**AFEI Member Template: Emergency Plan (Basic)**

**THIS DOCUMENT IS ONLY A GUIDE**

AFEI recommends members consider their specific requirements when adopting a template document or policy to ensure the document meets the particular needs of your organisation.

For assistance, please call the AFEI Hotline on 02 9264 2000.

**How to use this document:**

1: Check with the AFEI Hotline as to its suitability for your needs.

2: Edit to meet your requirements by:

* **Add** relevant information in the [yellow highlighted] sections.
* **Delete** comments in the *[blue highlighted]* areas.

***[Place on Organisation Letterhead]***

Emergency Plan (Basic)

**Emergency Contact List**

Police, Fire, Ambulance: **000**

Local Medical Centre: [insert relevant number]

Poisons Information Centre **13 11 26**

Director: [insert relevant number]

General Manager: [insert relevant number]

Tradesmen:

Local Electrician: [insert relevant number]

Local Plumber: [insert relevant number]

Strata Manager: ***[****If applicable****]*** [insert relevant number]

***[****Include any other relevant numbers****]***

**Note: Members need to be aware that this is a basic plan for small business needs. The plan must be tailored to the specific work context/site risks. Some workplaces require more comprehensive emergency plans, for example major hazard facilities.**

**General Responsibilities:**

In an emergency, the most senior employee on site is to take control of the situation:

1. Notify emergency services.
2. Determine if an evacuation is appropriate or necessary.
3. Identify appropriate responses (e.g. calling an electrician).
4. Record the emergency, after the issue is resolved, in an incident report form.

**Specific Responsibilities:**

***Office Workers***

1. You are responsible for the safety of visitors.
2. Check toilets as you leave.

***Site Workers***

1. Be aware of site emergency procedures.
2. You are responsible for the safety of everyone in your team.
3. Follow the directions of the site supervisor or site owner.

**Emergency Procedures:**

* If in doubt, call 000 and evacuate.
	+ Only re-enter the site after the all clear has been given by emergency services.
* In the case of an armed robbery or security incident:
	+ Stay calm/Survive
	+ Observe
	+ Cooperate
	+ Call 000 when safe to do so.
* In the case of a fire:
	+ Do not attempt to extinguish a fire unless it is safe to do so
	+ Do not take chances, evacuate.
* In the case of a medical emergency:
	+ Call 000
		- Outline medical situation
		- Provide nearest cross street or location to enable quick response.
	+ Manage the situation with first aid.
	+ Call a relative/friend/next of kin.

## Acknowledgement:

In order to effectively implement this policy, employers must take reasonable steps to notify employees that the policy exists and/or has been amended.

If it is practicable to require employees to sign the policy and return it to you, include the User’s Declaration below. If this is impractical, omit the User’s Declaration and consider alternate means by which employees may be informed of the change e.g. emailing as an attachment to all staff.

### User’s Declaration

I have read and understood this ***Emergency Plan (Basic)*** and agree to its terms.

**Name:**  **Date:**

**Signature**:

**Members should be aware that this document is a guide only. It might not be appropriate in this format for every situation or your industry. For assistance in drafting workplace policies to suit your specific needs please contact the AFEI Hotline on 02 2964 2000.**