

Emergency plan

Last revision: 30/03/2023

Scope and application

The scope of this emergency plan is to cover emergency events and occurrences that the Shed or location could experience, such as fire, chemical spills, bomb threats, electrical outages, security breaches, natural disasters, significant injuries, medical events and pandemics, including specifically COVID and its variants.

The plan will be activated on the threat or actual occurrence of events outlined above.

Emergency contacts

Contact	Name	Phone number
Emergency services – triple zero	Fire/police/ambulance	000
Police	Operations	13 14 44
Fire warden	TBA	
First aid officer	John Bardill	
WHS officer	Kevin Mahon	
Security office	Subiaco City Council	9237 9222
State Emergency Services (SES)	Operations	13 25 00
Nearby businesses	King Edward Hospital	6548 2222
Poison information line	WA Poisons Information Centre	13 11 26
Utilities		
	Water Corporation	13 13 85
	Alinta Gas	13 37 02
	Western Power	13 13 51
COVID-19 information lines	Info Helpline	13 26 843

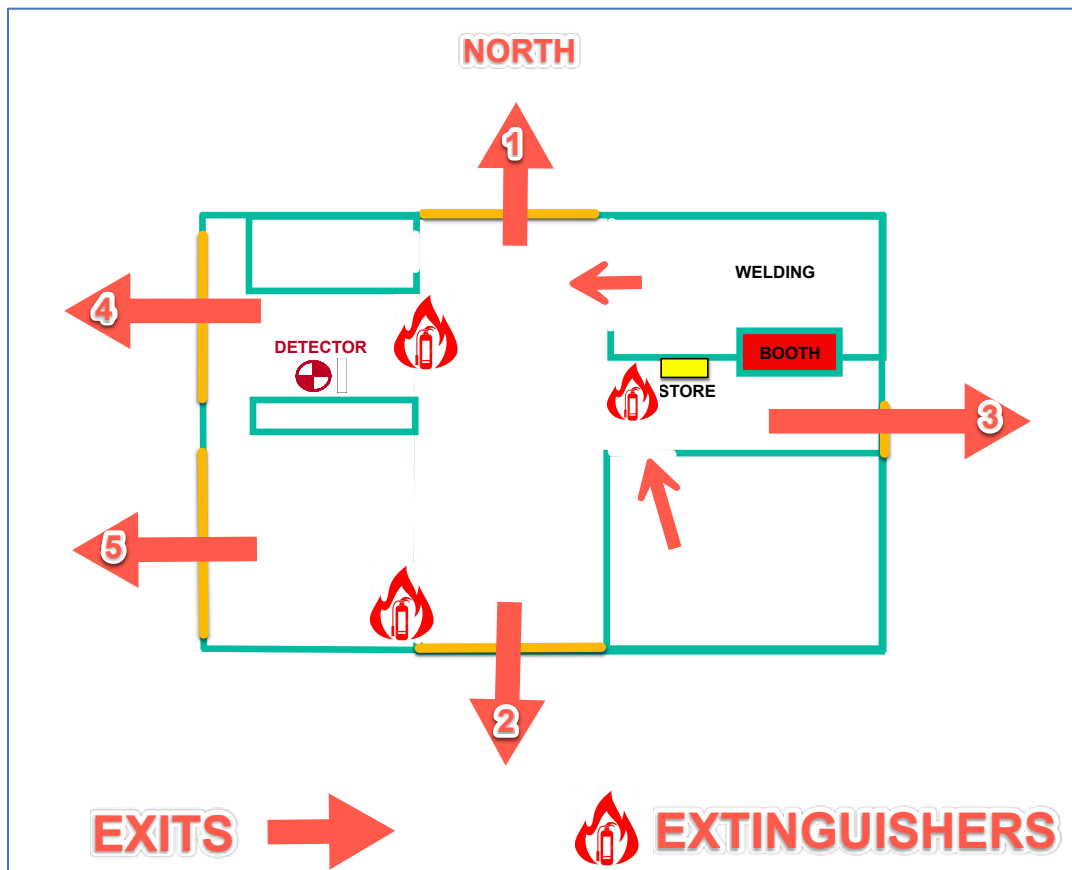
Emergency management team – roles and responsibilities

1. Intent

The Shed Boss or other designated leader will assist firefighters to establish the location of the fire and the nature of the emergency and advise of the location of trapped occupants, if any.

2. Operational Requirement

- i. The Shed Boss (or equivalent responsible person) is present on arrival of firefighters to an incident during normally occupied hours,
- ii. A Committee Member takes ownership for maintaining the effectiveness of the building's evacuation strategy
- iii. A fire detection and/or alarm system is installed in the brick section of the shed (see diagram)



3. Risk Management

Supervisors – roles and responsibilities

Emergency supervision will be by the appointed Shed Boss or in his absence by a Committee Member. The Supervisor will assist in any first Aid needs, summoning of Ambulance or use of the defibrillator as needed. He will ensure all members have evacuated the shed if that is needed

Members – roles and responsibilities

Members Responsibilities include assisting less mobile or confused members to evacuate quickly and safely.

Evacuation procedures

Evacuation procedures are simply to evacuate from the closest safe exit. Do not take any equipment or project work since these may impede movement and slow others.

Emergency procedures

4. Injury

Report any injury to the Shed Boss, trained first aider or Committee Member.

The nominated person will make a decision as to the severity of the injury and treat it with the Shed First Aid supplies or stabilise the injury and help the wounded member to attend Charles Gairdner emergency department.

Fill in an Injury report Form

5. Medical Episode

If a member suffers a medical episode (fainting, heart attack, stroke, dizziness) then ensure the patient is seated or lying down and treated accordingly. The shed has an automated defibrillator which has recorded simple instructions for use. Call 000

6. Fire

Clear all members out of the shed and attempt to douse the fire with one of the extinguishers provided.

7. Chemical Spill

- a. *If the chemical is flammable, have a fire extinguisher on hand. Mop the chemical with the mop located in the toilet and use plenty of water and a bucket. Warn others of the situation and if a large spill has occurred all work must cease and the shed be evacuated until a clean-up is complete.*
- b. *Fill in the Incident report form*

8. Covid

- a. *The shed maintains its stance that all members must have had covid vaccinations in order to attend.*

After an emergency

Notify a member of the Committee. Fill in an incident Report. Committee to discuss lessons learned.

Testing the emergency plan

Test Fire alarms and point out evacuation drills every 3 months.

Training

Information, training and instructions are provided in the Subiaco Community Mens Shed Health and Safety manual dated April 2023.