

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. The Safety Advisor (where appointed) in consultation with Logistics is responsible for the development and implementation of the plan which covers all personnel at the centre/site.

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 documents WHS Emergency Management procedure and Emergency Management Plan form (available on department intranet)
- 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.
- Complete, display and maintain a:
 - [medical plan](#) including a first aid assessment for all sites (i.e. field sites which 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 under a biosecurity direction which restricts access
- 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 immediately to your supervisor and using the Department of Industry online Incident Notification form according to the guide [WHS incident notification in emergency operations](#).
- Investigations are conducted for medium to high risk incidents and recorded in the online system
- 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

- Form - Emergency management plan (Department intranet)
- Procedure – WHS Emergency Management (Department intranet)
- Procedure - First Aid in the Workplace (Department intranet)