



Self Help & Support Groups National Awareness Day ~

Symposium & EXPO

8 September 2011

"Helping each other to help ourselves"

Emergency Procedures

Emergency procedures shall be carried out in response to the specific emergencies of;

- Fire and Explosion
- Medical Emergency
- Hazardous Material Spill/Leak
- Bomb Threat

Fire and Explosion

Should you discover smoke or fire?

- Assess the situation and the potential for evacuation.
- Remove anyone in the immediate vicinity, if it is safe to do so.
- Notify the Event Coordinator.
- Event Coordinator to assess situation, and commence evacuation if deemed necessary.
- Notify all stallholders to leave the venue calmly.
- Notify stallholders and amusement operators of evacuation.
- Notify emergency services via 000.
- Staff to ensure that all patrons are moved.
- Wait for Emergency Services to arrive.
- Should any personal belongings of the patrons be within the venue, (after the Emergency Services "ok" has been given) re-enter the venue and obtain personal belongings.
- Event Coordinator will prepare an emergency report.

Medical Emergency

Should a medical emergency occur, such as a heart attack, stroke, epileptic fit, seizure, burns etc;

- The first stallholder on the scene should assess the situation and if they do not have first aid training, immediately notify the Event Coordinator.
- Notify Emergency Services on 000, and request an ambulance.
- Apply first aid as trained.
- A stallholder to meet the Ambulance outside the venue, and take them to the medical emergency.
- At least one stallholder is to remain with the injured person until the Emergency Services personnel arrive and take control of the incident.
- Event Coordinator will prepare an emergency report.

Hazardous Material Spill/Leak

Hazardous Substances stored on site, or that may come onto site for periods of time, consist of the following;

- Oils
- Gas
- Disinfectant/Sanitiser/Cleaning products
- Fuel (cars and service vehicles)



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- The procedure to be carried out must be as follows;
- Stallholder who finds such a spill, or is notified by the public/patron of such a spill is to notify the Event Coordinator
- At the direction of the Event Coordinator, evacuate the venue, if the nature of the spill warrants such an evacuation.
- If necessary notify FESA
- Evacuation of part all of the venue
- Turn off electrical equipment/gas within the area of the spill.
- Soak up material using mop or similar and contain spilled material for disposal to an appropriate landfill facility.
- Event Coordinator will prepare an emergency report.

Bomb Threat

- ~~Record nature of threat, and as many details as possible about the caller that may assist the Police in identifying them.~~
- Evacuate the venue
- Call 000 and ask for Police assistance.
- Any suspicious packages are to be reported to the Police, and not disturbed.
- When the area is considered safe to enter, and the Police advice it is safe to do so, stallholders may return to the venue.

Important issues to remember when dealing with a bomb threat;

- Keep calm.
- Keep the caller on the telephone as long as possible.
- Let the caller speak and endeavour to record as much detail as possible.

List of emergency Contacts:

Ambulance/Fire/Police	000
Poisons Information	13 11 26
FESA	1300 130 039 / 9323 9300

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