Site emergency plan

Emergency response and evacuation

Display this plan at the site office and assembly point. Every person on site must be told about it at induction. In an emergency: make safe, raise the alarm, call 000, evacuate to the assembly point.

1. Site and emergency contacts

Site address As emergency services need it, with nearest cross street			
Emergency services access gate			
Emergency services		**000 (or 112 from mobiles)**	
Site supervisor		**After-hours contact**	
Electricity network (faults)		**Gas network (leaks)**	
Water utility		**WHS regulator (notifiable incidents)**	
Poisons information		**Nearest hospital with emergency department**	

2. Emergency roles

Role	Name	Mobile	Backup (name and mobile)
EXAMPLE *Emergency coordinator*	*Site supervisor*		*Leading hand*
EXAMPLE *Meets emergency services at gate*			

3. Alarm and evacuation

How the alarm is raised e.g. air horn: three long blasts; radio call			
Evacuation route(s)			
Assembly point			
Headcount method Sign-in register taken to the assembly point		**Who does the headcount**	

Site plan attached showing route, assembly point, first aid, extinguishers	

4. First aid and medical treatment

First aid kit location(s)		**First aiders**	
Eye wash / shower location		**Defibrillator (if any)**	
Nearest medical centre and hours			

5. Rescue plans

Plan and resource each rescue before the work starts. A person suspended in a harness needs rescue quickly: do not rely on emergency services alone.

Situation	Rescue method and equipment	Who
EXAMPLE *Worker suspended in harness after a fall arrest*	*Elevating work platform on site kept available for rescue; rescue kit at scaffold base; trained rescuer on shift*	*Supervisor, EWP operator*

6. Specific emergency procedures

#	Check	Covered	Key actions for this site
1	Fire: raise alarm, evacuate, use extinguisher only if trained and safe	☐	
2	Serious injury: first aid, call 000, do not move unless in danger, preserve the scene	☐	
3	Structural or excavation collapse: evacuate area, do not enter, call 000	☐	
4	Gas leak or strike: evacuate upwind, no ignition sources, call the gas network	☐	
5	Electrical contact or strike: do not touch the person, isolate if safe, call 000	☐	
6	Severe weather: secure materials, stop work at height, shelter	☐	
7	Chemical spill: isolate area, refer to safety data sheet, contain	☐	
8	Medical emergency (collapse, heat illness, cardiac)	☐	
9	Security threat or aggressive person	☐	
10	Bushfire or flood (where relevant to the site)	☐	

7. Emergency equipment on site

- ☐ First aid kit
- ☐ Fire extinguishers (type)
- ☐ Fire blanket
- ☐ Air horn or alarm
- ☐ Two-way radios
- ☐ Spill kit
- ☐ Rescue kit
- ☐ Eye wash
- ☐ Torch
- ☐ Other: _____

8. Testing and drills

Date	Type of test	Time to evacuate and account for all	Issues and actions	By

9. Approval and review

Prepared by		Date	
Next review		Version	