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## Policy – Emergency and Evacuation

### Purpose

The Academy of Entrepreneurs is committed to ensuring that all employees, and other relevant parties, are aware of the actions to be taken in the event of an emergency and evacuation situation. The Emergency and Evacuation Policy complies with the Academy of Entrepreneurs Work Health & Safety Policy and relevant Work Health and Safety legislation (the Legislation).

### Scope

This policy applies to all employees, consultants, contractors, volunteers, visitors and suppliers when at an Academy of Entrepreneurs work place.

### Policy

The Legislation requires that employees be informed and, where required, trained in relation to emergency and evacuation situations. This policy sets out the required actions to be taken by all employees of the Academy of Entrepreneurs.

### Definitions

An Emergency situation may comprise:

- a) Fire
- b) Explosion
- c) Bomb threat
- d) Natural disaster
- e) Civil disturbance
- f) An emergency situation at a neighbouring site
- g) Any other situation that requires action to be taken to preserve health and wellbeing

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An Evacuation is:

Exiting a location, in a safe manner, where there is a perceived or actual threat to health and well-being.

## Content

For all employees:

1. In the event of an Emergency, follow the instruction/s of any allocated Fire Warden and/or Emergency Services contact person/s
2. Be prepared by:
  - finding out where the emergency exits are
  - locating where the fire alarms and fire extinguishers are
  - knowing where you, your colleagues, visitors and other relevant parties should gather in case of emergency, and
  - following the evacuation instructions
3. Ensure you:
  - stay calm
  - determine the nature of the emergency
  - alert others to the nature of the emergency
  - notify a Manager
  - if safe to do so, implement a plan of action to minimize or eliminate the emergency, without placing yourself or any other person at risk
  - if immediate risk is present, leave the area and proceed to the assembly point
  - prevent people from entering the building/site
  - remain at the assembly point until given further instructions and strictly adhere to all instructions given

**Fire Wardens/Emergency Services contacts are to coordinate the building evacuation to:**

- avoid creating panic
- calmly but firmly direct all staff and visitors to the correct exit point(s) and then to the designated assembly point

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- ensure the Fire Safety stair is used to evacuate the building (not the lift) in the event of fire
  - clear the floor, room by room
  - alert other occupants of the building, as required
  - physically observe that each room is clear
  - close the door when clear
  - proceed to the designated assembly point
  - take a roll call
  - prevent people from re-entering the building
  - report to the Fire Brigade
  - if safe to do so, implement a plan of action to minimize or eliminate the emergency without placing anyone at risk
  - await further instructions from the Fire Brigade

#### Fire Wardens

Paula Mills: 0412 122 091

Dylan Miguell: 0431 323 523

#### The Evacuation Plan

A map of exit/s, including an assembly point, is located the green cupboard on Ground Level, 53 Murray St Pyrmont (near kitchen).

The Fire Safety Door is to be kept closed and unobstructed at all times.

A practise evacuation and Fire Drill will be conducted by the Fire Warden at least every 12 months.

#### Location of fire extinguishers

A fire extinguisher is located Ground Level, 53 Murray St Pyrmont (in the kitchen).

#### Alarms

An alarm will sound if the building is to be evacuated.

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**Emergency Phone Numbers**

**Fire / Police / Ambulance: 000**

**Dr / Surgery: Dr Jackson 9977 6543**

**Hospital: St Vincent's Hospital Sydney.**

**Phone number: 02 8382 1111**

**Address: 390 Victoria Street, Darlinghurst NSW 2010**

**Electricity: John France**

**Phone number: 0412 151 503**

**Gas: John France**

**Phone number: 0412 151 503**

**Approvals & review**

<b>Policy review date:</b>	<b>30/12/2017</b>
<b>Policy approved by title:</b>	<b>Academy of Entrepreneurs Pty Ltd</b>
<b>Policy approved by signature:</b>	