



ABOVE & BEYOND DISABILITY SOLUTIONS

**Emergency Management Plan Template
for participants**

In case of an emergency

ALWAYS CALL 000 (TRIPLE ZERO) IF THERE IS AN IMMEDIATE DANGER TO LIFE

Purpose

This Emergency Management Plan provides AABDS participants with a document they, or their family or carer, can complete and then keep with their Emergency Kit in a place that is readily available in the case of a disaster and/or emergency.

Preparing for an emergency

Utilities

Utilities	Location	Service provider	Location of Shut-off Instructions
Gas / Propane:			
Water:			
Electricity:			

Home/building hazards

Hazard Description [e.g. hazardous chemicals]	Location

Emergency Exit

Best emergency exit	Information to know (location for keys for doors/windows, etc.)

Useful websites

Organisation	Website
Sunshine Coast Council Disaster Dashboard	https://disasterhub.sunshinecoast.qld.gov.au/#Dashboard
Gympie Regional Council Disaster Management	http://disaster.gympie.qld.gov.au
Gold Coast Regional Council Disaster Dashboard	https://dashboard.goldcoast.qld.gov.au
Queensland Get Ready	https://www.getready.qld.gov.au/

Emergency Kit Checklist

A pre-prepared kit containing relevant emergency information and equipment could save valuable time and resources in the event of a relocation or evacuation. Contents should be checked regularly, particularly if any perishables are included in the kit.

The Emergency Kit Contains:	✓
Service's information	
Emergency Plan	
Copy/understanding of evacuation routes	
General equipment and supplies	
Blanket	
Spare set of keys	
Standard portable First Aid Kit	
A mobile phone charger/s	
Torch with replacement batteries or wind-up torch (batteries checked and charged)	
Whistle	
Portable battery powered radio (batteries checked and charged)	
Pens, markers, paper	
Bottled water	
Portable non-perishable snack	
Sunscreen and sunhat	
Plastic garbage bags and ties	
Toiletry supplies	
Antibacterial wipes, hand sanitiser gel and surgical face masks	
Heavy-duty gloves	
A change of old clothes	
Date Emergency Kit Checked:	
Next check date:	

Responding to an emergency

Emergency Contacts

Key family/friend contacts (in case you can't access your contacts in your mobile phone)

Name	Relationship	Phone	Mobile

Other emergency contacts

Organisation	Name	Phone	Location/address
Service's evacuation location #			
Police Station			
Hospital/s			
Gas provider			
Electricity provider			
Water Corporation			
NDIS service provider 1			
NDIS service provider 2			
NDIS service provider 3			
Plumber			
Electrician			
Local Government			
SES Qld		132 500	
Non-urgent police contact		131 444	
Non-urgent medical help		13 HEALTH (13 432 584)	
General Qld emergency enquiries		13 QGOV (137 468)	