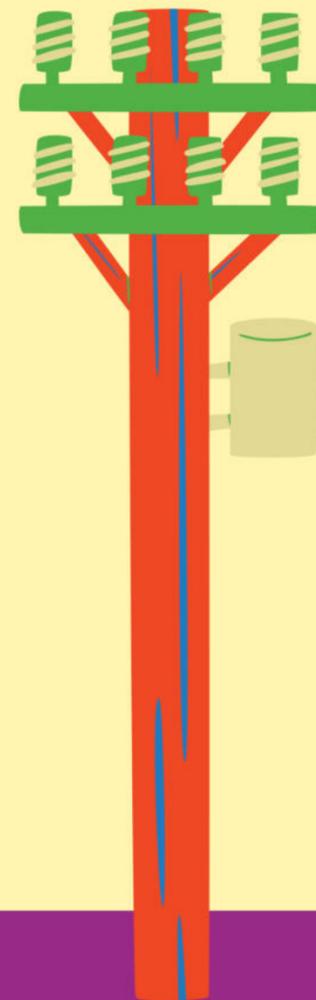
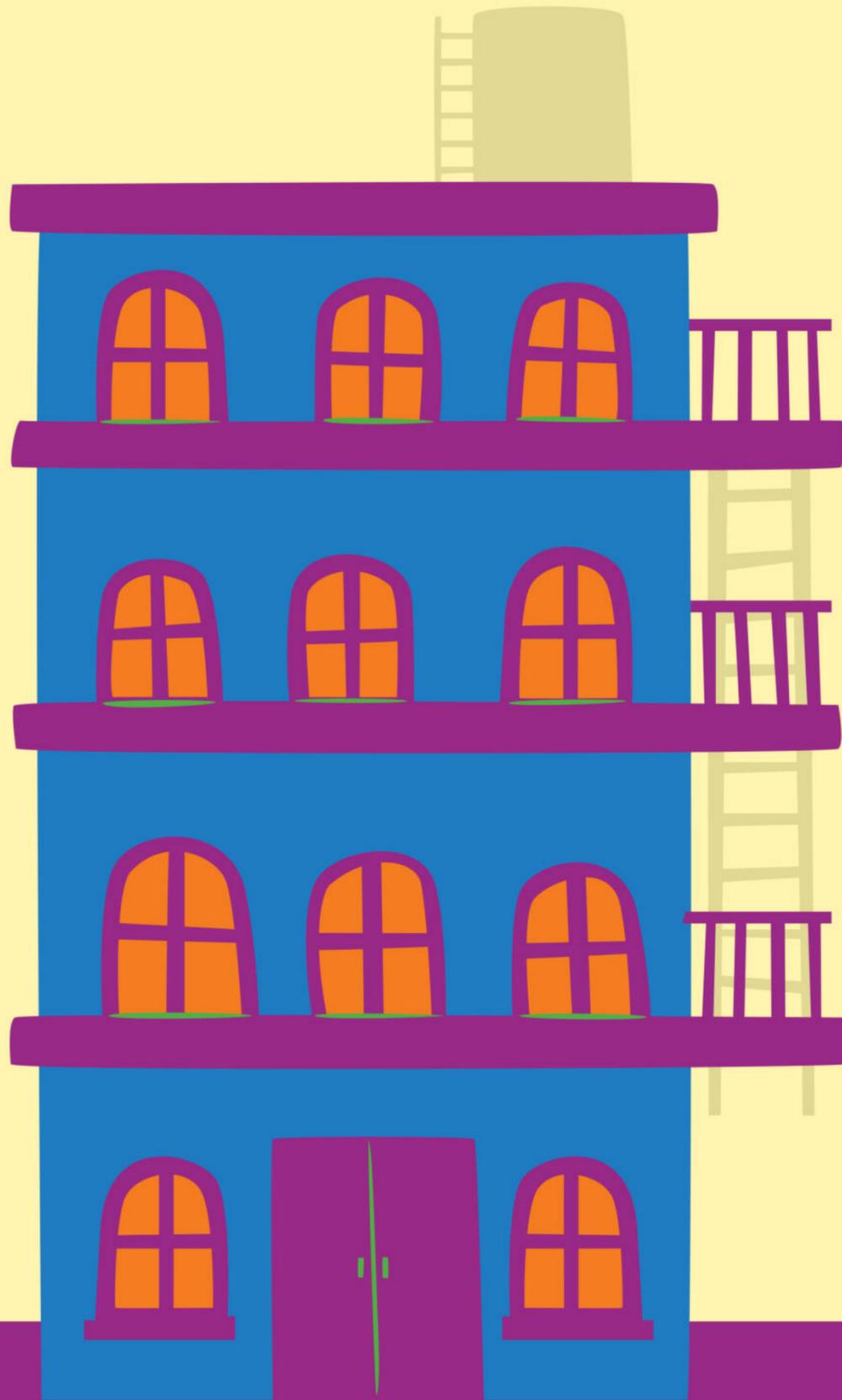


**EASY READ**

# **EMERGENCY AND DISASTER RECOVERY PLAN**



# BUSINESS & SERVICE CONTINUITY

If Ability Choice Care has to close down  
for other Emergency reasons....

DON'T WORRY WE HAVE A PLAN



# RUNNING BUSINESS OFFSITE

Did you know that Ability Choice Care services can be run off site?

YES

We can still communicate with you and your support workers.



# KEEPING YOU FILES SAFE?

Ability Choice Care have a range of ways to keep your files safe and private. Your paper file is not the only system. we use a “cloud” which allows our internet provider ASV Computing, to get your information back if Ability Choice Care office is closed or paper files are lost.

How cool is that!!!!!!



# COMMUNICATION

Ability Choice Care can still have access to see all your Service Agreements, all your personal details and with support staff, we can communicate with you via Teams, or Zoom, Google Me.



# EMERGENCY FIRE & BOMB EVACUATION

Did you know that we are fully insured? This means that Ability Choice Care can continue to work somewhere else and relocate if the worst happened to our Offices and our Activity Centre in Westpoint Blacktown Shopping Centre.



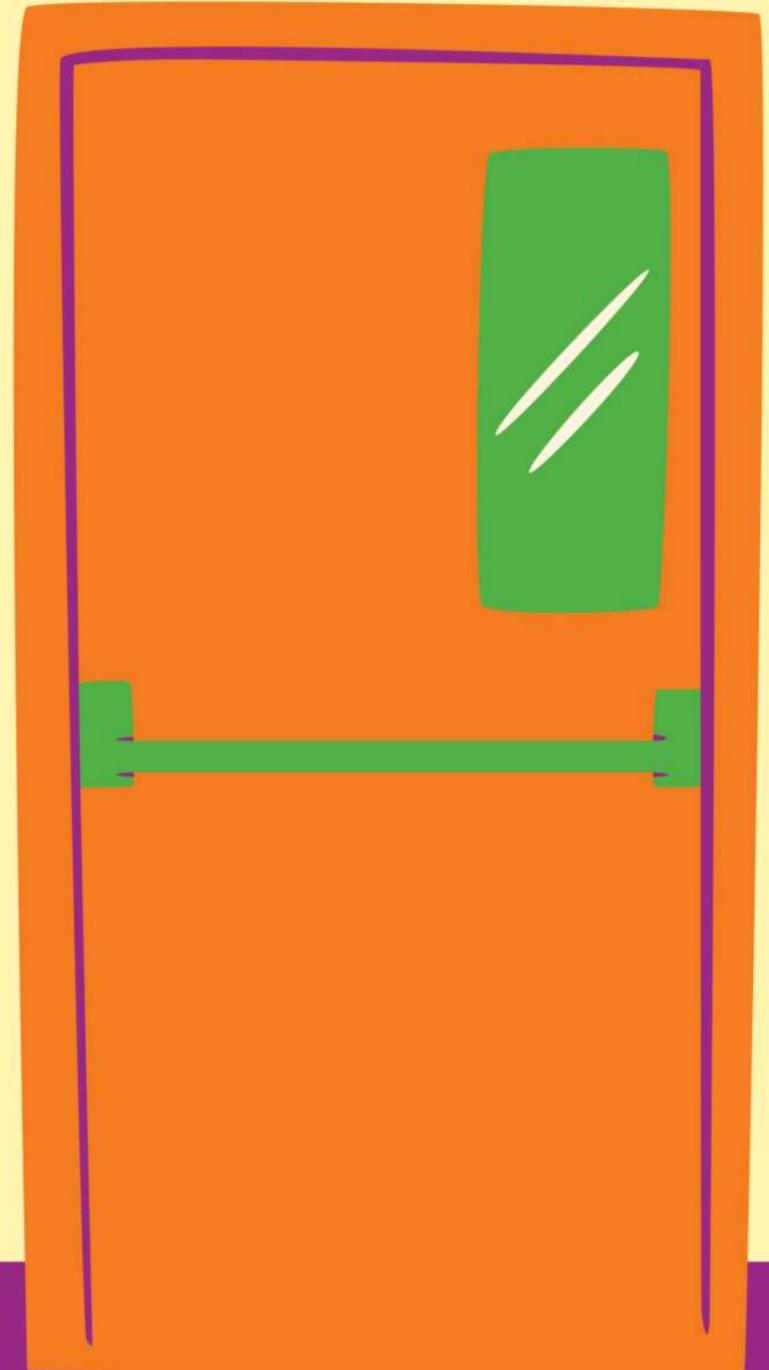
# GET TO KNOW YOUR EMERGENCY DRILLS.

Follow the instructions of our  
Emergency Wardens and staff.  
We have emergency evacuation  
maps at the front, middle and  
back of the building.



# DO YOU KNOW WHO OUR FIRE WARDENS ARE?

They will help us all if we need to evacuate from Ability Choice Care Offices and Activity Centre. Please follow the exit signs and listen for instructions



# KNOW YOUR EMERGENCY PLAN

Evacuation drills happen at Ability Choice Care during our centre based groups, meetings and even social gatherings. Listen out for announcement made by wardens. It may get loud! Don't panic, stay calm and follow directives.



# ASSEMBLY POINTS!

Do you know where our Emergency Assembly points are? All of us should know!

Do you know?

Answer is:

Front: Level 4 - East & Roof Top Car Park  
Westpoint Patrick Street Blacktown NSW 2148



ALL BOMB AND OTHER THREATS  
SHOULD BE REPORTED DIRECTLY  
TO EMERGENCY SERVICES 000



# KEEP INTRUDERS OUT.

Some threats can be unusual and we have a good measures to prevent people coming into the building uninvited.

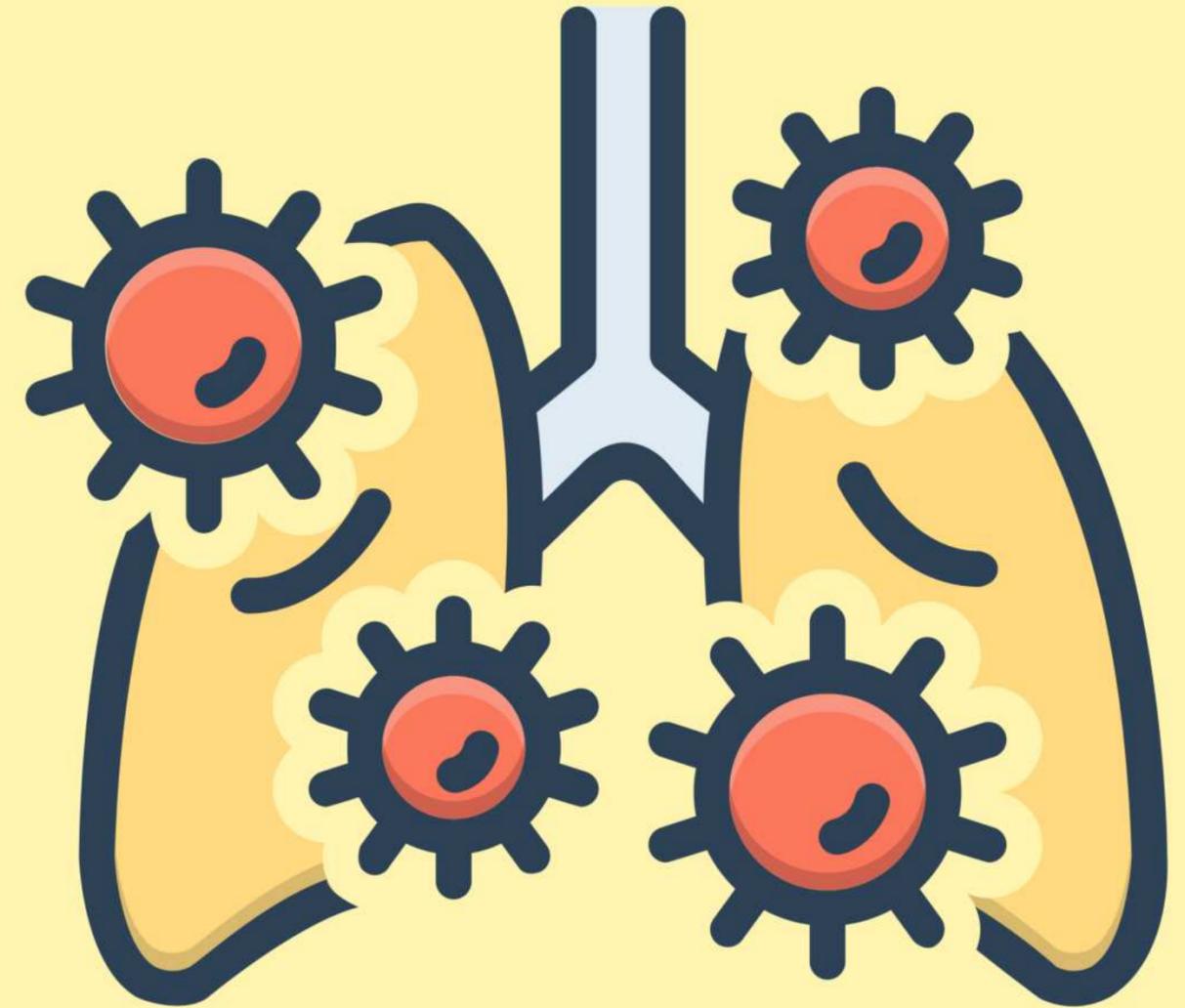
If an alarm goes off, we have security in the Shopping Centre and local emergency services on stand by to check the building.

This will keep us all safe



# INFECTION CONTROL- HOW WE CAN ALL WORK TOGETHER

Infectious diseases can happen at any time. NOT JUST COVID. Ability Choice Care uses our Participant Get Togethers and our Headlines to keep Participants up to date. All staff receive updates via Shiftcare and emails. If we do have an outbreak, we will let everyone know. If you have any concerns please call us on 1300 100 011.



# STATE HEALTH GOVERNMENT

Did you know that State Health gives us information on infectious disease and prevention control? This includes using personal protective equipment. This will help keep us all safe.

We seek the best health advice and we rely on the NSW Public Health Guidelines. We also rely on our local area Health Infectious Disease Advisory Service for the latest updates.



# RECOVERY PLAN

Please remember, we will always have a plan and Ability Choice Care and our Executive Team will always make sure we are all kept safe.

Our Emergency Disaster plans will be reviewed yearly and updated. We will keep you all informed about any changes.

If you need more information please speak to our team on 1300 100 011.

