



## **EMERGENCY PROCEDURES FIRE**

**THERE ARE 7 EXITS AT THE WORKSHOP  
MUSTER POINT IS AT THE ENTRANCE GATE  
EVACUATION ALARM IS THE SIREN (AIRHORN)**

### **IF YOU THINK YOU CAN EXTINGUISH THE FIRE AND IT IS CONTAINED IN ONE SMALL AREA**

1. Grab the extinguisher nearest to you and the correct one for the fire
2. Put the fire out
3. Alert the emergency controller (Supervisor)

### **IF THE FIRE IS TOO LARGE OR YOU ARE NOT CONFIDENT TO EXTINGUISH THE FIRE THEN**

4. Activate the nearest break glass alarm switch
5. Alert the emergency controller (Supervisor)
6. Rescue anyone in danger if safe to do so
7. Shut down any plant or equipment if time permits
8. Remove your self from the building.
9. Do not go back for valuables.
10. If escaping through a smoke filled area, keep close to the floor.
11. Assemble at the muster point and await further instructions from fire & rescue officers.



## BOMB THREAT

**THERE ARE 7 EXISTS AT THE WORKSHOP  
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### 1 Initial Actions

Time of Call: AM/PM

### 2. Exact Wording of Threat

### 3. Try and get another staff member’s attention without telling the caller

### 4. Questions to ask as you feel comfortable with

Ok sir/ madam can I just get some details:

|                                 |  |
|---------------------------------|--|
| Where is the bomb?              |  |
| When is it going to explode     |  |
| What sort of package is it in?  |  |
| Would you give me your name?    |  |
| Why did you put the bomb there? |  |

### 5. Listen for and circle

|                     |  |
|---------------------|--|
| VOICE               |  |
| Accent              |  |
| Speech difficulties |  |
| Tone                |  |
| LANGUAGE            | Polite, incoherent, irrational, upset, taped, read out, abusive  |
| NOISES              | Traffic, voices in background, machinery, music, local call, STD |
| OTHER               | Male , female, child, teenager, adult                            |



## **CHEMICAL SPILL**

### **Chemical spill that is low risk and containable**

1. Block off area and place spill sign
2. Alert the emergency controller (Supervisor)
3. Consult chemical Material Safety Data Sheet
4. Follow clean up instructions on MSDS and emergency controller (Supervisor)

### **Chemical spill that is med – high risk and not containable**

1. Block off area and place spill sign
2. Alert the emergency controller
3. Follow instructions of emergency controller
4. Follow evacuation procedures if required



## EVACUATION

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### **Emergency Controller (Supervisor)**

The emergency controller will:

1. Establish a control centre when the emergency occurs which will be relative in location to the emergency occurring.
2. Notify the relevant emergency service eg. Fire Brigade / Police
3. Situation briefing of emergency service on arrival at the site
4. Control the evacuation

### **Emergency Wardens are**

The Emergency Warden will:

1. Control the evacuation in consultation with the Emergency Controller
2. Conduct a sweep of his or her immediate work area and vessels to ensure no one is left in the building
3. Check employees present at muster area to ensure no-one missing.



## EVACUATION PROCEDURE EVALUATION

AREA AFFECTED: \_\_\_\_\_

EMERGENCY WARDEN: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

CAUSE OF EVACUATION ie fire, bomb threat, chemical spill etc.

\_\_\_\_\_  
\_\_\_\_\_

DID FIREBRIGADE ATTEND? \_\_\_\_\_

Evacuation Time: \_\_\_\_\_

Level of occupant participation: \_\_\_\_\_

Effectiveness: \_\_\_\_\_

Was the alarm audible in all areas: \_\_\_\_\_

Were Wardens obeyed: \_\_\_\_\_

Was every floor searched: \_\_\_\_\_

Did all personnel remain at muster area until instructed otherwise: \_\_\_\_\_

Was the muster area at a suitable place for this emergency: \_\_\_\_\_

Were Fire Extinguishers/hoses used: \_\_\_\_\_

Response time of fire brigade: \_\_\_\_\_

Do people require further training: \_\_\_\_\_

Were there any casualties: \_\_\_\_\_

Other comments: \_\_\_\_\_

\_\_\_\_\_

**Emergency Controller ( name ) .....**

**Emergency Controller (sign).....**



## MEDICAL EMERGENCY

### CHECK FOR ALLERGIES OR PRIOR MEDICAL CONDITIONS, CHECK FOR MEDIC ALERT

#### SEVERE BLEEDING

1. Apply pressure to the wound
2. Raise and support injured area
3. Bandage Wound
4. Check Circulation below wound

#### EYE INJURY

1. Support casualty's head, keeping as still as possible
2. Flush eye with cool, flowing water
3. Place dressing over eye, bandage in place
4. Instruct the patient:  
**Do not** touch or rub eye  
**Do not** try removing object  
**Do not** apply pressure when bandaging the eye

#### CPR

1. Position hands for CPR
2. Commence chest compressions  
-Arms straight, press down on breastbone to depress it about 4-5 cms  
-Release pressure
3. Continue CPR



4. 2 breaths
  - complete 30 compressions
  - give 2 effective breathsFor a min of 2 mins
  - check for signs of circulation every minute
5. Make a phone call for emergency and continue CPR

### **UNCONSCIOUS/RECOVERY POSITION**

1. Position patients legs
  - Straighten limbs
  - Lift nearer leg at knee so it is fully bent upwards
2. Position arms
  - Place patients nearer arm across chest
  - Place farther arm at right angles to body
3. Roll patient into position
  - Roll away from you onto side
  - Keep leg at right angles, with knee touching the ground to prevent patient rolling onto face
4. Make patient steady – so as not to roll over
5. Ensure airway is open