

EMERGENCY SITUATIONS AND ACTION GUIDE



POSITION	NAME	CONTACT DETAILS
Chief Warden:	Julie Thomson	0427 723 198
Deputy Chief Wardens:	Stacey Bennett Corey Abel	0424 599 170 0407 629 677
Workplace Health & Safety Officer:	Linden Davies	0417 715 969
First Aid Officers:		List located at Front Desk, Studios and Board Room
Nominated Site Medical Centre:	Bribie Doctors Banksia Beach	37 Sunderland Drive, Banksia Beach QLD 4507 Ph: 07 3450 0741
Nearest Hospital:	Caboolture Hospital	120 McKean Street, Caboolture QLD 4510 Ph: 07 5433 8888
Dial 000	Fire	07 3408 8393
	Ambulance	13 12 33
	Police	07 3410 9222
	SES (Bribie Island)	13 25 00
	Poisons Information	13 11 26
Electrical Emergency:	Ergon Energy Life Threatening Faults	13 16 70 13 22 96
	Energex Life Threatening Faults	13 19 62 13 62 62
	ELGAS General & After Hours Gas Leaks & Emergencies	13 11 61 1800 819 783

REPORTING OF AN EMERGENCY *(Usually First on Scene)*

RAISE THE ALARM – EMERGENCY, EMERGENCY, EMERGENCY

STAY ON PHONE UNTIL YOU'RE SURE EMERGENCY MESSAGE HAS BEEN UNDERSTOOD ALWAYS BE THE LAST PERSON TO HANG UP!

- Stop and think!
 - Raise the alarm and notify the Supervisor/Chief Warden who will contact Emergency Services.
 - Exact Location
 - What is the emergency (spill, fire, injury)

2. Discovering a Fire – Remember **RACE**

- R REMOVE**
- A ALARM**
- C CONFINE**
- E EVACUATE**



GENERAL EVACUATION

- Instruction/Alarm to evacuate given.
- When instructed – evacuate via designated routes to assigned Assembly area/s.
- Wardens will guide and assist.
- Once gathered, remain at Assembly area until directed by Chief Warden, attendance to be checked by Chief Warden.
- **REMEMBER...** If time allows
 - Close doors and windows.
 - Do not run, walk quickly.
 - Do not congregate to watch.
 - Follow instructions given by wardens.

ALWAYS STAY CALM
CHECK THAT ALL PERSONNEL ARE AWARE OF EVACUATION
(Including Woodies and Gemmies)

FIRE AND SMOKE

Alert persons nearby
Request assistance
Raise Alarm by shouting:



EMERGENCY, EMERGENCY, EMERGENCY

- IF SAFE extinguish if fire is small.
- Contact Supervisor/Chief Warden.
- Provide information, location, materials involved, and if anyone is injured.
- Close doors to prevent smoke and fire spread.

EVACUATE IF UNSAFE AND AWAIT FURTHER INSTRUCTION

LEAKS & SPILLS

- Alert people in vicinity and raise alarm.
- Notify Supervisor and Chief Warden.
- Provide information, location of leaks or spills, type, wind direction, areas of Risk and injuries.
- Evacuate area.
- Await instructions from Chief Warden.

SUSPICIOUS MAIL/BOMB THREAT

- Recipient must remain calm, write down caller's message.
- Note any accent/background noises.
- Notify Supervisor and Chief Warden.
- **DO NOT** try to open suspicious mail.
- Wait for further instructions from Emergency Services.
- Evacuate all staff/visitors to Assembly area – **DO NOT** search for Bomb.
- **DO NOT** enter site until told all clear by Chief Warden.



ASSEMBLY AREAS

ENSURE YOU KNOW THE ASSEMBLY AREA LOCATION

MAIN: FRONT CAR PARK

BACK: WOODIES ASSEMBLY AREA