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Service Stream	Families and Young People Services	Category	Supported Independent Living Program
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This plan is to be read in conjunction with the WHS SOP Emergency and Fire Safety Management and FS PROC RCaTS SILP Tenancy Support. The completed form will be stored in the young person's file.

Young person details			
Name		Date	

1. Building information	
Building location and name	
Owned or rented property?	
Building construction (e.g., brick, wood, etc.)	
How many bedrooms?	
Maximum no. of occupants on premises	

2. Proposed maintenance schedule			
Prescribed fire safety installations			
Installation	Test	Frequency	Competent Person
Smoke Alarms	Check hardwiring, test operation	Monthly	Maintenance person
	Test operation	Annually	Licensed Contractor
Fire Blanket	Visual inspection	Monthly	Caseworker
	Visual inspection	Six Monthly	Licensed Contractor
Exit Doors	Visual Inspection	Monthly	Caseworker
Risk management – fire blankets			
The fire blanket will be in the kitchen area. In the event of a fire, all residents are required to vacate the property and call for emergency assistance. The fire blanket will only be used if it is assessed as safe to do so (very low risk fire) or if the fire is preventing a safe exit of the property.			

3. Training program
<p>The MC worker will instruct the young person on their first day in the property concerning the action to be taken by them in the event of fire threatening the building in order to ensure their own, and other person's, safety, and in particular;</p> <ul style="list-style-type: none"> • The procedure to follow in an emergency • The location of emergency exits • The paths of travel to exits • The location of fire blanket • The method of raising the alarm if the smoke alarms do not activate • The location of the assembly area

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Reinforcement of emergency management plans will form part of ongoing care management. A record of each discussion and six (6) monthly drill will be documented in a CTARS Activity Log and on the fire safety form in the orange folder (in programs where there is an office space).

4. Emergency evacuation plan

**In case of
 FIRE
 Leave through the nearest EXIT**

- If you see **SMOKE, FLAMES** or hear the **FIRE ALARM**, alert other people immediately.
- If safe, close any windows and doors to confine the fire.
- Leave by the nearest exit and proceed to the assembly point which is at the front of the property on the verge.
- **TELEPHONE 000** and notify the fire service.
- If unable to safely evacuate, stay in your room, close the door, place blankets or pillows against the door to restrict smoke from entering, open the window for fresh air and signal your presence at a window.
- Calmly follow instructions given by staff or the attending Fire Officers.
- Contact your caseworker on the 'SILP Support Line' telephone number.

Do not re-enter the building until you are told it is safe to do so by Fire Officers.

5. Evacuation diagram *to be displayed at property*

Insert diagram here

Review Date	
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