

Personal Risk & Emergency Management (PREM) Plan

Policy & Procedure

A Policy & Procedure tells you **HOW** and **WHY** we do things. When you see the word **we** in this document it means **Identitywa**.



This policy and procedure is about

- Having your own Personal Risk & Emergency Management Plan (Your Plan).
- Your Plan will help you be ready for an emergency or disaster and will help us to keep you safe.
- An emergency or disaster can be things like:
 - An accident
 - A fire
 - A flood
 - A pandemic like COVID-19.



An emergency or disaster may not happen, but with Your Plan, you let us and other important people know how we can help in an emergency to keep you safe and get you the support you need.



Who is this policy and procedure for?

- It is for you and your family and anyone you would like to help you with Your Plan (e.g. Your carer or guardian).

Your Plan includes

- Your Plan includes things like:
 - Who you are
 - Your important contacts
 - The supports you receive
 - Medical and health information
 - How we can help you in an emergency.



Your Plan



- We make sure that you are involved in preparing Your Plan and anyone else that you choose to help with Your Plan.
- It is good to get someone else to look at your Plan and talk to them about how you can be supported if an emergency happens.
- You can talk to:
 - Someone you trust
 - Your family
 - A friend
 - Your support worker.

What happens with Your Plan



- You get a completed copy of Your Plan.
- We keep a copy of the Plan too.
- Your Plan must be kept in a safe place that is easy to find in an emergency.
- We will also help you practice things in Your Plan.
- Practice helps **you** to know what you need to do and what **we** will do in an emergency.

More Information

- Call the Quality and Compliance Team on **(08) 9474 3303** or send an email to quality.feedback@identitywa.com.au