



## QPRC 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 in Appendix 4.*

## Public Emergency Services and Contractors

Emergency Service	Email	Emergency Telephone	Business Telephone
Nearest Police		000	
Nearest Hospital			
Ambulance Service, Southern Sector		000	
Fire – NSW Rural Fire Service		000	
Council – After-Hours-Service			
SES			
Electricity Supply – Essential Energy			
Electrician			
Plumber			
Other			