

## South West Community Transport Vehicle Emergency Evacuation Guidelines

In the event of an incident where an evacuation of the vehicle occurs team member should initially undertake a Risk Assessment of the situation.

- a) Personal Safety – Do not undertake any tasks / actions which may put your personal safety in danger
- b) Potential hazards – Identify potential hazards, this could include fuel leakage, fire, road hazards such as on coming traffic
- c) Achievable tasks – Achievable tasks are identified for example Are you in a position to assist clients into a safe environment, if needed e.g. exiting the vehicle in a safe manner or do you or can you wait for the arrival of emergency services.
- d) Prioritize tasks – Prioritize tasks to ensure the most urgent / achievable tasks undertaken, this may include
  - contacting or arranging for emergency services to be contacted
  - assist clients to safe environment, this may mean evacuating the vehicle **GET DOWN UNDER SMOKE**
  - ensure clients comfortable and where possible in a safe environment this may mean evacuating clients to the side of the road
  - provide minimal first aid within your personal abilities
  - access support from the general public if required and or available
  - assist members of the general public who may be injured

Protocol for evacuating a vehicle in an emergency

- 1) Mobile clients requiring minimal assistance are to be the first to exit the vehicle. Aim being to evacuate as many passengers as possible in the shortest amount of time.
- 2) Clients requiring significant assistance may need to wait for the arrival of emergency services to exit the vehicle

Equipment which may be accessed during an emergency include

- Fire extinguisher
- Hammer for breaking glass (windows)
- Emergency 'exit' windows
- Emergency 'exit' doors or roof hatch
- First aid kit
- Universal precaution kit
- Communication equipment

The process followed during an emergency requiring evacuation will depend on the specific situation, this could include whether or not the vehicle is upright, on its side or on its roof.

At all times your personal safety is of the highest priority.