



Emergency Plan



Unit 2 / 9 Donaldson Street,
Wyong, NSW 2259
Phone: 1300 979 114
www.grandstandevents.com.au

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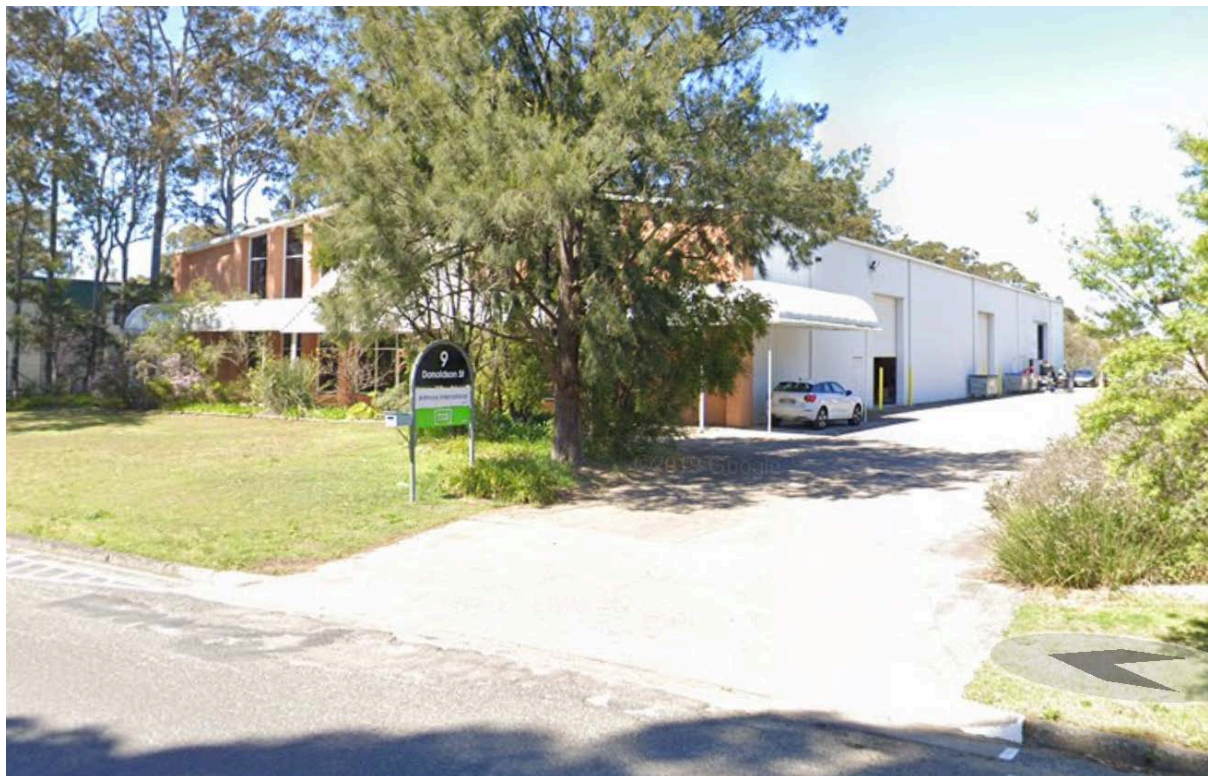
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1. PURPOSE

The aim of this document is to ensure an effective response to any emergency at Grand Stand Events, 2/9 Donaldson Street, Wyong NSW 2259.

2. EVACUATION PROCEDURE

- On instruction from management, immediately cease all activity.
- Assist any person in immediate danger, but only if safe to do so.
- Stay calm and make your way directly to the evacuation point located on the grassed area in front of Unit 1 (see image below).



- The Director or Office Manager to ensure all staff have been accounted for.
- All employees/visitors are to wait for direction from the relevant manager before returning to the workplace.

3. MEDICAL TREATMENT

A first aid kit is located outside the office entry doors between the office and warehouse areas (see photos below).

Seek assistance from the onsite First Aid officer if the injury is minor.



In the case of an emergency:

- Call Triple Zero (000) immediately and ask for an AMBULANCE.
- Answer questions as required by the NSW Ambulance Call Taker.
- Stay on the phone as the NSW Ambulance call taker can provide further first aid instructions or assistance if required.
- Keep the contact phone number given to NSW Ambulance free in case they need to call back.

4. FIRE

In case of a fire:

If safe to do so, utilise fire equipment to extinguish the fire.

Fire extinguishers are located to the left of the warehouse front roller door (when inside the warehouse) and to the left of the rear door in the kitchen area (see image below).

A fire hose is located at the rear of the warehouse to the right of back door (see image below).



In the case of an emergency:

- Call Triple Zero (000) immediately and say FIRE when prompted.
- Answer questions as required.
- Implement the evacuation procedure.



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5. COMMUNICATION

The Grand Stand Events Emergency Plan is communicated through:

- Regular toolbox talks
- WHS consultation meetings
- WHS agenda item in scheduled weekly team meetings
- Signage in the workplace

6. REVIEW

The Grand Stand Events Emergency Plan reviewed is biannually or on an as needed basis e.g. key staff changes within the company.

7. APPROVAL

These guidelines were approved by:

Name:

Signature:

Date: