

Seawolf Building Co.

Emergency Procedures for Workers

EMERGENCY PROCEDURES FOR WORKERS

- 1 *The alarm will be raised by* (an audible alarm or instructions over PA System etc)
- 2 *Assist anyone in danger if safe to do so*
- 3 *If safe use extinguisher to smother fire*
- 4 *Move to assembly point on signal, on instruction from supervisor or when it is unsafe to remain in the area*
- 5 *Assist visitors and disabled persons to evacuate.*
- 6 *Remain at Assembly Area until instructed by Supervisor*

Medical Emergency

MEDICAL EMERGENCY

- Step 1** Check for any threatening situation and control it if safe to do so
- Step 2** Remain with casualty (unless there is no other option) and provide appropriate support
- Step 3** Do not move any casualties unless in a life-threatening situation
- Step 4** Notify the Manager and the first aider
- Step 5** Notify the ambulance if not already done and designate someone to meet them
- Step 6** Provide support to first aider or ambulance if required

Evacuation Review Report

Date	Drill, false alarm or fire	Time taken to evacuate	Comments	Initial

