

Emergency Response Procedure

(Insert Ministry Unit Name)



EVACUATION PROCEDURES



When alerted:

- Prepare to evacuate and secure material as necessary
 - Assist others to the nearest exit if required
 - Proceed to Emergency Assembly Point
 - Await for further instructions from the emergency response officers or other person of authority
- If applicable - Do NOT use lifts unless directed by emergency officers**



MEDICAL



- Phone** First Aid Officer immediately (if applicable) or person in charge of ministry unit
- Phone** 000 for an ambulance (if hospital treatment is required)
- Give** Your exact location (*insert details: Building Name, Street No and name, Suburb/Town*) and the nature of illness or injury.
- Ensure** A person is available at the entrance of the building/area to direct the emergency response officers (if possible)
- Give** Personal particulars of casualty to the emergency response officer (if known)
- Report** The incident/emergency to (*insert details*) immediately

Under no circumstances should a casualty be moved where an injury has resulted from a fall unless it is essential for resuscitation purposes.



FIRE



- Rescue** Remove any people in immediate danger
 - Alarm** Phone 000 - Fire Service and alert others
 - Contain** If practicable, close all doors and windows to contain the fire (only if safe to do so)
 - Extinguish** Try to extinguish the fire using appropriate firefighting equipment (only if you are trained and it is safe to do so)
- Do NOT re-enter the building. Wait for emergency response officers to arrive.**



BOMB THREAT



- Keep caller talking
- Do NOT hang up even if caller does
- Attract attention and ask someone to advise someone in authority immediately
- Take notice and notes about the details: voice, background noise, exact wording etc
- Phone the police (000) immediately and follow instructions



CIVIL DISORDER / OTHER EMERGENCY



Implement the Lockdown procedure:

- Close and lock doors and windows – turn off lights and fans
- If safe to do so, relocate to the closest secure room with no visible access from outside.
- If safe to do so, phone the Police (000) and then make no noise
- Be prepared to evacuate if requested



AFTER HOURS



- Always have access to a telephone and follow the above applicable procedures.