



# Emergency Action Plan (EAP)

Having an effective and clear emergency action plan (EAP) is essential for any workplace and/or premises.

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# EAP Planning

When emergency planning, it is important to consider ALL hazards and possible emergency situations.

## What is an emergency?

Emergencies can be either natural or human induced and may include (but are not limited to):

- Biological disaster
- Extreme heat/cold
- Fire
- Lightning strike
- Structural collapse
- Communication failure
- Explosions/internal fire
- Hazardous material release
- Transportation accidents
- Radiological accident
- Arson
- Terrorism
- Hostage situation
- Workplace violence
- Mass hysteria

## Why have an EAP?

In the event of one of the emergencies above, or a different emergency not listed, the EAP will quickly and clearly direct DataTrust staff and volunteers on what to do during a workplace emergency.

Practice drills should be undertaken every six (6) months so that DataTrust staff receive training in how to follow the EAP in a pretend emergency situation.



# The comprehensive approach to emergency management

DataTrust subscribes to the comprehensive PPRR approach to emergency management:

1. Prevention – stopping or reducing the risk of an emergency occurring
2. Preparedness – being as ready and prepared for emergencies as possible
3. Response – having procedures in place for what to do when an emergency occurs
4. Recovery – what is to occur immediately after an emergency

## What needs to be in an EAP?

1. Who to report fires and other emergencies to and contact numbers
2. Evacuation procedures and emergency escape routes
3. Procedures to follow in different emergencies
4. Procedures to account for all DataTrust staff, volunteers and service users
5. Rescue and medical duties for those who are to perform them
6. Name and positions for people who form the EAP team

## Useful links

- [Australian Government – Emergency management](#)
- [Australian Emergency Management Knowledge Hub](#)
- [SafeWork NSW Emergency Plans](#)
- [First Aid DRSABCD Action Plan](#)

The following procedures should be printed and placed in a prominent position in your work area.



# Emergency and Evacuation Procedure

**FOR ALL EMERGENCIES CALL 000**

For all emergencies call 000, then if possible notify (and in this order):

- Your DataTrust Team Leader
- The WHS Officer on 0491 ### ##
- Any other WHS Committee member if the WHS Officer is unavailable



## If evacuation is required

- 01 Remain calm.

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- 02 Shut down any hazardous operations if required.

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- 03 Follow all directions and instructions.

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- 04 Assist any people who are older, children or people with a disability.

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- 05 Calmly exit the building via emergency exits in your work area.

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- 06 Ensure all rooms or areas of your building are cleared and doors closed. Do not lock.

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- 07 Move away from the structure.

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- 08 Assemble in the emergency assembly area that is noted on your work area map.

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- 09 Take roll call of staff and any customers that were present on the day.

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- 10 Report any missing people to an EAP team member or emergency services.

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- 11 Do not block street or driveways.

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- 12 Stay at emergency assembly area until directed otherwise.

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# EAP for Fire

## IN CASE OF A FIRE

- 01 Remain calm.
- 02 Call 000.
- 03 If it is safe and the fire is small, try to extinguish it with the nearest suitable extinguisher.
- 04 Do not put yourself in any danger.
- 05 If safe to do so, disconnect electrical equipment near fire.
- 06 If evacuation is required, refer to the emergency and evacuation procedure.
- 07 Do not break windows.
- 08 When exiting, touch doors before opening and do not open hot doors.



# EAP for Medical Emergencies/Injuries

## IN CASE OF MEDICAL EMERGENCY/INJURY

- 01 Ensure the area is safe for yourself, other workers and the patient

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- 02 Know the location of safety equipment and how to use them.

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- 03 Also know the locations of eye wash stations, emergency showers and first aid kits.

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- 04 Use the [First Aid DRSABCD Action Plan](#) if someone is injured.

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- 05 Depending on the nature of the medical emergency/injury, 000 may need to be called.

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- 06 Notify your manager and the WHS officer.

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- 07 If evacuation is required, refer to the emergency and evacuation procedure.

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# EAP for Severe Storms

## IN CASE OF SEVERE STORMS

### Before the storm arrives

1. Listen to local ABC radio station for information.
2. Keep checking storm information and warnings on [www.bom.gov.au](http://www.bom.gov.au).
3. Plan ahead before the storm arrives.
4. If you wish to leave the premises, do so before the storm arrives. Once the storm arrives you must not attempt to leave the building or drive anywhere.
5. Tie down loose items located outside or move them indoors if possible.
6. Ensure windows are closed and blinds are drawn.
7. Locate emergency torches and have nearby.
8. Check battery-powered equipment and backup power sources.

### During the storm

1. Keep the ABC radio on.
2. Remain calm.
3. Keep away from windows and ensure all service users are away from windows.
4. Reassure any DataTrust staff, volunteers, service users or visitors.
5. Do not use telephone except for an emergency or absolutely essential business.
6. Remain indoors until the storm passes.

### Once the storm has passed

1. Check [Bureau of Meteorology \(BoM\)](#) to ensure storm has passed if possible. Weather apps on mobile phones can be used in the event of a power failure.
2. Assess any damage.
3. Provide a report to supervisor.



# EAP for Flood

## IN CASE OF FLOOD

- 01 Listen to local ABC radio.
- 02 Prepare to take immediate precautionary actions.
- 03 Prepare to evacuate upon direction.
- 04 If a flash flood warning is issued, get out of the area immediately.
- 05 Follow Emergency evacuation procedures.
- 06 If remaining in the building, move to upper floors if possible.
- 07 Gather any emergency supplies such as water, blankets, torches and first aid equipment.

# EAP for Workplace Violence and/or Hostage Situation

## IN THE EVENT OF A VIOLENT SITUATION

- 01 If safe to do so, call 000.
- 02 Comply with all reasonable requests from aggressor.
- 03 Ask if there is someone they would like to speak to in particular.
- 04 Remain calm.
- 05 Wait for assistance. Do not attempt to escape or negotiate unless properly trained.



# EAP for Bomb Threat

## IN THE EVENT OF A BOMB THREAT

- 01 Remain calm.
- 02 Listen carefully. Be polite and show interest.
- 03 Write down anything you can while on the phone, including noises, instructions, etc.
- 04 Try to keep the caller talking to learn more information..
- 05 If possible, write a note to a nearby worker to call 000.
- 06 Contact your supervisor and someone in the EAP team.
- 07 Wait for directions from emergency personnel, evacuate if advised to do so.

