

## Emergency management plan - EXAMPLE

Location of First Aid Kit \_\_\_\_\_

Location of Fire Extinguisher and hoses \_\_\_\_\_

Key Management Contact \_\_\_\_\_ name \_\_\_\_\_ wk \_\_\_\_\_ ah \_\_\_\_\_ mob \_\_\_\_\_

Evacuation Safe Meeting Point: (example: car park, main entrance gate etc) \_\_\_\_\_

NOTE: In the event of any kind of incident or emergency, every action and outcome must be recorded on an incident report form, with times, names and other important details about the incident.

### EMERGENCY AND EVACUATION PROCEDURES

Incident	Initial Response	Emergency Contacts	Staff Responsibilities	Follow Up Action
<p><i>Bushfire</i></p> <p>Note: Management Procedures for Bushfire - actions appropriate to individual businesses will need to be considered (example: whether it has been decided to stay and defend the property or to leave immediately).</p> <p>See more detail in Section 5.1 on Bushfire.</p>	<p>Evacuate guests according to emergency services instructions. (e.g. which access roads are safe for vehicle traffic)</p> <p>Remove vehicles from around buildings.</p> <p>[ insert here: management procedures for bushfire]</p>	<p>Country Fire Authority:</p> <p>SES:</p> <p>Police:</p>	<p>Remain calm</p> <p>Follow instruction of regional emergency services</p> <p>Listen to radio broadcasts.</p> <p>Ensure safety of staff and guests.</p> <p>Prevent unnecessary delays in evacuation (do not waste time retrieving property or equipment)</p> <p>Clear vehicles from vicinity.</p> <p>Create clear access for emergency services.</p> <p>Record names and contact details of all people on the property</p>	<p>Contact guests who were on site.</p> <p>De-brief with management, other staff and fire services.</p> <p>Replenish fire fighting equipment.</p> <p>Implement identified changes to procedure if necessary.</p> <p>Finalise incident report.</p> <p>Contact insurer if necessary.</p>
<p>Serious personal injury or accident e.g. heart attack, broken bone or severe cut</p>	<p>Apply first aid, contact emergency services, re-assure patient (family and friends).</p> <p>Call Key Management contact.</p>	<p>Ambulance:</p> <p>Local Hospital/Doctor:</p> <p>Closest first aid trained person:</p>	<p>Remain calm and professional.</p> <p>Limit Impact on other guests.</p> <p>Record details of incident.</p>	<p>Contact patient to check condition.</p> <p>De-brief with management and staff.</p> <p>Re-stock first aid kit.</p> <p>Implement identified changes to procedure if necessary.</p> <p>Finalise incident report.</p> <p>Contact insurer.</p>