# 8.0 EMERGENCY RESPONSES

## 8.1 Emergency Response Plan

The Company shall ensure effective and efficient responses to emergency situations resulting from natural or man-made disasters. An emergency situation may arise as a result of:

1. Earthquake
2. Fire
3. Chemical spill
4. Bomb threat or armed confrontation
5. Any other life threatening situation

|  |  |
| --- | --- |
| **EVACUATION PROCEDURES** | **ARMED ROBBERY** |
| Follow Warden’s instructions | Keep calm, make no sudden movements |
| Walk to the nearest exit | Do what the offender asks |
| Keep together with the nearest people around you | Try to memorise as many details about the offender as possible |
| Use the stairs (not the lift) | Note the direction and method of escape |
| Do not go back to collect personal items | Notify police as soon as it is safe to do so. Leave the phone line open until the police arrive |
| Meet at the assembly area and report to Wardens | Provide first aid to victims, and lock outside doors |
| DO NOT LEAVE THE ASSEMBLY AREA UNTIL YOUR WARDEN HAS SAID YOU CAN |
| **EARTHQUAKE** | **FIRE** |
| Keep calm | Activate the alarm |
| Move away from windows, equipment and shelves that may fall | Make sure you have an outside line, then dial 111 |
| Get under solid furniture **DROP – COVER – HOLD** | Alert people in your area and the Warden |
| **When the shaking stops:**   * Keep calm and help those who need assistance * Warden to turn off all electrical sources and gas taps * Wait for orders from your Warden | Do not extinguish the fire unless there is no personal danger to you or anyone else |
| If time permits and there is no danger, switch off all machines and appliances and close all doors and windows |
| If you need to evacuate or the fire alarm sounds:   * Keep together * Follow the Warden’s instructions * Meet at the assembly area and report to Wardens | After evacuation, meet at the assembly point in teams |
| If the fire alarm sounds:   * Walk quickly to your nearest exit * Do not stop to take personal items with you * Meet at the assembly area and report to Wardens |
| DO NOT LEAVE THE ASSEMBLY AREA UNTIL YOUR WARDEN HAS SAID YOU CAN |
| DO NOT LEAVE THE ASSEMBLY AREA UNTIL YOUR WARDEN OR THE FIRE SERVICE HAS SAID YOU CAN |
| **HAZARDOUS SUBSTANCE SPILLS** | |
| Raise the alarm by alerting people nearby | |
| Evacuate people, if necessary | |
| Identify the nature of the spilled substance | |
| Put on PPE (for example gloves, eye protection) | |
| Close off the source of the spill, if it is safe to do so (for example plug the leak or turn the container upright) | |
| Remove sources of ignition if a flammable substance is present | |
| Identify dangers posed by the spill – only respond if it is safe to do so | |
| Refer to the safety data sheet or call an approved handler or other specialist for advice | |
| If necessary, dial 111 and/or advise the local council (especially if the spill is likely to enter a waterway) | |
| Use your spill kit. Contain the spill if it is safe to do so by using a drip tray, oversized container or an absorbent to soak up a small spill | |
| Dispose of waste safely as set out in the safety data sheet | |

***Action:*** *This Emergency Response Plan should be discussed with staff and displayed on the staff noticeboard. A copy of this Plan can be found on the H&S website under ‘Forms’.*

### 8.1.1 Visitors

Visitors will be briefed on the emergency response procedure by the employee responsible for the visitor.

### 8.1.2 Accident and Emergency

The nearest Accident and Emergency Clinic for the Company is:

|  |  |  |
| --- | --- | --- |
| **Accident & Emergency Clinic:** |  | |
| **Street address:** |  | |
| **Suburb:** |  | |
| **City:** |  | |
| **Phone:** |  | |
| **Operating hours:** | Monday – Friday |  |
| Saturday – Sunday |  |

(Insert Google map of nearest

Accident and Emergency Clinic)

After hours care:

|  |  |  |
| --- | --- | --- |
| **Hospital:** |  | |
| **Street address:** |  | |
| **Suburb:** |  | |
| **City:** |  | |
| **Phone:** |  | |
| **Operating hours:** | 7 Days | 24 hours |

***Action:*** *Complete all above information in regards to Accident and Emergency details then display on staff noticeboard.*

## 8.2 Fire Evacuation Plan

Any person discovering a fire should:

* Activate fire alarm or raise the alarm immediately by shouting FIRE
* Call the fire brigade - dial 111
* Do not attempt to extinguish the fire unless it is safe to do so

All employees shall:

* Switch off all machines and appliances near them
* Close all windows near them (Wardens will check doors)
* Proceed in an orderly manner out of the building by the nearest doorway or exit
* If the building is smoke-logged, keep near the floor
* Do not endeavour to obtain personal effects from some other part of the building nor attempt to return to your own room if temporarily absent

### 8.2.1 Wardens Authority

* During any emergency, the **Wardens have absolute authority** until emergency services arrives
* Everyone must obey the Wardens in an emergency
* Wardens are identifiable through wearing a fluorescent safety vest

### 8.2.2 Wardens Responsibilities

* Hold a list of occupants on the premises
* Check total floor area for which responsible to ensure that all persons have evacuated the building. Don’t forget toilets, staff facilities and storerooms
* Close all doors as area is checked
* Do not turn off lights
* When area of responsibility is checked, leave by the nearest exit
* Check people at assembly point
* Participate in 6 monthly evacuation drills (minimum). Records of drills are maintained by the Warden

### 8.2.3 For Buildings Providing Employment for 10 or More People

The building owner must ensure the building complies with the Fire Service Act 1975 and the Fire Safety and Evacuation of Buildings Regulations 2006.  Please be aware that many commercial leases will transfer the responsibility from the building owner to the tenant.  So this means it could be YOUR responsibility.

Buildings that provide employment for **10 or more people** must have an approved fire evacuation scheme.

For further information on this topic, take a look at the ‘Approved Fire Evacuation Schemes’ document which can be found on the H&S website under ‘Guidance Documents’.

**Fire Action Notice**



***Action:*** *Complete this notice and display in all main areas of the building. A copy of this notice can be found on the H&S website under ‘Forms’.*

***Action:*** *Complete 6 monthly evacuation drills – use ‘Fire Evacuation Drill Checklist’ to record your results.*

## 8.3 Emergency Spill Response

The company shall ensure effective and efficient responses in the event of a chemical spill. A spill kit is located in a designated area on site. The spill kit shall be fully stocked and replenished immediately after use