

Emergency Action Plan

Perricoota Station

Emergency Action plan for the Packing shed restaurant and function centre, Homestead accommodation and Picking Quarters accommodation

183 Perricoota Forest Road

Moama 2731

Date Prepared: 30 September 2019

EMERGENCY ACTION PLAN

For

Perricoota Station

183 Perricoota State Forrest Road,

Moama NSW 2731

EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

Designated responsible official:

Name: Jodie Middleton Clark Phone 0427778428

Emergency coordinator:

Name: Jodie Middleton Clark Phone 0427778428

Secondary coordinator:

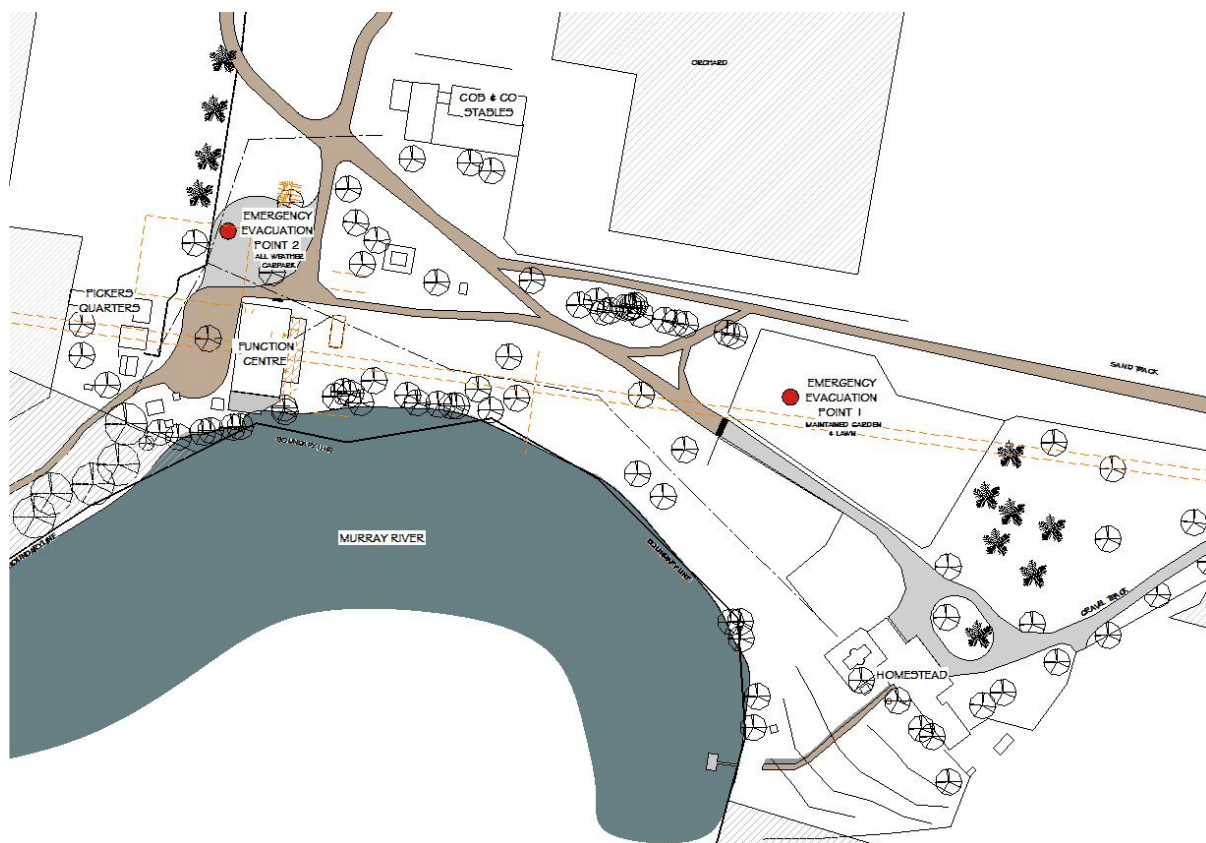
Name: Barry Clark Phone 0427778425

Third coordinator:

Name: Adrian Worswick Phone: 0418 597730

General Manager

Name: Jodie Middleton Clark Phone 0427778428



EVACUATION ROUTES

Evacuation route maps have been posted in the function centre & homestead. The following information is marked on evacuation maps

1. Assembly points
2. Primary evacuation routes including from bar and pontoon
3. Secondary evacuation routes

EMERGENCY PHONE NUMBERS

Fire Department: 000

Ambulance: 000

Police: 000 or 5482 2255

EMERGENCY REPORTING AND EVACUATION PROCEDURES

Types of emergencies to be reported by site personnel are:

- Severe weather, natural disasters and flooding
- Medical
- Chemical spill
- Extended power loss

SEVERE WEATHER AND NATURAL DISASTERS

- Be ready to evacuate as directed by the emergency coordinator and/or the designated official.
- Follow the recommended primary or secondary evacuation routes.
- Ensure all guests are accounted for as per guest registration checklist
- Check guests for any injury or distress call emergency services e.g. ambulance if required.
- Call relevant emergency services
- If safe ensure that vehicles and machinery are stored in secure locations e.g. shipping containers

FLOODING

- In the event of severe flooding ensure that pontoon is extracted from river.
- All services to be capped
- Contact NSW maritime to inform them that pontoon is out of the water and river access for guests is denied.
- Check the signage is placed at the top of the river notifying patrons that the pontoon is off limits and river access is denied
- Ensure that bar area is closed and that all equipment put away and power turned off.

MEDICAL EMERGENCY

Call medical phone numbers (check applicable)

- Paramedics
- Ambulance
- Fire department
- Other

Provide the following information:

- Nature of medical emergency,
- Location of medical emergency (address, building, room number etc.)
And
- Your name and phone number from which you are calling
 - o Do not move the victim unless absolutely necessary
 - o Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:

Number: Name: Jodie Middleton Clark Phone 0427778428

- If personnel trained in first aid are not available, as a minimum, attempt to provide the following assistance
 - o Stop the bleeding with firm pressure to the wounds (note: avoid contact with blood or other bodily fluids).
 - o Clear the air passage in case of choking
- In case of rendering assistance to personnel exposed to hazardous materials, consult the material safety data sheet (MSDS) and wear appropriate personal protective equipment. Attempt first aid only in trained or qualified.

FIRE EMERGENCY

When fire is discovered:

- Notify the local fire department by calling 000
- Notify the site personnel about the fire emergency by the following means(check applicable)
 - o Voice communication
 - o Phone paging
 - o Radio handsets
 - o Other (specify)

Fight the fire only if:

- The fire department has been notified
- The fire is small and is not spreading to other areas
- Escaping the area is possible by backing up to the nearest exit
- The fire extinguisher is in working condition and personnel are trained to use it

Upon being notified about the fire emergency, occupants must:

- Leave the building using designated escape routes
- Assemble in the designated area (see map above)
- Remain outside until the competent authority (Designated official or designee) announces that it is safe to re-enter

Designated official, emergency coordinator or supervisor must:

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety
- Coordinate an orderly evacuation of personnel
- Perform an accurate head count of personnel reported to the designated area
- Determine a rescue method to locate missing personnel
- Provide fire department with the necessary information about the facility
- Perform assessment and coordinate weather forecast office emergency closing procedures

Area/floor monitors must:

- Ensure that all employees have evacuated the area/floor
- Report any problems to the emergency coordinator at the assembly area.

Assistants to physically challenged should:

- Assist all physically challenged employees in emergency evacuation

EXTENDED POWER LOSS

In the event of extended power loss to a facility certain precautionary measures should be taken depending on the geographical location and environment facility:

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and affecting sensitive equipment

Upon restoration of heat and power:

- Electronic equipment should be brought up to ambient temperatures before energising to prevent condensate from forming on circuitry