

What to do in an Emergency Situation

FIRE

1. Management and Emergency Team are notified
2. Employees are evacuated & directed to Assembly Point - <insert location>
3. Call 000 (Fire Brigade)
4. Emergency Team assess whether to fight fire

SERIOUS ACCIDENT

1. Stabilise the patient
2. Call 000 (Ambulance/Police)
3. Management is notified
4. Wait for Ambulance/Police close to the entrance of property

CHEMICAL SPILL

1. Contain the spill
2. Keep all persons away from spill
3. Management is notified
4. Put on PPE & manage spill
5. Recover chemical containers and record amount of chemical lost
6. Record incident/injury using provided injury/incident report

BOMB THREAT

1. Manager is notified
2. Employees are evacuated & directed to Assembly Point - <insert location>

3. Call Police – Phone 000

FIRST AID INCIDENT

1. First Aid Officer & Manager are notified & injured person is attended to
2. Take injured person to local medical centre or call 000 (Ambulance) if First Aid Officer is absent
3. Report incident/injury using provided injury/incident report

XYZ Nurseries Pty Ltd Street
Address:

123 Nursery Rd
BURPENGARY QLD 4123
Phone: 07 3123 4567

IMPORTANT PHONE NUMBERS

Local Medical Centre: -- ---- ----

Local Police Station: -- ---- ----

Local Fire Station: -- ---- ----