

Emergency procedures for EOCs and field sites

An emergency plan is required for each emergency operation centre (EOC) and at field sites, such as infected premises.

Emergency plans should include:

- Emergency procedures including effective response to an emergency, evacuation procedures, emergency services notification, provision of medical assistance and communication protocols
- Information, training and instruction for implementing plans


Emergency plans

- Identify risks and develop plans, utilising, where possible, existing emergency plans
- Plans should cover (where relevant) procedures for:

1. Site/workplace control	6. Threats – phone, in person	11. Threat from firearms (active shooter)
2. Shelter in place/lock down	7. Medical/first aid	12. Suspicious mail or package
3. Evacuation	8. Spills	13. Civil disorder/illegal occupancy
4. Fire	9. Extreme weather conditions	14. Assisting people with specific needs
5. Bush fire	10. Bomb threats	

- Refer to the Department of Industry [WHS Emergency Management procedure](#) and [Emergency Management Plan form](#)
- Site inductions and briefings (EOC and field) must outline and re-inforce emergency procedures and responsibilities

First aid

- Adequate first aid support must be available to workers, including first aid equipment, facilities and trained first aiders. Refer to the Department of Industry [First Aid in the Workplace procedure](#).
- Complete, display and maintain a:
 - [site first aid assessment](#) for each EOC (or review the existing assessment)
 - [medical plan](#) for all sites (may be combined if in the same locality)
- Trained first aiders will have  on their identification cards

Emergency services

- Emergency services (Ambulance, Police, Fire) Liaison Officers should be briefed and kept updated of the nature, size and location of EOCs and field activities, especially where sites are quarantined
- Where it is safe to do so, emergency services should comply with biosecurity restrictions
- Movements Manager (in biosecurity emergencies) is responsible for ensuring decontamination protocols are met either on site or at the relevant medical facility

Incident notification and investigation

- Incidents – near miss, injury, illness, hazard, damage and dangerous occurrences – must be reported using the Department of Industry online Incident Notification form
- Investigations are conducted for medium to high risk incidents and recorded in the online system
- Refer to and comply with the Department of Industry [FAQS Incident Notification factsheet](#)
- Personnel from other agencies and organisations are required to complete their own agencies incident notifications in addition to the Department of Industry requirements
- Incident Controller's must be notified of any incidents via the chain of command

Further information

- Fact sheet – [FAQS Incident Notification](#)
- Form - [Emergency management plan](#)
- [Form - Medical plan](#)
- [Form - Site first aid assessment](#)
- Online form - Incident Notification (accessed via Intranet or App)
- Procedure – [WHS Emergency Management](#)
- Procedure - [First Aid in the Workplace](#)