





FORM M – Emergency Evacuation Plan and Procedures

<p>Insert building diagram here and mark exits, hose reels, fire extinguishers and first aid kits as per the key</p>	Key	
		Emergency Exit
		Hose Reel
		Fire Extinguisher
		First Aid Kit
	<p>PROPERTY ADDRESS</p> <p>NEAREST CROSS STREET</p> <p>ASSEMBLY AREA</p>	

FIRE AND EVACUATION PROCEDURES	
1	The person detecting the emergency will be raise the alarm by:
2	Notify emergency services by phoning 000. Assist anyone in danger, if safe to do so;
3	If safe to do so and if you have been trained and are confident, use extinguisher to smother fire;
4	Move to the <i>Assembly Area</i> on instruction from the Supervisor or when it is unsafe to remain in the area;
5	Assist visitors, supported employees, disabled persons and other employees to evacuate;
6	Remain at the Assembly Area until instructed by the General Manager or Emergency Services that you can leave.

MEDICAL EMERGENCY PROCEDURES	
1	Check for any threatening situation and control it if safe to do so;
2	Remain with the casualty; unless there is no other option. Provide appropriate support;
3	Do not move the casualty unless in a life threatening situation;
4	Notify the General Manager and the First Aider;
5	Call an ambulance (000) and designate someone to meet them;
6	Provide support to the first aid officer or ambulance personnel if required.