



UPBEAT *arts*
COMMUNITY, INCLUSION
AND EMPOWERMENT



UBA EMERGENCY PROCEDURES

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Upbeat Arts delivers its programs in third-party venues, in line with our Venue Selection Criteria Policy.

Our staff and members must be aware of the emergency procedures of the venue they are attending and copies of those procedures are kept on file by Upbeat Arts.

Further to those procedures, in the event of a medical (or other) emergency during a session or event, for the safety of all involved, we have our own guidelines to follow.

1. IN THE EVENT OF AN EMERGENCY

For the patient or individual concerned:

- Call 000 immediately with all details
- Provide first aid, if required
 - Buddies/volunteers with medical/nursing and those with first aid certificates training to be identified
 - Maintain privacy, modesty for patient
- Operations Manager (or staff) to determine who to stay with patient (as few as possible)
- Operations Manager (or staff) to retrieve medical background of patient if available, and share this with emergency services
- Advise venue staff of incident and service attending (ie ambulance)
 - At Common Ground Queensland, call 3370 8011
 - Or if needed, delegate someone to head down to the ground floor to inform of the impending arrival of emergency services
 - At State Library of Queensland, call 3840 7216
 - And delegate someone to inform the staff at The Edge desk of the impending arrival of emergency services.

For the remainder of the group:

- Other participants to be removed from area
- At Common Ground, delegate someone to pull blinds down
- To provide a distraction and sense of normality the rehearsal or activity should continue elsewhere if possible (ie on the balcony or outside area)
- Identify any participants needing extra support due to incident

Follow up:

- Debrief all involved, as required
- Operations Manager (or staff) to follow up with patient and others, as required
- Operations Manager (or staff) to notify Emergency Contacts or Agency of those affected if necessary
- Operations Manager (or staff) to complete an Incident Report

Additional notes re Common Ground Queensland:

- If an incident happens to someone who is NOT a participant of ours, but a resident of Common Ground and we become involved, we can assist and then hand over to Common Ground staff.
- If it's our member, Common Ground staff do not need to be involved. We are visitors hiring the venue and it is not part of our agreement that their staff need to assist us.
- They will however assist in allowing the emergency services access to the building, and holding a lift for their arrival.