



Easy Read: Disaster Management



What happens in an emergency?



An **emergency** is an event that may put people in danger.



Our directors make plans for **emergency management** before the event takes place.



Emergency management is the plans we put in place for all staff to know what to do in case of emergency.



All staff know what to do in case of emergency or **traumatic events**.



A **traumatic event** is when a person has something happen to them that may lead to bad emotions or injury.



After an emergency we will talk to everyone involved to make sure they are okay.



The event may mean that the directors need to change our emergency plans.



Staff will follow directors lead in the event of an emergency.



All staff are offered counselling after a traumatic event.



We aim to continue business as usual after an emergency.



We aim to take all safety measures to limit emergencies.

What plans do we have in place?



For fire emergencies we will activate the fire alarm and call 000.

We will try to help everyone to safety if it is safe to do so.



For evacuations we aim to stay calm and help everyone to the meeting area.

We will stop working and try to gather personal belongings if it is safe to do so.

We will follow all emergency services directions.

We will not re-enter the building/area until we are allowed to do so.



If a bushfire happens we will track the fire danger in our local areas.

If the fire rating becomes too dangerous we will tell you where to go and how to safely leave the area.

If you get an alert about bushfire danger, follow the instructions.

We will give instructions to support staff as soon as possible.

Steps are given to people with disability who live in the fire area on how to safely leave the area.



In the event of a flood we will help emergency staff to help you leave the area if it is safe to do so.

Do not enter or drive through flooded areas.

Watch out for electrical hazards.

If possible get items out of reach of flood waters.



Listen for cyclone alerts on the radio or news.

Stay in a safe location.

Do not enter or drive through flooded areas.

Watch out for electrical hazards.

Try to get items out of reach of flood waters or out of areas where wind may

throw the items and harm people.

Evacuate if emergency services tells you to.



If an earthquake happened and you are outdoors, move away from buildings structures or flammable objects.

Move to a safe place.

If indoors move away from windows or furniture and move under door frames or strongly constructed furniture.

Leave the house if it is safe to do so.

After the earthquake tell us about the event.

If you have moved
somewhere tell
emergency services.
If safe to do so turn off
electricity gas and water



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For a bomb threat follow
what emergency services
tells you to do.

Keep calm.

Pay close attention to
anything that is out of place
like a backpack that has
been left alone.

If we get a call about the
bomb threat we take notes
to get as much information
as possible.

We then give this
information to 000 and the
police.



We follow the governments advice on medical emergencies.

We use PPE during a medical emergency.

Handwashing methods must be always followed.

If something happens in the community we will call 000.