

# EMERGENCY PROCEDURE

## IN THE CASE OF AN EMERGENCY:

<b>DETERMINE</b>	<ul style="list-style-type: none"><li>▪ move self and others away from immediate danger</li></ul>
<b>INFORM</b>	<ul style="list-style-type: none"><li>▪ Call 000 Emergency</li><li>▪ tell an authority figure (Ministry Team/Gathering or Ministry Leader/Warden)</li></ul>
<b>FOLLOW</b>	<ul style="list-style-type: none"><li>▪ instructions (i.e. to evacuate, to lockdown, to assist)</li></ul>

## IN THE CASE OF AN EVACUATION:

<b>LISTEN</b>	<ul style="list-style-type: none"><li>▪ give attention to the Evacuation leader (Ministry Team/Gathering or Ministry Leader/Warden)</li></ul>
<b>FOLLOW</b>	<ul style="list-style-type: none"><li>▪ instructions to move directly to the <i>designated meeting area</i> and stay until further instruction.</li><li>▪ Offer support to mobility-impaired persons.</li><li>▪ Ministry Leaders to collect sign-in records and head to designated meeting area to check all are accounted for (especially if kids or youth)</li></ul>
<b>CHECK</b>	<ul style="list-style-type: none"><li>▪ Evacuation Leader to conduct search of premises (rooms, bathrooms, offices, kitchen, storerooms).</li><li>▪ Collect First Aid Kit</li><li>▪ Move to the <i>designated meeting area</i> to wait for emergency services.</li></ul>

Note: There is a detailed [LMAP Emergency Response Plan](#) located in the:

- Glenbrook Office
- Blaxland Hall
- Mount Riverview Foyer

Refer for specific response guidelines concerning: Bomb Threat, Building Fire, Bushfire, Chemical Spill, Civil Disorder, Deceased Person, Electric Shock, Explosion, Fire Equipment, Gas Leak, Medical Emergencies, Severe Storm or Structural Damage).