

FlourMill

SPACE

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1. FIRE

Assess the situation.

If the fire is small (e.g., a small wastebasket fire) and you can safely use a fire blanket or an extinguisher with a clear exit behind you, proceed with using Fire Blanket (located near front door) and/or Fire Extinguisher (one near front door, the other is in the Boudoir Room).

If however the fire is large, spreading, or producing a lot of smoke, evacuate immediately. Yell "FIRE, FIRE, FIRE! EVACUATE NOW!"

Then evacuate the space through a safe exit and direct them to a safe assembly area so you can take a roster in case anyone is missing.

Call 000 for the Fire Brigade. The address is 3 Gladstone Street, Newtown (studio 106 on the ground floor).

2. PHYSICAL INJURY

Apply First Aid (there is a basic First Aid kit in the Boudoir Room).

Call 000 for an Ambulance if necessary. The address is 3 Gladstone Street, Newtown (studio 106 on the ground floor).

Only after all urgent actions have been completed, inform the FlourMill Space by calling Derek on 0438 947 628.

3. INTER-PERSONAL INCIDENT

Separate the people involved.

Ask someone you trust to take over the running of the event space, and/or bring the event to a stop. If there are any physical injuries, see 2. Physical Injury above.

(A) REPORTING PERSON

Lead the Reporting Person (s) to a safe space, accompanied by someone you trust. Allow the Reporting Person (s) to describe their experience. Ask them if they want the Police called and if so, call 000.

The address is 3 Gladstone Street, Newtown (studio 106 on the ground floor).

If you believe a crime has been committed, particularly a sexual crime, you should call the Police on 000 regardless.

Ask them if there is anything else the Reporting Person(s) needs, and provide what care you can to them (such as a blanket, warm drink or their preferred companion).

Write down or record on your phone a factual, non-judgmental account of what was reported to you, by whom, and actions you took. Record dates and times. This is vital for any follow-up.

Leave the Reporting Person(s) in the care of someone you trust, after recording the contact details of the Reporting Person if you don't already have these.

(B) RESPONDING PERSON

Lead the Responding Person to a safe space, accompanied by someone you trust. If the Police have been called, await the arrival of the Police.

Inform the Responding Person of the situation, without being emotional or taking sides. Allow the Responding Person to describe their experience.

In most cases, unless you are awaiting the Police, it is recommended that you ask the Responding Person to leave the event (after recording their contact details if you don't already have these).

If the behaviour of the Responding Person warrants the Police being called, call the Police on 000 for emergency (or 131 444 if not urgent). The address is 3 Gladstone Street, Newtown (studio 106 on the ground floor).

Write down or record on your phone a factual, non-judgmental account of what was reported to you, by whom, and actions you took. Record dates and times. This is vital for any follow-up.

(C) RETURN TO REPORTING PERSON

Return to the Reporting Person(s). Inform them of the actions taken thus far. Ask them if there is anything they need – and provide what you can. If they want to leave the event (assuming no Police involvement), ensure they have a safe way of getting home.

(D) FOLLOW-UP IN DAYS AFTER

Take steps in the days following the incident to help ensure the well-being of the Reporting Person(s).

Take steps to prevent such an incident taking place again, with the assistance of others if necessary.

This may include temporary or permanent bans on the Responding Person attending future events, if this appears warranted.

Inform the FlourMill Space of the incident together with any feedback or recommendations, via phone 0438 947 628 and/or email derek.recsei@gmail.com.

4. ITEM/PROPERTY DAMAGE

In the event of damage to an item belonging to the FlourMill Space or damage to the FlourMill property, take photos and/or video and call Derek on 0438 947 628 and/or email derek.recsei@gmail.com.

5. MISSING ITEMS

In the event of items being missing from the FlourMill Space, call Derek on 0438 947 628 and/or email derek.recsei@gmail.com.

6. SUGGESTIONS

Should you have any suggestions for the FlourMill Space, call Derek on 0438 947 628 and/or email derek.recsei@gmail.com.