hospital would occur to ensure appropriate equipment and care can be delivered to the participants.





- Upon, evacuation, within the complex care SIL Properties, emergency GO-BAGS are checked and equipped with relevant tracheostomy care needs to ensure airways are effectively maintained.
- If time and safety permits, in the event of an emergency, RN on shift is to direct a carer to access the property kitchen and pack participant PEG/PEJ tubes and 2 days' worth of dietary supplement per participant.
- BUNBURY STREET: Participant RA – 2 bags, Participant KM – 12 bottles
- Mobile Participants will be evacuated first, followed by least mobile to ensure all exit passages remain accessible to all persons on site.
- Evacuation point is on the front road of the property.

#### CONTACTS:

National Contacts  
NCC 0401 439 798

EVO Energy  
13 23 86

Work Safe ACT  
6207 3000

ACT Police  
6256 7777  
Emergency Services  
000

NDIS Commission  
1800 035 544

To be notified of the death of a person, a serious illness/injury, a dangerous incident arising out of work carried out by business, undertaking or workplace.

#### NDIS Commission -

National is required to record and manage all incidents that happen in the delivery of NDIS supports and services in their internal incident management systems, and notify the NDIS Commission of reportable incidents. See Compulsory Reporting – NDIS Policy.

#### ACT Care & Protection Services

The ACT Care & protection Service is to be notified of any serious incident reporting such as claims of abuse, the death of, or serious injury to a child/youth participant.

Centralised Intake Service: 6207 6956

Mandated Reporters: 1300 556 728 / [childprotection@act.gov.au](mailto:childprotection@act.gov.au)

General Public after Hours: 1300 556 729

Crisis Service: 1300 556 729

#### (DSS) Aged Care Complaints Scheme

To be notified within 24hours (after police) of any serious suspicion or allegation of abuse, incident reporting such as the death of, or serious injury to a aged care participant, significant damage to property or serious injury to another person by participant.

1800 550 552 / [Agedcarecomplaints.govspace.gov.au](http://Agedcarecomplaints.govspace.gov.au)

Canberra Grief Centre

0409 966 515 / 0401 344 577

Beyond Blue

6287 8066

Lifeline

131 114

#### Relevant Legislation and References:

NATIONAL COMMUNITY CARE  
**2023-2024 POLICIES, PROCEDURES & PROCESSES**



Health Records (Privacy and Access) Act 1997  
Human Rights Act 2004  
Human Rights Commission Act 2005  
National Disability Insurance Scheme Act 2013  
Disability Services Act 1991  
Disability Services Regulation 2014

Work Health & Safety Act 2011  
Health Professionals Act 2004  
Territory Records Act 2002  
Information Privacy Act 2014  
Official Visitor Act 2012  
Working with Vulnerable People Act 2011

<https://www.dss.gov.au/our-responsibilities/disability-and-carers/standards-and-qualityassurance/national-standards-for-disability-services>  
[www.ndiscommission.gov.au](http://www.ndiscommission.gov.au)



## In-Home Supports Personal Emergency Evacuation Plan Template

The PEEP is an individualised emergency evacuation plan for each occupant in our accommodation.

A copy of the PEEP will be kept on the participant's file and an additional copy will be kept in a location accessible to the relevant safety warden or support worker

Participant Details	
Participant Name	
Participant Contact No.	
Address	
Floor/ Room Number	
People participant lives with	
Emergency Contact Person and Number	Name: Number:
Other Providers that also support Participant	Provider: Contact Person and Number:
Assistance Animal	<input type="radio"/> No <input type="radio"/> Yes – if yes, type and name of animal:
Participant aware of emergency response procedures	<input type="radio"/> No <input type="radio"/> Yes
Number of Exits	
Assistance required in an evacuation	<input type="radio"/> No <input type="radio"/> Yes
Who will assist the participant in the event of an emergency evacuation?	<input type="radio"/> participants live-in informal supports <input type="radio"/> participants 24/7 service provider: _____ <input type="radio"/> participant provider if on shift: _____ <input type="radio"/> other:
List all evacuation equipment needed	
Does participant require essential items to maintain supports that should be taken on evacuation?	<input type="radio"/> No <input type="radio"/> Yes <b>Notes:</b>



.Evacuation procedure (Include step by step instructions)	<ol style="list-style-type: none"><li>1. <b>Call 000 and state nature of personal emergency.</b></li><li>2. <b>Follow directions of emergency operator</b> and responding service/s if able to do so.</li><li>3. <b>If required, Apply First AID</b> as first responder.</li><li>4. <b>Notify NCC.</b> if instructed, notify emergency contacts of event</li></ol>
	<ol style="list-style-type: none"><li>5.</li><li>6.</li><li>7.</li><li>8.</li><li>9.</li><li>10.</li></ol>





SIL Supports	
Designated SIL workers	National Community Care
Have SIL workers been trained in emergency response for occupant?	<input type="radio"/> No <input type="radio"/> Yes <b>Notes:</b> Call 000, Apply First Aid, Wait for emergency responders
Have SIL workers been trained in use of evac equipment?	<input type="radio"/> No <input type="radio"/> Yes <b>Notes:</b>
Do SIL workers know where the marshalling area is for property	<input type="radio"/> No <input type="radio"/> Yes <b>Notes:</b> Front of property, on driveway/street
Is there items required to maintain essential supports for participant and should be taken on evacuation?	<input type="radio"/> No <input type="radio"/> Yes <b>Notes:</b>
Approval & Review	
Participant provided a copy of plan	<input type="radio"/> No – if no, why not? <input type="radio"/> Yes
PEEP available in care plan folder	<input type="radio"/> No – if no, why not? <input type="radio"/> Yes
PEEP to be reviewed:	<input type="radio"/> in line with care plan review <input type="radio"/> annually <input checked="" type="checkbox"/> in the event participant moves properties <input checked="" type="checkbox"/> in the event participant needs change
Review Due:	
PEEP Created by:	
Date:	
Reviews	
Date	
Signature / Designation	
Date	
Signature / Designation	



### PERSONAL EMERGENCY EVACUATION PLANS (PEEPs)

Upon commencement of services with NCC, in addition to the IN-HOME PEEP, any participant residing within a SIL property or Apartment style living must have the additional PEEP overview completed and signed off by participant.

Training in the identified processes must be delivered to the participant and the supporting team.

A copy of the signed off PEEP must be provided to PEEP owner (participant), ONSITE office, NCC management, ONSITE GOBAG folder, SDA Provider.



Personal Emergency Evacuation Plan (PEEP) Overview Template

PEEP Details			
NAME			
PHONE		EMAIL	
ASSISTANCE ANIMAL			
LOCATION			
BUILDING ADDRESS			
FLOOR NUMBER		ROOM NUMBER	
HAS THIS PERSON BEEN TRAINING IN:			
PEEP RESPONSE		EVACUATION PROCEDURE	
EMERGENCY PLAN		EVACUATION ROUTES	
EMERGENCY ALERT			
PREFERENCE:	SMS   MOBILE   PHONE CALL   OTHER:		
EMERGENCY CONTACT:	*number for any family you wish to be notified		
ASSISTANCE REQUIRED			
TYPE OF ASSISTANCE			
EVACUATION EQUIPMENT			
EGRESS PROCEDURE	*evac key points – example: when exiting, take any lifesaving equipment		
	*evac key points – example: take assistance pet		
ONSITE SUPPORT NAME	National Community Care	ONSITE SUPPORT NUMBER	
ONSITE SUPPORT EMAIL	dusk@nationalcommunitycare.com.au		
IS THE ONSITE SUPPORT TRAINED IN			
PEEP RESPONSE	YES – ANNUALLY	EVACUATION PROCEDURE	YES – ANNUALLY
EMERGENCY PLAN	YES – ANNUALLY	EVACUATION ROUTES	YES – ANNUALLY
CONTINUES OVER PAGE			





<b>PEEP CHECKLIST</b>			
PEEP ISSUE DATE:		PEEP REVIEW:	
OCCUPANT APPROVED		DATE	
ASSIST / WARDEN	ON-SITE SUPPORT	DATE	
CHIEF WARDEN	ON-SITE SUPPORT	DATE	
COPIES OF PEEP MUST BE HELD BY			
PEEP OWNER:	WARDEN: ONSITE / TL	MANAGEMENT: NCC	GO-BAG: ONSITE
<b>INSERT OR ATTACH COPY OF EVACUATION DIAGRAM</b>			



## SIL Property Evacuation of Participants in Emergency Setting Procedure

- House Fire Warden will be the most senior person on shift: Clinical Lead or RN.
- The employee designated to provide support for a participant will assist said participant to evacuate the building, or to move to a safe area to await assistance from members of the emergency response group or emergency services personnel. 2 employees may be required to assist participants in pairs.
- A carer designated to provide support for the participant should remain with that person until all clear is given or they are relieved of those duties.
- The fire warden will assign a floor warden, or request an emergency response warden, to check that assistance is being provided to participants as required, or assist with evacuation of other participants if this practical and appropriate.
- The fire warden will ensure that the emergency control point, emergency operations centre and emergency response personnel are aware of the situation and location of employees and participants.
- The fire warden is responsible for ensuring (if relevant) solar powered units connected to SIL properties are turned off in the correct method in event of a fire, electrical disaster or maintenance. Instructions for correct procedure to turn unit off is located on the front of the unit.
- The fire warden will also ensure that emergency services personnel are notified as soon as possible if their assistance is required and/or if it is a false alarm.
- Fire Warden to notify National management and arrange proceedings thereafter.
- Fire Warden is to notify participants and their nominated representatives if the property must be evacuated, as soon as safe to do.

	ACTIONS	CONSIDERATIONS
1	STOP and assess the situation	Never put your own safety in danger, remain calm and professional
	REMOVE FROM HARM: remove participant from harm, close any doors to fire where possible.	If possible, close any doors to fire. Assist participant out of home to a point of safety (drive way, or across the road)
2	CHECK with team leader/warden on situation and next steps	Team Lead may direct you to investigate, or call 000 or commence evacuation.
3	EVACUATE: ensure any life saving equipment is taken with you, this includes GO-BAGS, tracheostomy airway management suction units.	Only if time and safety permit. This is only for items that would not be easily accessible to be replaced
4	CONTACT with NCC	Stay in contact. Team leader and NCC to coordinate contacting NOKs



6	DOCUMENTATION	Every employee on deck during the incident will be required to complete an incident report when safe to do so.
<b>NCC MANAGEMENT OBLIGATIONS</b>		
Debrief with employees after		
Incident report / Workers Compensation Notification within 24hours		
Follow up - Welfare Check with participants/NOKs/employees following incident		

Rescue	Rescue: Remove people from immediate danger.
Alarm	Alarm: Alert the fire brigade 000, Notify Team leader
Contain	Contain: Close doors and windows if safe to do so
Extinguish	Extinguish fire if safe to do so, prepare to evacuate.

**R.A.C.E**

**EMERGENCY RESOURCES FOR THE ACT**

- [Be Emergency Ready | ACT Emergency Services Agency](#)
- [Fire Safety | ACT Emergency Services Agency](#)
- [Floods | ACT Emergency Services Agency](#)
- [COVID-19 | ACT Health Agency](#)

**EMERGENCY RESOURCES FOR THE ACT**

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- [COVID-19 | ACT Health Agency](#)

**IN CASE OF FIRE**

**R**EMOVE PEOPLE from immediate danger

**A**LERT THE FIRE SERVICE  
• break manual call point  
• call 000

**C**ONFINE FIRE & SMOKE  
close doors and windows (if safe to do so)

**E**VACUATE to the ASSEMBLY AREA

Mobility impaired persons should evacuate immediately on hearing the fire alarm assisted by a nominated person.

000

EMERGENCY  
In an emergency dial 000

EXIT	EXIT
ASSEMBLY AREA	AA
PATH OF EXIT	→
ALTERNATE PATH	⋯
FIRE HOSE REEL	
EXTINGUISHER	
FIRE BLANKET	
SOLAR BATTERY PANEL	

EVACUATION SIGN and DIAGRAM

51 BUNBURY STREET, STIRLING ACT 2611

**CONTACTS**  
Clinical Coordinator: 0429 699 548  
National Community Care: 0401 439 798

**SOLAR BATTERY PANEL**  
Fire Warden is responsible for turning off SOLAR BATTERY  
STEP 1: Turn off A/C switched ① & ② located on right side.  
STEP 2: Turn off D/C switches ③, ④, ⑤ located on left side.  
STEP 3: Inform firefighters property has solar battery located in garage of property



ACT Fire Safety Recommendations

## FIRE SAFETY IN APARTMENTS

There are a number of easy steps you can undertake to keep safe in your apartment:

### PLAN FOR A FIRE OR EMERGENCY

Your home escape plans will be a little different to the average single storey house. Think of the following tips before you have a fire in your apartment building:

**Familiarise yourself with your building's fire escape plan.** If you cannot find one speak to your owner's corporation

**Know where the fire exits, fire stairs and firefighting equipment are located.** Only use firefighting equipment if you feel confident and safe in doing so

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**Make an escape plan with your family and other occupants.** Include a back-up option in case your initial plan of escape is blocked. Also include an arranged safe meeting place outside the building

**Inform any visitors of the escape plan**

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**Test smoke alarms in your apartment monthly and clean regularly** with a duster or vacuum cleaner

**Smoke alarms provide a vital early warning** and can allow extra time to escape if there is a fire in your apartment

### RESPOND TO A FIRE OR EMERGENCY

If there is a fire in your apartment building:

<p><b>Respond immediately when alerted to fire</b> and evacuate to your safe meeting place</p>	<p>Do not wait and see. Do not spend time collecting items or to go investigate what is happening. <b>EVERY SECOND COUNTS</b></p>
<p><b>Stay calm</b> and get everyone out as quickly as possible</p>	<p><b>Get down low</b> and stay out of the smoke</p>
<p>If safe to do so, <b>close all doors</b> behind you as you leave</p>	<p>If the fire is small and close to your location <b>consider trying to extinguish with the firefighting equipment provided</b>, but only if you feel confident and safe to do so</p>
<p><b>Call out to other people</b> to alert them that there is a fire</p>	<p><b>Do not use lifts during a fire unless they are specifically labelled for evacuation.</b> Use emergency exits or fire stairs</p>
<p><b>Get out and stay out.</b> Never re-enter the building until advised by the fire fighters</p>	<p><b>Call 000 (triple zero)</b> from a mobile phone or a neighbour's phone. <b>Ask for FIRE</b></p>

### MAINTAIN ESCAPE ROUTES AND FIREFIGHTING EQUIPMENT

<p><b>Keep all firefighting equipment, such as extinguishers and fire hoses clear of obstructions.</b> Never store items in fire equipment cupboards</p>	<p><b>Never prop or wedge open fire or smoke doors</b> because these are designed to stop the spread of smoke and fire</p>	<p><b>Do not store items in corridors or staircases</b> as this can block escape routes and obstruct firefighters from doing their job.</p>
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In a life threatening emergency dial Triple Zero (000)



In a life threatening emergency dial Triple Zero (000)





## GO-Bag

### PURPOSE

National community Care implement GO-Bags as a safety precaution for any high-risk participant and/or SIL site in which NCC holds carriage of.

### SCOPE

For clarity, a SIL site would have x1 go-bag and x1 GO-Bag per supported airway participant.

It is the responsibility of the on-coming team leader each shift to ensure the GO-Bags are stocked correctly. In doing this, it ensures you are prepared for any emergency and/or evacuation that may arise.

### GO-Bag Content Requirements

- Hi-Visibility Vest
- Small First Aid Kit (unopened, in date)
- X2 copies of PEEPs Folder
- X1 box of medium gloves
- X10 individual face masks
- X1 notebook and Pen

Things to add to GO-Bag in the event of an emergency:

- On-site phone (for SIL / shared accommodation setting)
- If a participant requires enteral feeding, feed and peg tubing should be put in the bag ***(if time and safety permit)***

If the participant has life saving equipment that is required, spare equipment is generally in stock in the individualised GO-Bags and should be checked each shift. This is particularly crucial for airway management participants. For example, a tracheostomy GO-Bag would contain a spare tracheostomy + a spare size smaller than the participant requires, inner cannulas, sterile water, etc



## Disaster Plan Framework