

EMERGENCY PROCEDURES

1. RESPONSIBILITIES

- It is the responsibility of each group hiring the rooms to ensure that all their group members are aware of the emergency procedures detailed in this document.
- A signed copy of this document **MUST** be submitted along with each groups room booking application form.
- Each group **MUST** nominate a member responsible for ensuring that the appropriate procedures are followed in the event of an emergency situation.

2. EMERGENCY CONTACT NUMBERS

- In the case of an emergency, groups should make themselves aware of the emergency contact numbers attached to this document.
- Emergency contact numbers are also located in the kitchen and on the notice board in the front office.
- The nominated member of the group should ensure they have access to a mobile phone with emergency phones numbers stored in it.

3. ON FINDING AN EMERGENCY SITUATION

- Assist any person in immediate danger, **IF SAFE TO DO SO**.
- Call 000 providing details of the location and the type of emergency.
- Notify a staff member on the following numbers:

i. Booking officer: _____

ii. Deputy officer: _____

iii. Alternate contact: _____

- If an injury occurs that requires a person/s to be hospitalised - Centre staff must be notified immediately on the above numbers.

- If an injury does not require hospitalisation – injury must be reported at the next available opportunity.

4. FIRST AID

- First Aid Kits are located:
 - a) Kitchen on the bench opposite the door
 - b) Front office next to the window opposite the door.

5. CONTACTING EMERGENCY SERVICES

- The nominated member should dial 000 in the case of an emergency and ask for the appropriate emergency service – Police, Fire, Ambulance.
- when asked, provide the following information:

i. Name & Address of the building – Volcanoes Discovery Centre, 23 Martin Street Penshurst Vic.

ii. Nearest Cross Street and any identifying features – Corner of Martin Street and Watton Street next to the Town Hall.

iii. If you are using the front meeting room advise them to use the main entrance. If you are using the Education Room advise them to use the glass doors located to the left side of the building.

iv. The type of emergency eg: fire, medical, toxic emission etc.

v. Information about the emergency ie: size, effect, injuries.

vi. Your name and contact number.² The call taker may also ask: Chemicals involved, number of people involved and type of injuries, capacity of the occupants to evacuate ie: age, mobility etc.

6. EMERGENCY EVACUATION

- Each group should ensure that all group members are aware of the emergency exits and evacuation routes for each room they are using. This is detailed on the Emergency Evacuation Maps, which are located in each room in the Centre.
- In the event of an emergency evacuation the Nominated Member of each group should support their group in exiting the building in a safe manner to the emergency assembly area in the grassed area next to the Town Hall located on the corner of Martin Street and Watton Street

& ensure that the group stays together. Do not re-enter the building for any reason.

- In the case that a group member is unable to evacuate a member of the group should stay with them if safe to do so and be left with a mobile phone while the Nominated Member evacuates all other occupants from the room.
- The Nominated Member should have knowledge of how many members are in attendance and should ensure they verbally account for the number of members once evacuation is complete.
- In the case on an emergency the Nominated Member is to ensure that when responding emergency services arrive on the scene they are met with and any relevant information is relayed.

OUT OF HOURS NUMBERS

Police/Fire/Ambulance 000

SES 132 500

Name: _____

Organisation: _____

Signature: _____

Date: ____/____/____