Emergency response plan

Evacuation Plan

|  |  |
| --- | --- |
| Event attendees will be warned to evacuate the site using the following system: |  |
| Event patrons should assemble at the following location for accounting by the evacuation team: |  |
| Evacuation Team Leader: |  |
| Assembly Area Monitors: |  |

Medical Emergency Plan

If a medical emergency is reported, dial 000 and request an ambulance. Provide the following information:

* Number and location of victim(s)
* Nature of injury or illness
* Hazards involved
* Nearest entrance (emergency access point)

Alert trained employees (members of the medical response team) to respond to the victim’s location and bring a first aid kit.

Personnel Trained to Administer First Aid

| **Name** | **Location/Telephone** |
| --- | --- |
|  |  |
|  |  |
|  |  |

Procedures

* Only trained responders should provide first aid assistance.
* Do not move the victim unless the victim’s location is unsafe.
* Control access to the scene.
* Take ‘universal precautions’ to prevent contact with body fluids and exposure to blood borne pathogens.
* Meet the ambulance at the nearest entrance or emergency access point; direct them to victim(s).

Fire Emergency Plan

If a fire is reported, pull the fire alarm, (if available and not already activated) to warn occupants to evacuate. Then Dial 000 to alert Fire Department. Provide the following information:

* Business name and street address
* Nature of fire
* Fire location
* Name of person reporting fire
* Telephone number for return call

Evacuation team to direct evacuation of employees and participants.

Procedures

* Evacuate site to primary assembly areas.
* Evacuation team to account for all employees and visitors at the assembly area.
* Meet Fire Department and provide an update on the nature of the emergency and actions taken.

Hazards or Threats

*These should be addressed in the Risk Management Plan.*

Public Emergency Services and Contractors

| **Emergency Service** | **Email** | **Emergency Telephone** | **Business Telephone** |
| --- | --- | --- | --- |
| Nearest Police | gray1kyl@police.nsw.gov.au | 000 | 4478-9920 |
| Nearest Hospital |  |  |  |
| Ambulance Service, Southern Sector | melissa.gray@health.nsw.gov.au | 000 | 4827 0411 |
| Fire – NSW Rural Fire Service | farsouthcoast@rfs.nsw.gov.au | 000 | 4474 2855 |
| Council – After-Hours- Service | council@esc.nsw.gov.au | 1 800 755 760 | 4474 1000 |
| SES |  | 13 25 00 |  |
| Electricity Supply – Essential Energy |  | 13 20 80 |  |
| Electrician |  |  |  |
| Plumber |  |  |  |
| Other |  |  |  |