


# WORKPLACE EMERGENCY AND EVACUATION PLAN

## DISTRICT COUNCIL OF GRANT


### MOUNT GAMBIER & DISTRICT SALEYARDS



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## SECTION 1: INTRODUCTION

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## 1.1 Scope

This manual details the emergency plan and procedures in place at:

Client Name	District Council of Grant
Location	Mount Gambier Saleyards
Address	Princes Highway, Glenburnie

### Purpose

This manual is intended to serve as a reference source of useful emergency-related information for members of the Emergency Control Organisation and to provide guidance on immediate actions and important considerations in the event of an emergency situation or critical incident occurring on site.

### Objectives

- To facilitate a prompt, decisive, coordinated and appropriate initial response to an emergency;
- To provide guidance for controlling or limiting any negative effect that an actual or potential emergency or critical incident could have on the site or surrounding community;
- To provide a framework in which key persons can develop the competencies to effectively respond to an on-site emergency; and
- To provide a mechanism for assuring the continued accuracy and relevance of the Workplace Emergency and Evacuation Plan.

### Document Design

This Plan is divided into the following sections:

#### Introduction

This section provides an overview of the elements of the Plan, and the specific incidents addressed in the Incident Guidelines.

#### Emergency Response

This section provides an overview of the emergency management structure that applies to the organisation and the facility, roles and responsibilities, emergency-related resources for the site, emergency response processes, evacuation processes and post-incident considerations.

#### Incident Guidelines

This section provides response guidelines for identified specific emergency events and scenarios that might impact people in the facility.

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## Appendices

This section is reserved for useful (variable) reference information (eg emergency contact numbers, evacuation diagrams, document control register etc).

## Document Issue

This manual has been prepared by LGRS and District council of Grant specifically for reference by members of the Emergency Control Organisation in the event of an emergency situation or critical incident occurring at the Mount Gambier District Saleyards.

Manual #	Location
1	Mt Gambier & District Saleyards – Manager's office
2	Mt Gambier & District Saleyards – Buyer's office
3*	Mt Gambier & District Saleyards – website
4	Council Office – Manager Organisational Development's office
5*	LGRS Reference Library

\* Electronic copy

## References


- Australian Standard AS3745 – 2010 “Planning for emergencies in facilities”
- Australian Standard AS1851 – 2012 “Routine service of fire protection systems and equipment”
- ISO 31000 “Risk Management”
- Relevant Work, Health and Safety (WHS) Regulations
- Relevant Codes of Practice or Advisory Standards
- SA Health publication “Guide to coping and staying healthy in the heat”
- State Emergency Service (SES) South Australia publication “Flood Planning for your Business”
- SES South Australia hazard information “StormSafe”
- Government of South Australia publication “Earthquake Guide”

## Types of Incidents

This Plan addresses in greater detail the following incidents:

1. Armed Hold-up
2. Biological Hazards
3. Bomb Threats or Found Bombs
4. Chemical Spill, Leak or Release to Atmosphere
5. Confined Space



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6. Crush Injuries
7. Drowning
8. Electric Shock
9. Extreme Weather – Heat
10. Extreme Weather – Storm
11. Falls from One Level to Another
12. Fire – Building
13. Medical Emergency
14. Prowler, Intruder or Trespasser
15. Syringes (found)
16. Vehicle or Plant Incident
17. Workplace Violence

## Definitions

<b>Assembly Area</b>	A safe location which evacuees proceed to in the event of a building evacuation.
<b>Emergency</b>	For the purposes of this Emergency Plan, an 'Emergency' is defined as: Any incident which could – <ul style="list-style-type: none"> <li>▪ Jeopardise the safety of or traumatise persons on or near the site,</li> <li>▪ Result in significant damage to property or equipment on-site or,</li> <li>▪ Significantly disrupt normal site operations.</li> </ul>
<b>Emergency Control Organisation</b>	The collective name given to workers that performs warden and other emergency-related roles.
<b>Emergency Planning Committee</b>	A group of site representatives responsible for overseeing an appropriate level of emergency preparedness for the organisation.
<b>Emergency Response Officer</b>	The name given to nominated people from organisations or groups other than the District Council of Grant, who fulfil Emergency Control Organisation roles in the case of an emergency or evacuation.
<b>Master Emergency Control Point</b>	The site command post at which the Site Warden/ Emergency Response Officer and Communications Officer are located in the event of an emergency.
<b>Warden</b>	The generic name given to personnel who fulfil roles within the Emergency Control Organisation.
<b>Warden Meeting Point</b>	The location where Wardens report in the event of an evacuation.
<b>Worker</b>	Any person carrying out work for the organisation including an employee, contractor or subcontractor, apprentice or trainee, student gaining work experience or volunteer.


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## SECTION 2: EMERGENCY RESPONSE

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## 2.1 Organisational Structure

### About the Mount Gambier Saleyards

The Mount Gambier Saleyards is a large livestock selling facility. There are up to 5 Council Employees who work from the site and are responsible for the maintenance and upkeep of the facility.

There are various agents, members of the public and truck drivers who utilise the facility on any given day at any time. The facility is open to the public at all times. Sales are held every Wednesday and every second Friday of each month.

#### Staffed Operation hours:

Monday - Thursday	7.30am – 4.00pm
Friday	7.30am – 1.30pm

### Emergency Planning Committee (EPC)

The Emergency Planning Committee (EPC) is responsible for overseeing workplace emergency and evacuation planning activities for the District Council of Grant, including those of the Mount Gambier Saleyards. The District Council of Grant Senior Management Team and Chief Wardens form the Emergency Planning Committee

#### EPC Accountabilities

Members of the EPC are accountable for:


- Conducting risk assessments to identify specific emergency events that may affect people in the facility and using the outcomes to decide which types of potential emergencies are to be included in the plan
- Ensuring awareness of the emergency response procedures
- Ensuring training is provided to the ECO and facility occupants
- Implementing Emergency Response Exercise schedule and review of actions/ outcomes. Refer appendix 4.4 Evacuation Exercise Observers Checklist.
- Ensuring continuous improvement by testing and reviewing the procedures according to schedule

The Workplace Emergency Procedure provides further information regarding the composition, responsibilities, authority and meetings of the EPC.

### Emergency Control Organisation (ECO)

The Emergency Control Organisation (ECO) is appointed by the EPC to direct and control the implementation of the Workplace Emergency and Evacuation Plan for the Mount Gambier Saleyards.



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Training	Frequency		
	Six monthly	Yearly	Three-yearly
ECO Skills Retention Activity	✓		
Evacuation Exercises		✓	
First-attack fire fighting			✓

## ECO Accountabilities


Members of the ECO are accountable to:

- Maintain emergency training to a minimum level as determined by the EPC
- Be available to respond to an emergency situation as a member of the ECO
- Ensure the position is filled during periods of scheduled absence

## ECO Identification

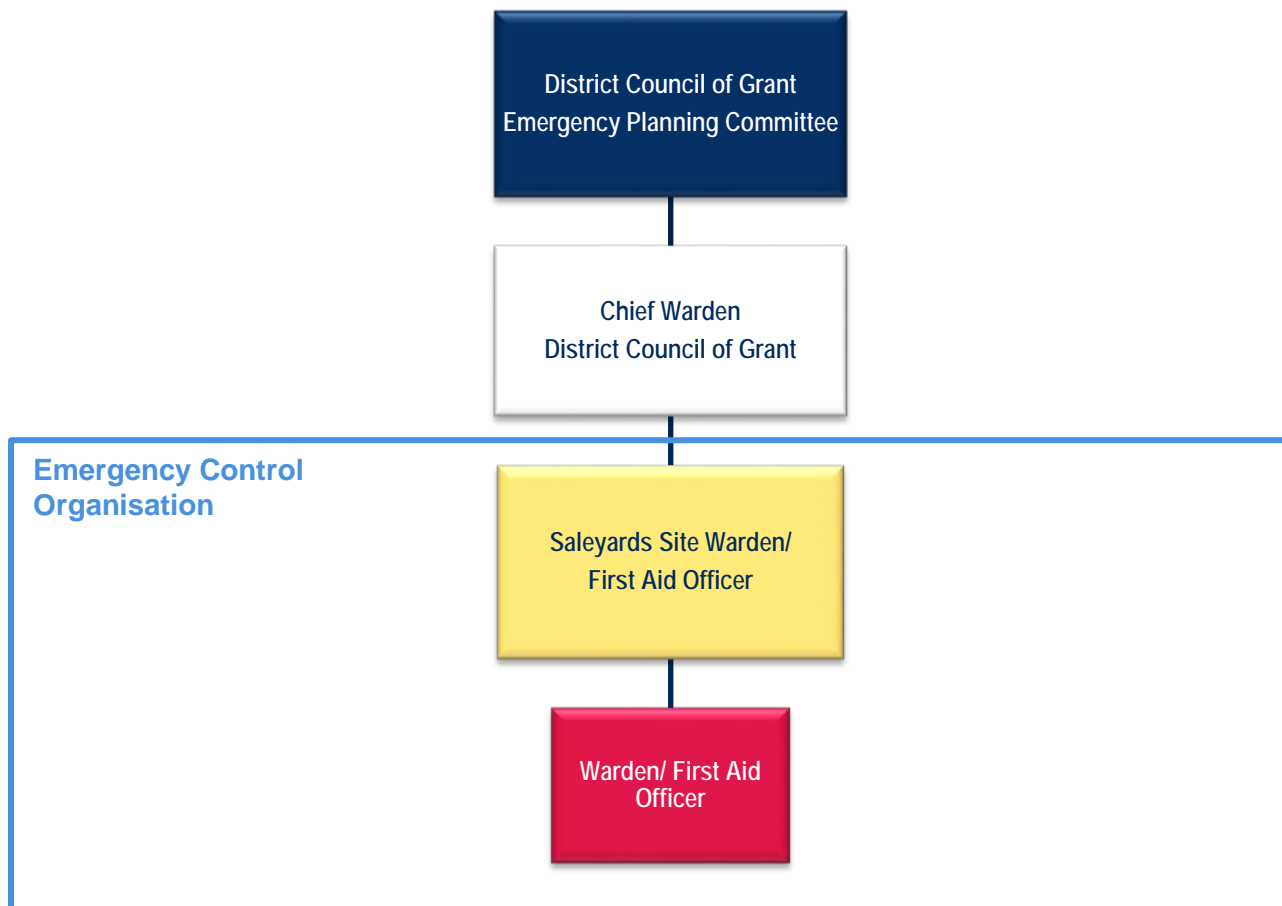
In an emergency, ECO personnel wear hard hats – colour-coding is as follows:

DC of Grant Chief Warden	White
Site Warden	Yellow
Wardens & Emergency Response Officers	Red
First Aid Officers	Green with white cross

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## Structure

### Normal operating hours



### After hours

Visitors are able to access the site after hours at times when the facility is unstaffed. No warden structure is in place for after-hours use. Visitors are provided with instructions for how to respond in an emergency situation after hours on signage displayed throughout the facility.

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## 2.2 Emergency Resources

### Emergency Equipment

Item	Location
Closed Circuit TV	Internal CCTV monitored from administration building; cameras situated in front driveway/carpark, around administration building.
Duress Alarms	1 fixed duress alarm; located in canteen
First Aid Kits	Various locations
Defibrillator	Business Manager Saleyards office
Mobile Phones	5 Council employees all have mobile phones which can be used in an emergency
Safety Data Sheets	On ChemAlert; printed copies in Business Manager's office & workshop
Torches	1 in workshop & lunchroom
Warden Identification	1 x Yellow for Site Warden, 1 x Red for Warden, located in Business Managers Office & Workshop
Evacuation Diagrams	Administration building, Workshop, Weighbridge building, Truck Wash, Trucking Sign at Sheep, and Trucking Sign at Cows.


### First Attack Fire Fighting Appliances

The site is equipped with a comprehensive suite of first attack firefighting appliances, which are strategically located throughout the building. These include:

- Fire Extinguishers; located in compound bobcats, weighbridge building, employee vehicles, administration building
- Fire Blankets; located in canteen

### Service Frequency Requirements

Equipment	Frequency				
	Three-monthly	Six-monthly	Yearly	Five-yearly	After use
Portable & wheeled fire extinguishers		✓	✓	✓	✓
Fire blankets		✓			
Emergency escape lighting and exit signs		✓	✓		

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## Fire Alarm / Personal Address

There is no fire alarm or detection systems installed at the facility.

A hand held megaphone siren is located in the manager's office and at the weighbridge.

There is a Personal Address system which may be utilised by an ECO member in an emergency situation for verbal instructions.

## Utilities

Item	Location
Electrical Distribution Board	East end of Administration Building
Water Main	Site is serviced by bore water only

## Communications

### Telephones

The site is serviced by a hardwired telephone service. Most workers have a company issued or private mobile phone. There is generally low signal strength in the centre of the saleyards. Signal strength is strongest at the administration building and outside weighbridge building on catwalks.


## 2.3 Emergency Control Areas

### Stalls and Buildings



<b>Area One</b>
Sheep Stalls
<b>Area Two</b>
Cattle Stalls
<b>Area Three</b>
Undercover Cattle Stalls
<b>Area Four</b>
Weighbridge
<b>Area Five</b>
Administration Building
Front Carparks
Workshop Building



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## 2.4 Emergency Response Process

### Reporting an Emergency

When reporting an emergency, the following information should be included:

- Name of organisation
- Exact nature of the emergency
- Address and nearest cross street
- Exact location
- Initial response actions
- Any casualties
- Name of person reporting the emergency
- Contact number (where applicable)

### District Council of Grant Workers


- If first aid is required, contact the nearest First Aid Officer
- Act in accordance with any directions given by members of the ECO
- Evacuate the facility and move to the assembly area

### ECO Response

During an emergency, the primary role of the ECO is to give top priority to the safety of the occupants and visitors of the facility. The actions on the following pages represent the response procedures for each of the ECO roles. These response procedures are a guide and should not limit the decision-making process for the individual nature of each emergency situation.

### Site Warden

<b>Ascertain the nature of the emergency and determine appropriate response actions</b>	<ul style="list-style-type: none"> <li>▪ If emergency services are required, ensure they have been notified and a person is assigned to meet them</li> <li>▪ If evacuation is required, initiate the evacuation and ensure all control areas are cleared</li> <li>▪ Ensure members of the ECO have been advised</li> </ul>
<b>Report to Master Emergency Control Point</b>	<ul style="list-style-type: none"> <li>▪ Ensure entry into the facility and any affected areas is controlled</li> <li>▪ Maintain a record of any actions taken (incident log)</li> <li>▪ Determine if the assembly area is appropriate - if not advise of alternative assembly area</li> <li>▪ Ensure continued progress of response and/ or evacuation</li> <li>▪ If required, co-opt persons as required to assist during the emergency</li> </ul>

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<b>Brief and assist emergency services on their arrival</b>	<ul style="list-style-type: none"> <li>Ensure access to SDS etc that may be required to assist emergency services</li> </ul>
<b>Liaise with emergency services regarding re-entry to the facility</b>	<ul style="list-style-type: none"> <li>If the building can be re-entered, give the all-clear to occupants</li> <li>If the building cannot be re-entered for an extended period, consult with Senior Management</li> </ul>
<b>Notify Chief Warden &amp; EPC Chair</b>	<ul style="list-style-type: none"> <li>Complete an Incident Report Form.</li> </ul>

## Wardens

<b>If an evacuation is required, evacuate control area of responsibility</b>	<ul style="list-style-type: none"> <li>Ensure control area of responsibility is cleared</li> <li>Ensure the Site Warden has been notified</li> <li>Report activities to Site Warden and provide a status update</li> </ul>
<b>If no longer required, move to assembly area</b>	<ul style="list-style-type: none"> <li>Control occupant movements at the assembly area</li> <li>Respond to the emergency as directed by the Site Warden</li> </ul>

## First Aid Officer

<b>Attend the scene and assess the situation (if safe to do so)</b>	<ul style="list-style-type: none"> <li>If emergency services are required, ensure they have been notified and a person is assigned to meet them</li> <li>If evacuation is required, ensure all control areas are cleared</li> <li>Ensure the Site Warden has been notified</li> <li>If possible, move injured to assembly area along with first aid kit</li> <li>If injured cannot be moved safely, protect and treat in situ (if safe to do so)</li> <li>If required, co-opt persons as required to assist during the emergency</li> <li>Brief and assist emergency services on their arrival</li> </ul>
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## 2.5 Evacuation Process

### Evacuation Signal

The activation of the fire alarm or a verbal directive issued by the appropriate warden will constitute the evacuation signal.

Person discovering emergency:

- Move persons away from any danger
- Contact emergency services if required
- Inform the Site Warden
- Follow the directions of your Site Warden
- Commence evacuation if appropriate

### Assembly Areas

In the event of an evacuation, persons should exit the building and assemble at the Assembly Area:

**Primary Assembly Point:**

**Eastern side grassed area adjacent Administration Building**

**Alternative Assembly Point:**


**Western side grassed area adjacent Administration Building**

In the event that the above locations are not suitable on the day an alternate location will be determined by the Site Warden.

### Master Emergency Control Point

In the event of an evacuation or other emergency, the Site Warden will be located at the Master Emergency Control Point (MECP):

**Assembly Area**

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## Considerations in an Evacuation

### Exits and Egress Routes

Must be safe and unobstructed.

### Directives

Must be given in a calm, clear voice and supported by visual signals. Avoid emotive terms and actions. Avoid lengthy explanations.

### Sample Directive

"Attention everyone, I'm the emergency warden for this area. There is a .....(*incident and location*)..... Please immediately leave this area through.....(*indicate exits*).....and proceed to.....(*location*)..... Thank you."

### Personal Belongings

Personal belongings such as wallets, handbags, briefcases, keys, mobile phones etc should only be taken if they are immediately and safely accessible and will not obstruct egress routes.

### Persons Refusing to Leave

Do not engage in arguments. Restate the situation and your request. If persons refuse to comply, carry on with your own emergency duties and report the matter to the Site Warden asap.

### Locked Rooms

If wardens encounter a locked door to a room/ office which he/ she suspects could be occupied – knock loudly – announce the emergency – listen for any response – if none, carry on with warden duties and advise the Site Warden of the locked room(s) where practicable.


### Opening Doors – Fire Safety

When opening doors (to check a room or leave) in circumstances where a fire is suspected (eg a fire alarm), before opening the door, place the back of the hand against the door and check for temperature – if warm, treat this as a warning sign that a fire may be present on the other side of the door and exercise caution.

### People Standing Outside

Be on the alert for persons gathering outside the building – they must be encouraged to move well away from the building to ensure that they do not block exits, obstruct emergency services personnel or expose themselves to secondary hazards.

Ideally, where resources and time permits, a clearly identifiable warden should be promptly positioned outside each exit to direct persons to the appropriate assembly area.

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## Entry to the Building

Be alert for persons attempting to enter the building during or following the evacuation.

Persons are not permitted to enter until the senior emergency services officer present or the Site Warden gives approval.

## Council Monies

Every effort should be made to secure council monies prior to evacuation of any area. This should occur only if it is safe to do so and does not endanger the person responsible for these actions.

The procedure and process for securing of any council monies should be known by all workers in the appropriate areas.

## Media Liaison

Any form of contact from the media should be referred immediately to the Chief Executive Officer in the first instance.


It is a policy of the District Council of Grant that no person other than the CEO or their delegate divulges any information to the media. This extends to contractors and other service agencies and should be communicated in any site contractor agreements.

## General Statement to Media in the Event of a Major Incident (Workers)

In the event of a major incident, particularly after-hours, there may be a period of time elapsed before the designated media spokesperson is in a position to respond to media enquiries. Should any workers member be approached by media representatives for a comment they are only authorised to make the following statement:

"I am sorry, but I am not authorised to make any statement at this time. The appropriate personnel are currently being briefed on the situation and a spokesperson will be available to talk to you shortly."



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## Persons with Disabilities – Helpful Strategies



### General

Persons with disabilities are not necessarily helpless, and can serve as resources for their individual conditions and needs. Discuss with persons who have disabilities how they can best be assisted in an evacuation (eg lifting, carrying, and escorting from the building). Ideally, involve the person's colleagues in the planning process so that if it does become necessary to evacuate, they can directly assist the individual. In an evacuation, when offering assistance, ask the person how you can best help.

### Mobility

- Keep passageways clear of obstructions.
- Don't assume that lifting techniques will be similar for all disabled persons.

### Vision

- Walk evacuation routes with blind and/ or vision impaired persons until they feel familiar.
- During an emergency, have them take your elbow and then guide them from the facility.
- Maintain a dialogue describing the nearest exit and obstacles in their path.

### Hearing


- Discuss communication requirements with the individual and determine communication techniques which best suit the individual.
- In an emergency and/ or evacuation, ensure that the person is personally informed.

### Intellectual

- Explain evacuation procedures carefully and clearly, ask for feedback to ensure understanding.
- In an emergency and/ or evacuation, ensure that the person is personally informed.

## Personal Emergency Evacuation Plans

People with a disability or who may need assistance during an emergency, should have their emergency and evacuation requirements discussed, and may require a Personal Emergency Evacuation Plan (PEEP). Information on the PEEP shall be disseminated to all people responsible for its implementation.

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## 2.6 Notification

### Internal Notification

In the event of an emergency or other critical incident, the following persons must be notified at the first reasonable opportunity:

1. Manager Organisational Development, DC of Grant
2. Chief Warden

### WHS Reporting

The Site Warden is responsible for ensuring that the Manager Organisational Development of District Council of Grant is informed at the first reasonable opportunity of any emergency situation/ incident and that the appropriate incident reports are completed in a timely manner.

### Business Continuity

In the event that an emergency situation becomes protracted and impacts on the ability of the organisation to deliver critical functions and/ or services, the Business Continuity Plan should be enacted. The Business Continuity Plan will enable the Director of the Continuity Management Team to assume control of the decision making process.

### Report to Chair, EPC


At the first practicable opportunity following the conclusion of a major emergency or other critical incident, and in any event no later than eight hours after the incident, the Site Warden will ensure that a VERBAL report concerning the emergency and organisational/ site response is given to the Chair, Emergency Planning Committee.

### Shutdown of Essential Services

It is the policy of District Council of Grant that all shutdowns of essential services will be immediately communicated to:

1. Manager Organisational Development, DC of Grant
2. Chief Warden
3. Site Warden
4. Fire Brigade
5. The organisation's insurance broker

The Site Warden, in consultation with appropriate facilities management and the fire brigade, will implement an appropriate response so as to assure occupant safety and ensure that any potential fire is promptly detected and dealt with.

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## 2.7 Post Incident

### Termination of Emergency

Once emergency services have concluded their involvement, control of the affected area will be handed back to the Site Warden.

In determining the suitability of the area to be re-occupied and to resume normal operations, the Site Warden in consultation with the senior management should consider:

- Any residual/ lingering hazards
- Any structural or process weaknesses caused by the original event, which could initiate a subsequent emergency if operations are reinstituted
- The need to preserve the scene if there is to be a subsequent investigation
- Occupant safety
- Industrial relations ramifications.

### Preservation of the Scene

In any emergency situation where there is the possibility of a subsequent statutory investigation or coronial inquiry, the Site Warden must ensure that all evidence relating to the incident is preserved and not interfered with and that any cleaning up, movement of bodies, repairs and so on, apart from that necessary to bring the emergency under control, does not occur without approval of investigating officers.

### Counselling


Appropriate professional counselling services are to be made available to workers requiring their support. This service can be accessed through the Employee Assistance Program.

### De-Brief

Within seven days of the conclusion of the emergency, the EPC will conduct a formal review of the events and processes affecting the emergency to ensure that the Workplace Emergency Plan and organisational/ site preparedness remain appropriate and competent.

Where deficiencies or weaknesses are identified, a written strategy will be developed to rectify these together with a time frame.

This review will involve debriefing relevant personnel and compiling an appropriate report under the authority of the Chair, Emergency Planning Committee.

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## 2.8 Notifiable Incidents

South Australia's WHS Laws require a person conducting a business or undertaking (PCBU) to notify SafeWork SA of a notifiable incident immediately after becoming aware it has happened, and by the fastest possible means.

### What is a 'notifiable incident'

A 'notifiable incident' is:

- The death of a person
- A 'serious injury or illness'
- A 'dangerous incident'

arising out of the conduct of a business or undertaking at a workplace. 'Notifiable incidents' may relate to any person – whether an employee, contractor or member of the public.

**'serious injury or illness'** of a person means an injury or illness requiring the person to have—


- (a) immediate treatment as an in-patient in a hospital; or
- (b) immediate treatment for—
  - (i) the amputation of any part of his or her body; or
  - (ii) a serious head injury; or
  - (iii) a serious eye injury; or
  - (iv) a serious burn; or
  - (v) the separation of his or her skin from an underlying tissue (such as de-gloving or scalping); or
  - (vi) a spinal injury; or
  - (vii) the loss of a bodily function; or
  - (viii) serious lacerations; or
- (c) medical treatment within 48 hours of exposure to a substance,

and includes any other injury or illness prescribed by the regulations but does not include an illness or injury of a prescribed kind.

**'dangerous incident'** means an incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to—

- (a) an uncontrolled escape, spillage or leakage of a substance; or
- (b) an uncontrolled implosion, explosion or fire; or
- (c) an uncontrolled escape of gas or steam; or
- (d) an uncontrolled escape of a pressurised substance; or
- (e) electric shock; or
- (f) the fall or release from a height of any plant, substance or thing; or
- (g) the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations; or
- (h) the collapse or partial collapse of a structure; or
- (i) the collapse or failure of an excavation or of any shoring supporting an excavation; or
- (j) the inrush of water, mud or gas in workings, in an underground excavation or tunnel; or
- (k) the interruption of the main system of ventilation in an underground excavation or tunnel; or
- (l) any other event prescribed by the regulations,

but does not include an incident of a prescribed kind.

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## Reporting a Notifiable Incident

To report an incident contact SafeWork SA by calling **1800 777 209**.

This line operates 24/7, with on-call inspectors available after hours.

You may also notify SafeWork SA in writing by email or fax using the Notifiable Incident Report Form available on their website [www.safework.sa.gov.au](http://www.safework.sa.gov.au) (excepting life threatening situations or death).

## Seek assistance

If a notifiable incident, or an incident which may be notifiable, occurs at the Saleyards:

- Saleyards staff should seek immediate assistance from the Manager Organisational Development or the Risk/HR Officer to determine required actions.
- Workers other than Saleyard staff, should seek assistance from their organisation

In the event that advice is unable to be obtained, follow these steps:

- Notify the incident to the Regulator immediately after becoming aware of the incident
- If the regulator asks – provide written notification within 48 hours of the request

## Preservation of Site

The person with management or control of a workplace must, so far as is reasonably practicable, preserve the incident site until an inspector arrives at the site, or directs otherwise.

This does not prevent any action to assist an injured person, remove a deceased person that is essential to make the site safe or minimise the risk of a further notifiable incident, that is associated with a police investigation or for which SafeWork SA have given permission.

Note that if you would like to continue to use the site for operational requirements, please request approval from SafeWork SA.

## Further Information

For more information and examples and criteria of notifiable incidents, please refer to the SafeWork Australia Incident Notification Information Sheet

<https://www.safework.sa.gov.au/law-compliance/compliance-rights/incidents/workplace-incident-notification>




# WORKPLACE EMERGENCY & EVACUATION PLAN

**MT GAMBIER & DISTRICT SALEYARDS**

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## SECTION 3: INCIDENT GUIDELINES

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## Emergency Identification Outcomes

An assessment of the Mount Gambier Saleyards has been undertaken to identify and analyse potential emergency situations likely to impact the facility. The EPC conducted risk assessments to identify specific emergency events that may affect people in the facility. Emergency situations that rated a HIGH, EXTREME, or were relevant to the site have been developed into broad Incident Guidelines included on the following pages.

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## 3.1 Armed Hold-up

### General Guidelines

#### Persons Involved

- Don't try to be a HERO – stay calm. Your safety and the safety of those around you are of paramount importance. If you are not directly involved stay out of it.
- Don't argue – obey the offender's instructions, but do only what you are told and no more. Do not volunteer any information.
- Be deliberate in your actions if you are ordered to do something by the offender. Avoid sudden movements.
- Don't stare at the offender – avoid direct eye contact.

#### After the Offender has Left

- Activate duress alarm or raise the alarm
- Help any person who has been injured
- Inform the Site Warden
- Record your observations in writing as quickly as you can after the hold-up

#### Immediate actions

- Confirm offenders have left
- Confirm if any persons injured and ensure appropriate medical treatment is provided
- Secure the area where the incident occurred and don't allow anyone into the area
- Inform appropriate senior management
- Obtain details of all workers and any members of the public involved
- Provide a quiet place for them to sit down and offer them a cup of coffee or tea
- Obtain names of attending police (and station) and prepare a brief incident report for the CEO

### Post Incident

#### Counselling

The organisation is responsible for ensuring that appropriate counselling is offered to affected persons. Counselling is to be arranged through the Employee Assistance Program for all workers affected in the incident.

Arrangements for appropriate counselling for members of the public involved should first be discussed with the Manager Organisational Development, DC of Grant.


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## Security Review

Management should undertake a security review of the activity and location including physical and procedural security elements to determine if security can be improved and the risk of a repeat incident reduced.

## After the Incident

- Complete Incident Report Form.
- Conduct a debrief with relevant workers within seven days of the incident

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## 3.2 Biological Hazards – Livestock Standstill

### Mount Gambier Saleyards Action Plan for Saleyard Livestock Standstill


In the event of an outbreak of Foot and Mouth Disease (FMD), a “Livestock Standstill Order” would be imposed immediately on the Saleyards by the Government of South Australia, Biosecurity SA.

The Site Warden is to enact the response procedures within the prepared Action Plan for Saleyard Livestock Standstill.

Livestock Standstill Plan Location:

<b>Hard Copy</b>	Folder onsite in Business Manager's Office
<b>Electronic</b>	G:/Saleyards/Stock Standstill/Stock Standstill SA 2017 – Mount Gambier



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## 3.3 Bomb Threats or Found Bombs

### General Guidelines

- Bomb threat calls must always be treated seriously
- Police should always be informed of any bomb threat calls received
- Improvised explosive or incendiary devices can be easily disguised; persons who are familiar with the area to be searched are more likely to quickly discover an unusual item or object
- Wherever time permits, a voluntary search should be undertaken of any area mentioned a specific threat, such as the relevant building exterior, exit routes and assembly area(s)
- If workers are requested to check their work area in response to a bomb threat, any such search must be on a voluntary basis
- Whenever a bomb threat call is received, workers resident in the building affected by the call should be notified of the call and advised of what action is being taken in relation to the call

### Action on Discovering a Suspicious Object


In the event that an object is discovered which cannot be vouched for (unattended baggage) or for any other reason is suspected of being a possible explosive or incendiary device, immediate actions are:

- Persons must NOT TOUCH the object
- The appearance, sound, exact location and environment of the object should be noted
- Persons should be evacuated from the immediate vicinity (assembly area should NOT be line of sight to the danger area)
- When evacuating, if possible, doors and windows in the immediate vicinity should be left open as this will assist in reducing fragmentation and blast damage should the bomb explode
- DO NOT USE TWO-WAY RADIOS OR MOBILE TELEPHONES
- The area should be cordoned off to prevent persons unwittingly exposing themselves to danger
- Observations made by the person discovering the suspicious object should be written down together with a simple diagram showing its location and given to the police on their arrival

### What to look for

When searching for a possible explosive or incendiary device, packages, bags, boxes or other items may be viewed as 'suspect' in any of the following circumstances:

- The item appears similar to the one described in the threat message
- The item is foreign to the premises and its origin is questionable
- The item is labeled suspiciously
- The physical characteristics of the item are suspicious in size, shape, weight and sound
- The item cannot be vouched for as belonging to anyone on site
- There are signs of forced entry, footprints, scrapes or fresh diggings
- Pieces of tape, wire, string, or explosive wrappings etc are present

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- The condition of the room or area has been altered eg furniture has been rearranged, doors have been closed which are usually open or windows have been open which are usually closed etc

## If Evacuating in Response to a Suspected Bomb Being Discovered or as a Precaution

- Evacuation should be initiated well before any detonation deadline
- Persons should take bags and personal belongings with them
- Where practicable, doors and windows should be left open
- Persons must not assemble in any location that is line of sight to a possible danger area
- Building re-entry should only be considered after a thorough search has been conducted by volunteers and after consultation with police and building occupants
- When evacuation is not considered necessary in response to a bomb threat, workers should always be given the option of leaving the building along with any visitors

## Assessment and Response Options

Assessment	Response Options
<b>Non Specific Implausible</b>	More likely to be a hoax call - may be impractical to search and evacuate building.
<b>Non-Specific Plausible</b>	A difficult situation - subject to threat information it may be necessary to involve all building occupants in a general search - any decision to subsequently evacuate would be dependent on results of search and feelings of building occupants.
<b>Specific Implausible</b>	A Precautionary Search (internal/ external) of the designated area would usually be the appropriate initial response.  If a suspicious object was discovered or the building's occupants were still feeling uncertain following the search then an evacuation of the designated area would be the probable follow-up action.
<b>Specific Plausible and Time Permits</b>	A precautionary search of internal and external escape routes should be conducted and then the area should be evacuated.  Persons must not assemble in area that is line of sight to potential danger area.
<b>Specific, Plausible and Imminent</b>	An immediate evacuation of the potential danger area should be initiated.  Persons must not assemble in area that is line of sight to potential danger area.
<b>Specific Implausible and a Time Deadline is Stated</b>	A precautionary search of internal and external escape routes should be conducted and then the area should be evacuated.  Persons must not assemble in area that is line of sight to potential danger area.  At least 30 minutes should elapse following the deadline before consideration is given to a thorough internal search being undertaken by volunteers.  Re-entry may be permitted following completion of the search and after consultation with the building's occupants.

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## Telephone bomb threat checklist

**WHAT TIME** was the call received?

**WHAT DID** the caller say?

**WHERE** exactly is it?

**WHEN** will it explode?

**WHAT** does it look like?

**WHAT** will make it explode?

**DID** you place the bomb?

**WHY** did you place the bomb?

**WHO** are you?

**How did the caller sound?**

Angry

Drug/ Alcohol Affected

Calm

Irrational

Abusive

**What can you remember about the caller?**

Sex

Nationality

Age


Voice

**What else could you hear?**

Background Noise

Mobile Phone/ Pay Phone etc

**Notes**

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## 3.4 Chemical Spill, Leak or Release to Atmosphere

### General Guidelines

In the event of an incident occurring resulting in a chemical spill, leak or release to the atmosphere, the following processes should be followed:

- Notify the Site Warden
- Do not enter any confined area where there is the slightest risk of being overcome by chemical fumes

### Site Warden Actions

Should an incident occur the Site Warden should:


- Ensure the affected area has been evacuated
- Ensure that persons assemble in a well-ventilated area, upwind from the spill, where they are not exposed to further risk
- Cordon off the area, preferably using some barrier tape, and prevent unauthorised access. Persons should remain clear of the area until it is declared safe to re-enter
- Do not allow any ignition sources or electrical equipment to be operated in the immediate vicinity of the spill
- Notify the appropriate chemical expert(s) eg Fire Brigade, Ambulance, Police
- Have access to safety data sheets and via ChemAlert that may assist emergency services
- Appropriate personal protective equipment as required must be worn in the area of the hazard – this may include gloves, face, shield, wet weather gear and respiratory protection
- If safe to do so, use spill kits to prevent the further spread of the chemical
- Notify SafeWork SA of the incident as soon as possible

### After the Incident

- Complete Incident Report Form.
- Conduct a debrief with relevant workers within seven days of the incident

### Manifest of Hazardous Chemicals

QTY	Description	Type	Hazard Class	Hazard Category	Tank Capacity - Litres	Manifest Mandatory Quantity exceeds threshold	Placarding required	Dangerous Substance Licence
1	Aboveground Storage Tank	Diesel	Flammable Liquids	Category 3	1,000	NO	YES	NOT REQUIRED
1	Underground Storage Tank	Unleaded	Flammable Liquids	Category 2	1,000	NO	YES	YES

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## 3.5 Confined Space

### General Guidelines

#### Prevention

- If possible, entering a confined space should be avoided at all times
- If it is necessary to enter a confined space, this activity should be minimised as much as possible
- The Confined Space Procedure and Contractor Management Procedure must be followed
- All persons entering a confined space must comply with the requirements of the confined space entry permit, including PPE

#### Immediate Actions

In the event of an emergency, rescues will be conducted in accordance with the relevant Confined Space Rescue Procedure.


Do not enter a confined space unless competent ie suitably trained, regardless of the need to respond to the emergency or conduct a rescue.

Once advised of a confined space emergency, immediately inform the nearest First Aid Officer and Site Warden.

- The onsite first aider will immediately attend the scene and assist the Safety Watcher etc with the confined space rescue where possible
- If the patient's condition is uncertain or possibly life threatening, then the person making that judgment (whether first aid qualified or not) should ring for an ambulance
- Notify emergency services
- The Site Warden will assist the Safety Watcher etc with the confined space rescue and if necessary, coordinate the emergency response
- First aid treatment should be delivered in line with First Aid Procedure.

#### After the Incident

- If the confined space emergency involves a serious injury to a worker, notify SafeWork SA of the incident as soon as possible
- Complete Incident Report Form.
- Conduct a debrief with relevant workers within seven days of the incident

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## 3.6 Crush Injuries


### General Guidelines

Once advised of a crush injury, immediately inform the nearest First Aid Officer and Site Warden.

- The onsite first aider will immediately attend the scene and assist where possible
- Ring for an ambulance and/ or notify emergency services if necessary
- Ensure the scene is safe, and that there is no risk of injury to the rescuer or bystanders
- If it is safe and physically possible, all crushing forces should be removed from the victim as soon as possible – crushing force applied to the head, neck, chest or abdomen can cause death from breathing failure or heart failure
- The Site Warden will coordinate the emergency response
- First aid treatment should be delivered in line with First Aid Procedure.
- Anyone who has been subject to a serious crush injury should be taken to hospital for immediate investigation
- Although the victim may appear alert and not distressed, there is risk of deterioration so ongoing reassessment of their condition is essential

### After the Incident

- If the crush injury involves a serious injury to a worker, notify SafeWork SA of the incident as soon as possible
- Complete Incident Report Form.
- Conduct a debrief with relevant workers within seven days of the incident

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## 3.7 Drowning

### General Guidelines

- Drowning can occur quickly and quietly, without any warning noises
- The use of medication, alcohol and drugs increases the risk of drowning
- Babies and toddlers are top-heavy, which makes them susceptible to drowning

### Prevention

- Ensure signage into restricted areas where bodies of water are present are adequate.
- Where possible secure restricted areas physically with locks.


### Persons Discovering

- Attempt Cardio-Pulmonary Resuscitation (CPR)
- Ensure emergency services are advised
  - Phone 000 for an ambulance
- Ensure a person is assigned to meet the ambulance

### After the Incident

- If the incident involves a serious injury to a worker, notify SafeWork SA as soon as possible
- Complete Incident Report Form.
- If appropriate, arrangements may be put in place for the de-briefing by professional counsellors
- Conduct a debrief with relevant workers within seven days of the incident



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## 3.8 Electric Shock

### General Guidelines

Disconnect the electrical supply promptly.

- Turn off the electrical supply
- If possible, unplug the appliance from the power outlet
- Avoid direct skin contact with the person
- Avoid direct skin contact with any conducting material touching the person
- Metal and water conduct electricity and may be extremely hazardous

### Immediate Actions

In the event of an electric shock, the person discovering the incident should immediately inform the nearest First Aid Officer and Site Warden.

- The onsite first aider will immediately attend the scene and assist where possible
- If the patient's condition is uncertain or possibly life threatening, then the person making that judgment (whether first aid qualified or not) should ring for an ambulance
- Treat other injuries such as burns immediately
- Promptly refer all victims of electrical shock for medical assessment
- The Site Warden will coordinate the emergency response
- First aid treatment should be delivered in line with First Aid Procedure.

### After the Incident

- Notify SafeWork SA, The Office of the Technical Regulator and the LGA Workers Compensation Scheme of the incident as soon as possible
- Complete Incident Report Form.
- Conduct a debrief with relevant workers within seven days of the incident

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## 3.9 Extreme Weather – Heat

### General Guidelines

During long periods of extreme heat it is easy to become dehydrated and for the body to become overheated. If this happens, heat cramps, heat exhaustion or heatstroke (ie sunstroke) may develop.

Everyone is at risk during extremely hot weather but the following have a higher risk of becoming ill:

- Older people, particular the frail or over 75
- Babies and young children
- Pregnant women
- People who have difficulty keeping cool (eg with a physical disability)
- A person with a high temperature from an existing infection
- People with a serious chronic condition (heart, breathing problems, diabetes, serious mental illness, or who are very overweight)
- People taking certain types of medications, including those that affect sweating and body temperatures
- People who work outdoors, or who are physically active (eg gardeners or manual workers)

### Extreme Heat Warnings

Extreme heat warnings may be broadcast via the electronic media (radio, TV and internet) or advised by emergency services.

Monitor sites such as [www.alert.sa.gov.au](http://www.alert.sa.gov.au) for emergency warnings and information.


### Preparation

Before the weather gets hot:

- Check that fridges and freezers work properly
- Test fans and air-conditions are working correctly

### Once the weather is hot

- Ensure workers and visitors:
  - Keep out of the heat as much as possible
  - Go outside only if absolutely necessary, and should do so in the early morning or evening when it is a little cooler – apply plenty of sunscreen
  - Avoid strenuous activity
  - Drink and eat regularly
  - Follow the UVR and Inclement Weather Procedure.

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## Emergency treatment for a person affected by heat

Heatstroke can kill. It can happen suddenly and quickly lead to unconsciousness.

If it is suspected that someone has heatstroke:


- Contact emergency services immediately
- Contact the First Aid Officer
- Move the person to somewhere cooler if possible – keep them still
- Loosen their clothes, sprinkle the person with water, or wrap them in a damp sheet
- Place damp cloths under their armpits, on the back of their neck and on their forehead to cool them down as quickly as possible
- Hand-fan with a book, or something similar
- Do not give aspirin, ibuprofen or paracetamol to a person affected by heat
- If conscious try to keep the person calm – stay with them until the ambulance arrives – give them small sips of water or fruit juice
- If unconscious check the person's airway for breathing and monitor their pulse rate until the ambulance arrives

## Symptoms of heatstroke

- Confusion, headaches, dizziness and nausea
- Skin flushed, hot and unusually dry
- Intense thirst
- Dry, swollen tongue
- Sudden rise in high body temperature (40°C+)
- Disorientation, delirium
- Slurred speech
- Aggressive or bizarre behaviour
- Sleepiness
- Convulsions
- Unconsciousness may develop rapidly
- Seizures or coma

## After the Incident

- Ensure workers continue to drink plenty of fluids so their bodies can get back in balance
- In the case of a prolonged power outage, ensure workers are careful eating food products usually stored in the fridge or freezer that may have been damaged by loss of cold storage
- Complete Incident Report Form.
- Conduct a debrief with relevant workers within seven days of the incident

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## 3.10 Extreme Weather – Storm

### General Guidelines

#### Severe Weather Warnings

Severe weather warnings may be broadcast via the electronic media (radio, TV and internet) or advised by emergency services.

Monitor sites such as [www.alert.sa.gov.au](http://www.alert.sa.gov.au) for emergency warnings and information.

#### Preparation

Before the storm:


- Inspect and maintain fences, roofs, gutters and down pipes
- Seal any cracks in the foundation and exterior walls
- Ensure branches near the facility or nearby power lines have been trimmed
- Move loose outdoor items and ensure the exterior of the facility is free from clutter
- Remind workers –
  - Not to drive into waters of an unknown depth and current as this can be deadly
  - Slow down and turn headlights on
  - Be alert and watch for hazards on the road, such as powerlines
  - If visibility becomes low ensure they slow down, put headlights on, put on hazard lights and pull over to the side of the road in a clear safe area
  - To make sure they are clear of streams, trees and powerlines
  - Storms can claim lives

#### During a storm

- If a severe weather response is required eg structural damage to the facility caused by severe winds and storms, fallen trees or hailstorm damage, contact the State Emergency Service (SES) on 132 500
- Stay clear of windows
- Where possible, park vehicles undercover and away from trees

#### After the Incident

- Check the facility for damage
- Ensure workers stay well clear of creeks, drains, causeways and other waterways
- Complete Incident Report Form.
- Conduct a debrief with relevant workers within seven days of the incident

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## 3.11 Falls from One Level to Another

### General Guidelines

#### Prevention

Ensure that the Contractor Management Procedure is followed.

Ensure barriers to platforms are of a standard height and safe.


#### Immediate Actions

In the event of a fall from one level to another, the person discovering the casualty should immediately inform the nearest First Aid Officer and Site Warden.

- The onsite first aider will immediately attend the scene and assist where possible
- If the patient's condition is uncertain or possibly life threatening, then the person making that judgment (whether first aid qualified or not) should ring for an ambulance
- Notify emergency services – provide details of the casualty location eg which floor, how high up
- Ensure the casualty can be accessed eg keys to building or roof
- The Site Warden will coordinate the emergency response
- First aid treatment should be delivered in line with First Aid Procedure.

#### After the Incident

- Protect the accident scene from disturbance for further investigation eg set up barriers
- If the fall involves a serious injury or illness to a worker, notify SafeWork SA of the incident as soon as possible
- Complete Incident Report Form.
- Conduct a debrief with relevant workers within seven days of the incident

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## 3.12 Fire – Building/Facility

### General Guidelines

#### Person Discovering

- Alert persons in the vicinity of the fire
- Ensure the relevant emergency services are notified
- Ensure the Site Warden is notified
- Extinguish the fire if safe to do so and trained, using portable fire fighting equipment

#### Site Warden

On confirming the presence of a fire within the site:

- Ensure that persons are evacuated from the immediate vicinity
- Ensure that the Fire Brigade have been advised
- Where practicable, ensure that utilities and any hazardous processes in the affected area are shut down (obtain specialist assistance if applicable)
- If safe to do so and trained, coordinate local fire fighting efforts
- Consider if a broader evacuation is required
- Consider if vehicular access to building should be restricted to emergency service etc
- Liaise with emergency services on arrival
- Ensure senior management is advised at first available opportunity


#### If too dangerous to fight the fire

- Evacuate the immediate vicinity if it becomes an obvious necessity or, on being instructed to do so and assist and direct persons to the nearest safe exit (use ALL available safe exits)
- Turn off ignition sources and gas if safe to do so
- Attempt to contain fire and smoke by closing all windows and doors after evacuating an area
- Leave the area by the nearest safe exit

### Use of First Attack Appliances

#### Fire Fighting Appliances

- Should only be used in an emergency and NEVER removed, operated or tampered with for amusement or malicious purposes
- First attack firefighting equipment such as extinguishers and fire hose reels should only be operated by persons who are competent in their use, providing it is safe to do so and only for the specific types of fires for which they are designed

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- Extinguishers or any other fire detection, suppression or safety equipment, which appears to be faulty, missing, or in any other way suspect should be immediately reported
- Items must not be stored around fire extinguishers or in the fire hose reel cabinets

## Fire Safety Housekeeping


All workers should be aware of the following important information:

1. **Emergency Exits**  
Know the location of ALL emergency exits  
Must be CLEAR and UNOBSTRUCTED
2. **Fire Doors:**  
Must be CLEAR and UNOBSTRUCTED  
Must NOT be PROPPED or WEDGED OPEN
3. **Fire Stairs:**  
Must be CLEAR and UNOBSTRUCTED
4. **Exit Lighting:**  
Should be ON at all times

## After the Incident

- Notify SafeWork SA of the incident as soon as possible
- Complete Incident Report Form.
- Conduct a debrief with relevant workers within seven days of the incident



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## 3.13 Medical Emergency


### General Guidelines

In the event of a medical emergency, the person discovering the casualty should immediately inform the nearest First Aid Officer and Site Warden.

- The onsite first aider will immediately attend the scene and assist where possible
- If the patient's condition is uncertain or possibly life threatening, then the person making that judgment (whether first aid qualified or not) should ring for an ambulance
- Notify emergency services
- The Site Warden will coordinate the emergency response
- First aid treatment should be delivered in line with First Aid Procedure.

### After the Incident

- If the medical emergency involves a serious injury or illness to a worker, notify SafeWork SA of the incident as soon as possible
- Complete Incident Report Form.
- Conduct a debrief with relevant workers within seven days of the incident

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## 3.14 Prowler, Intruder or Trespasser

### General Guidelines

If a person suspects the presence of a prowler, intruder or trespasser, they should:

- Secure all perimeter doors and windows to the premises
- During the hours of darkness, turn on any exterior lights
- Immediately ring the police
- Ensure other persons in the premises are alerted
- Remain inside and do not open the door until police arrive and produce satisfactory identification

### After the Incident

- Complete Incident Report Form.
- Conduct a debrief with relevant workers within seven days of the incident

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## 3.15 Syringes (found)

### General Guidelines

In the event of syringes being found, they must not be collected by hand – mechanical devices must be used. The following processes should be followed:

- Isolate areas from other persons
- Search for other discarded syringes in the vicinity
- Obtain a medical sharps container and tongs
- Use appropriate protective equipment
- Dispose in an approved yellow medical sharps container


### Injuries

Should an injury occur the following processes should be adhered to:

- Wash area immediately with soap and water
- Inform appropriate senior management
- Inform First Aid Officer
- Inform Manager Organisational Development
- Keep the discarded syringe which caused the injury
- Condition assessed by local doctor

### After the Incident

- Complete Incident Report Form.
- Conduct a debrief with relevant workers within seven days of the incident

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## 3.16 Vehicle or Plant Incident


### General Guidelines

In the event of a vehicle or plant incident at the facility the following processes should be followed:

- Ascertain if any person(s) injured – if yes call an ambulance
- Notify the Site Warden
- Determine if the vehicle(s) or plant pose a hazard to persons nearby (eg leaking fuel) –
  - If yes request appropriate emergency services (eg fire brigade) and evacuate persons from immediate danger area
  - If no person is injured and there is no danger, determine if vehicle(s) or plant pose an obstruction to normal vehicle traffic flow – if yes arrange for the vehicles to be moved (towed) to an appropriate area
- Ensure the following is obtained and noted –
  - Obtain particulars from driver and witnesses
    - Name
    - Address
    - Telephone numbers (home/ work)
  - Details of registered owner(s) of vehicles involved
  - Vehicle or plant details (registration number, type, make, colour)
  - Brief description of event
- Confirm if driver(s) require police to be called (note – if injuries, police must attend)

### After the Incident:

- If the incident vehicle or plant incident involves the collapse, overturning, failure or malfunction of, or damage to any plant used by workers that requires authorisation in accordance with the Work Health and Safety Regulations, notify SafeWork SA of the incident as soon as possible
- Complete Incident Report Form.
- Conduct a debrief with relevant workers within seven days of the incident

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## 3.17 Workplace Violence

### General Guidelines

#### Initial Actions

- Assess the situation
- Remain calm
- Obtain assistance
- Do not provoke the assailant or aggravate the situation
- If safe to do so, assist the victim (eg determine if first aid or medical attention is required and action accordingly)
- Disperse any casual spectators but ask witnesses to remain
- Obtain and note details concerning the incident:
  - Full details of victim
  - Circumstances surrounding the incident
  - Witnesses
- Description/ details of assailant(s)

#### After the Incident

- Complete Incident Report Form.
- Conduct a debrief with relevant workers within seven days of the incident


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## SECTION 4: APPENDICES

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## 4.1 Contact Lists

### Internal Emergency Contacts

Emergency Contact 1	Business Manager Saleyards 0417 872 001
Emergency Contact 2	Saleyards Team Leader 0417 872 003

### External Emergency Contacts

Fire, Ambulance, Police	<b>000</b>
Poison Information Centre	<b>13 11 26</b>
<b>Local Numbers – not for emergency calls</b>	
Police	<b>13 14 44</b>
Fire – Region 5 CFS	<b>(08) 8762 2311</b>
Mount Gambier	<b>8735 1020</b>
Port MacDonnell	<b>8738 2216</b>
<b>Key Personnel (24 hour contact)</b>	
CEO	<b>0419 665 655</b> <a href="mailto:info@dcgrant.sa.gov.au">info@dcgrant.sa.gov.au</a>
Deputy CEO	<b>0417 868 527</b> <a href="mailto:info@dcgrant.sa.gov.au">info@dcgrant.sa.gov.au</a>
<b>State Government Authorities</b>	
EPA	<b>1800 623 445</b> <b>(08) 8204 2004</b> <a href="mailto:epainfo@epa.sa.gov.au">epainfo@epa.sa.gov.au</a>
SES - Flood or storm response	<b>13 25 00</b>
SafeWork SA	<b>1300 777 209</b> – Notifiable Incidents <b>1300 365 255</b> – General Enquiries



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## 4.2 EPC and ECO Membership

### Emergency Planning Committee Membership


Organisation	Title of position	Contact Details
District Council of Grant	Senior Management Team	For contact details refer to <a href="#">WHS042D Emergency Planning Committee Membership</a>
	Chief Fire Warden	
	Risk / HR Officer	
	Risk / HR Admin Officer	
Natural Resource Management Board	Authorised Officer	
Stand Like Stone	Executive Officer	
Maritime Museum Representative	President	
Tourist Association	President	
SA Ambulance	Patient Services Manager	
Stock Agents	Chairperson	
Kitchen and Canteen Management	Kitchen / Canteen Operator	
Droving Contractors to Agents	Contractor	

### Defined roles

Role	Position
Manager Organisational Development	Chairperson Management and Revision of Emergency Plan
Chief Fire Warden	Arranging Evacuation Exercises / Scenario testing across sites Ensuring Debrief and follow up activities are undertaken
Risk / HR Officer	Monitoring maintenance of Emergency equipment
Risk / HR Administration Officer	Secretary duties of EPC


### Emergency Control Organisation - Saleyards Membership

Position	Contact Details
Chief Fire Warden	For contact details refer to <a href="#">WHS005D Emergency Control Organisation Membership - Saleyards</a>
Site Warden	
Warden	
First Aid Attendants	


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## 4.3 Potential Emergency Events

Emergency Event	Likelihood	Consequence	Risk Rating
1. Aircraft Incident	Rare	Catastrophic	High
2. Air supply contamination	N/A		
3. Armed Hold Up or Robbery	Unlikely	Moderate	Moderate
4. Biological hazard	Unlikely	Minor	Low
5. Bomb Threat	Rare	Major	Moderate
6. Chemical Spill, Leak or release to Atmosphere	Unlikely	Moderate	Low
7. Civil disorder, picketing or demonstrations	Rare	Minor	Low
8. Confined space	Unlikely	Moderate	Moderate
9. Crowd Management	Unlikely	Minor	Low
10. Crush injuries	Likely	Major	Extreme
11. Cryogenic Failure	N/A		
12. Deceased persons	Rare	Moderate	Low
13. Drowning	Unlikely	Major	Moderate
14. Earthquake	Rare	Major	Moderate
15. Electric shock	Unlikely	Catastrophic	High
16. Explosion	Rare	Major	Moderate
17. Extreme heat	Likely	Moderate	High
18. Extreme storm	Possible	Moderate	Moderate
19. Fall Arrest Systems	Rare	Moderate	Low
20. Falls from one level to another	Unlikely	Major	High
21. Fire – Building	Rare	Major	Moderate
22. Fire – Bushfire or Grass Fire	Unlikely	Minor	Low
23. Flood	Rare	Minor	Low
24. Food poisoning	Unlikely	Moderate	Moderate


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Emergency Event	Likelihood	Consequence	Risk Rating
25. Gas leak	Rare	Minor	Low
26. Lift failure	N/A		
27. Medical emergency	Possible	Moderate	Moderate
28. Nuclear Hazards	N/A		
29. Pandemic illness	N/A		
30. Power or Communications Failure	Possible	Moderate	Moderate
31. Prowler Intruder or trespasser	Unlikely	Moderate	Moderate
32. Radiological Hazards	N/A		
33. Sewerage Failure	Unlikely	Minor	Low
34. Sexual assault	Rare	Moderate	Low
35. Structural Instability	Unlikely	Moderate	Moderate
36. Suspicious Mail or Packages	Rare	Moderate	Low
37. Suspicious Objects	Rare	Moderate	Low
38. Syringes found	Possible	Moderate	Moderate
39. Vehicle or plant incident	Possible	Moderate	Moderate
40. Water Supply Interruption or Leak	Rare	Minor	Low
41. Wildlife Hazards	Unlikely	Moderate	Moderate
42. Workplace violence	Possible	Minor	Low

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## 4.4 Personal Emergency Evacuation Plan

[WHS063 Personal Emergency Evacuation Plan](#) is available from the DOCUMENTS REGISTER on the Council Intranet; hard copy can be found at the rear of this Workplace Emergency Evacuation Plan.

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## 4.5 Evacuation Exercise Observers Checklist

[WHS064 Evacuation Exercise Observers Checklist](#) is available from the DOCUMENTS REGISTER on the Council Intranet; hard copy can be found at the rear of this Workplace Emergency Evacuation Plan.

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## 4.6 Emergency Procedures for Visitors

### Emergency Action Plan

### Mount Gambier & District Saleyards



**Your Emergency Contact is: Business Manager - Saleyards**

**Ph: 08 8725 6155**

#### Discovery/ Reporting

On discovering an emergency:

- Move persons away from danger, if safe to do so
- Inform emergency services – **Dial 000**
- Inform your Emergency Contact – **Dial 08 8725 6155**

#### Evacuation Signal

The signal to evacuate will be:

1. The evacuation alarm
2. A verbal announcement by an authorised person
3. Obvious necessity

#### Evacuation

- When required to evacuate the saleyards please exit the yard via the nearest safe exit, or as directed
- On exiting move immediately to the assembly area
- No animal movement is to occur under any circumstances

#### Assembly Area

- The designated assembly area is:  
**Eastern side grassed area adjacent Administration Building**
- Please remain in the assembly area until directed by your Warden.

For more information and to view the site's full Emergency Plan, please visit the Council Website [www.dcgrant.sa.gov.au](http://www.dcgrant.sa.gov.au)

#### Remain Calm

- At all times remain calm and follow the directions of your Warden

#### First Attack Fire Fighting Appliances

The following appliances are installed at the facility:

- Extinguishers; Weighbridge, Admin, Council Vehicles
- Fire blanket; Canteen

#### First Aid

Your nearest first aid kit is located:

- **Weighbridge, Admin Office, Council Vehicles**

#### General Guidelines

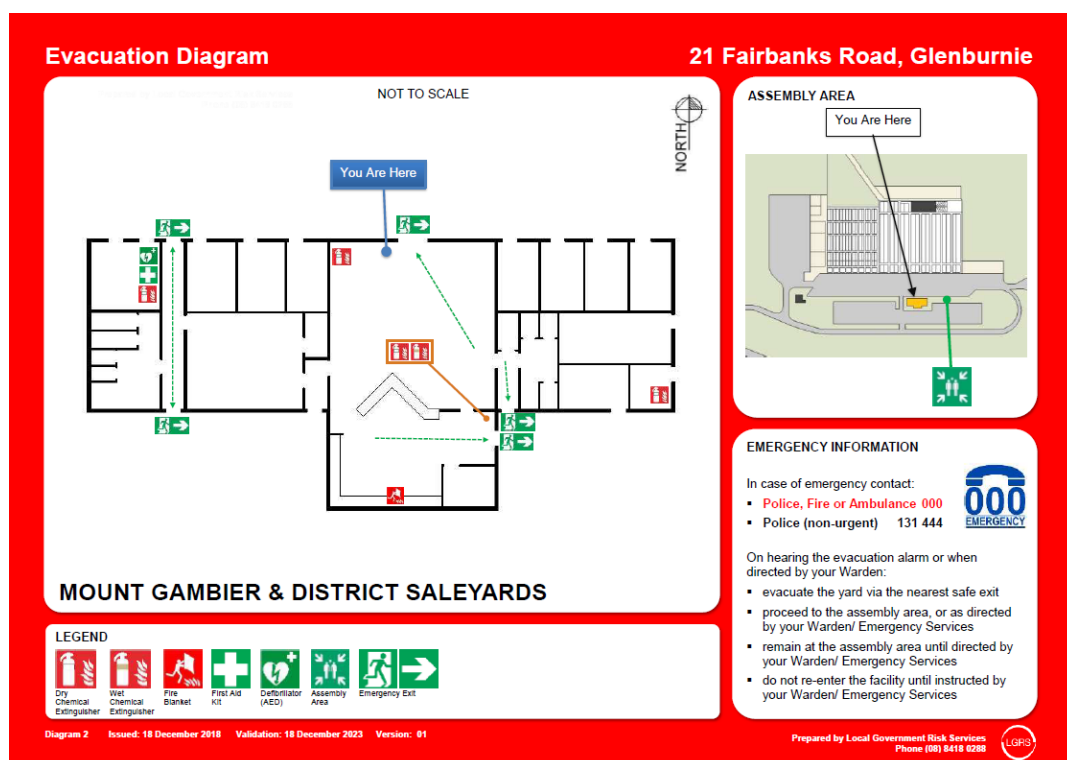
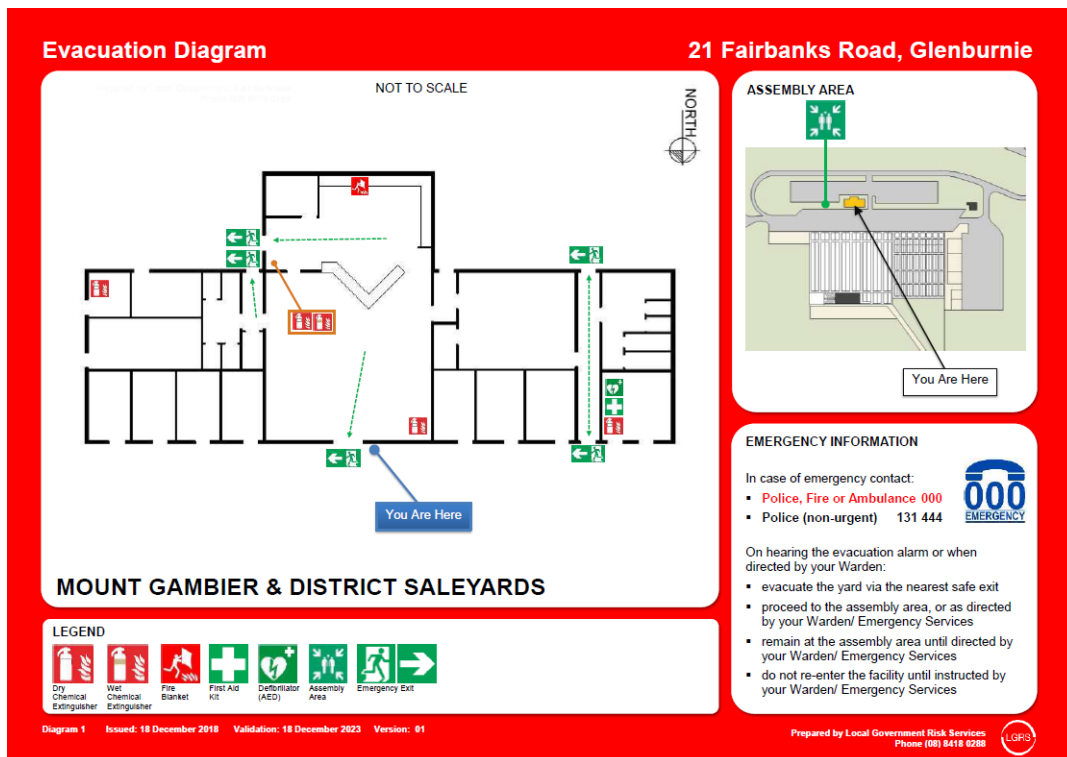
- ✓ Keep laneways, catwalks and exits clear at all times
- ✓ Don't misuse emergency equipment
- ✓ Directives must be given in a calm, clear voice and supported by visual signals
- ✓ Do not engage with argumentative persons. If persons refuse to comply with your instructions carry on with your duties and report the matter to a Warden as soon as possible
- ✓ Be on the alert for persons gathering close to the danger area and encourage them to move well away
- ✓ During or following a major incident, media inquiries should be referred to the Business Manager – Saleyards.

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## 4.7 Evacuation Diagrams





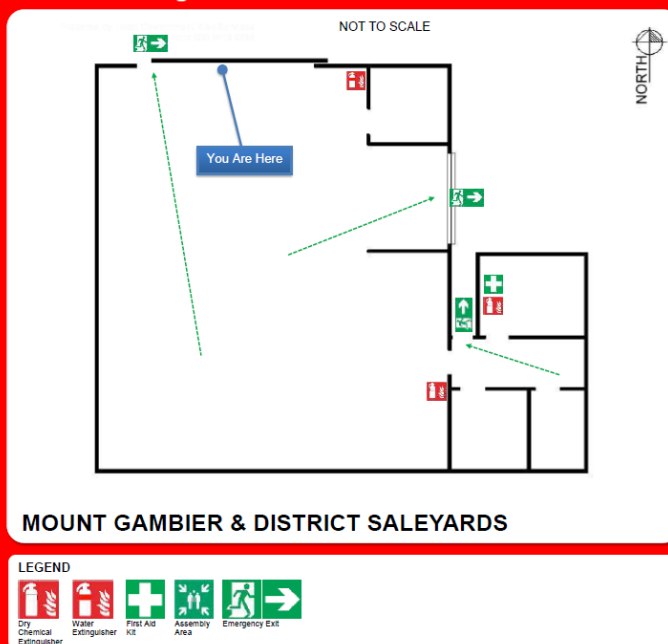
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## Evacuation Diagram

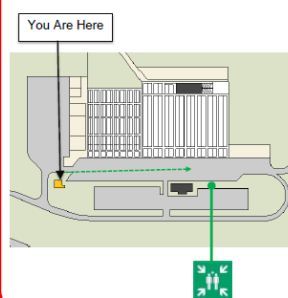
**21 Fairbanks Road, Glenburnie**



**MOUNT GAMBIER & DISTRICT SALEYARDS**

Diagram 3 Issued: 18 December 2018 Validation: 18 December 2023 Version: 01

### ASSEMBLY AREA



### EMERGENCY INFORMATION

In case of emergency contact:

- Police, Fire or Ambulance 000
- Police (non-urgent) 131 444



On hearing the evacuation alarm or when directed by your Warden:

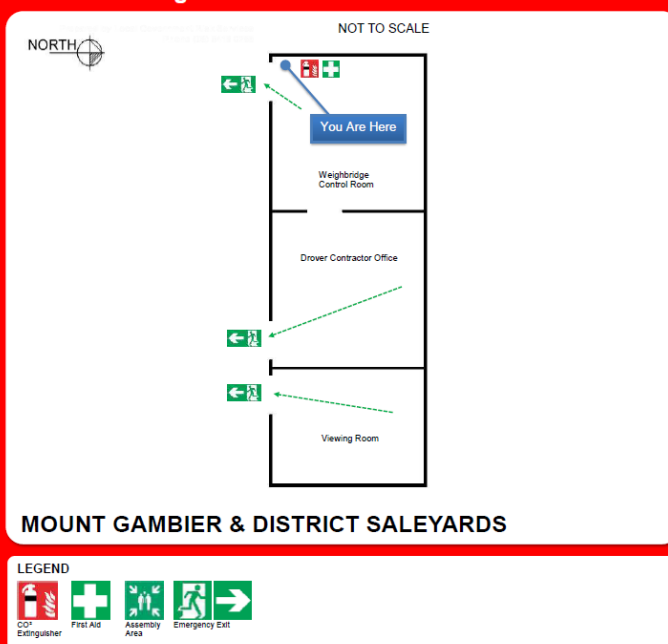
- evacuate the yard via the nearest safe exit
- proceed to the assembly area, or as directed by your Warden/ Emergency Services
- remain at the assembly area until directed by your Warden/ Emergency Services
- do not re-enter the facility until instructed by your Warden/ Emergency Services

Prepared by Local Government Risk Services  
Phone (08) 8418 0288



## Evacuation Diagram

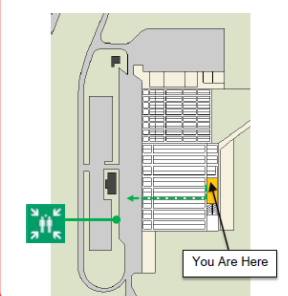
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Diagram 4 Issued: 18 December 2018 Validation: 18 December 2023 Version: 01

### ASSEMBLY AREA



### EMERGENCY INFORMATION

In case of emergency contact:

- Police, Fire or Ambulance 000
- Police (non-urgent) 131 444



On hearing the evacuation alarm or when directed by your Warden:

- evacuate the yard via the nearest safe exit
- proceed to the assembly area, or as directed by your Warden/ Emergency Services
- remain at the assembly area until directed by your Warden/ Emergency Services
- do not re-enter the facility until instructed by your Warden/ Emergency Services

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## Evacuation Diagram

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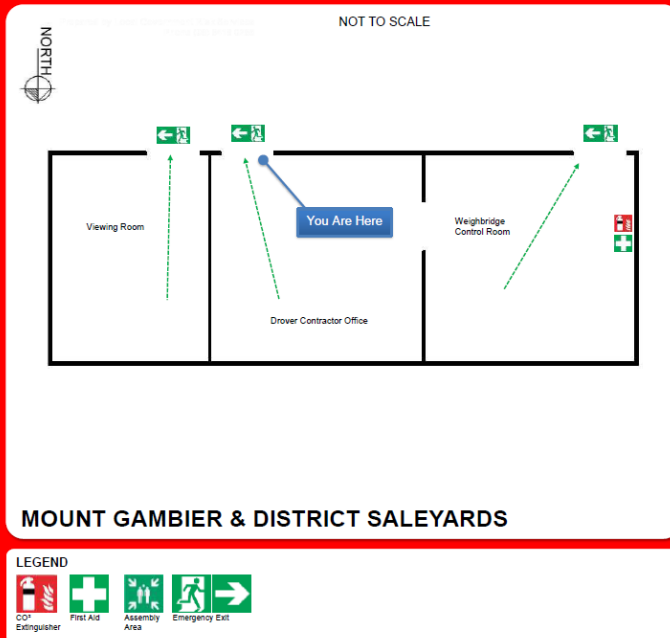
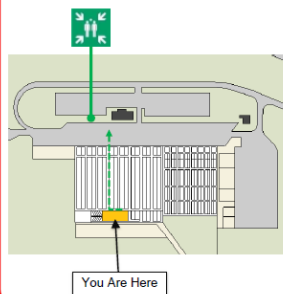


Diagram 5 Issued: 18 December 2018 Validation: 18 December 2023 Version: 01

## ASSEMBLY AREA



## EMERGENCY INFORMATION

In case of emergency contact:

- Police, Fire or Ambulance 000
- Police (non-urgent) 131 444



On hearing the evacuation alarm or when directed by your Warden:

- evacuate the yard via the nearest safe exit
- proceed to the assembly area, or as directed by your Warden/ Emergency Services
- remain at the assembly area until directed by your Warden/ Emergency Services
- do not re-enter the facility until instructed by your Warden/ Emergency Services

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## Evacuation Diagram

21 Fairbanks Road, Glenburnie

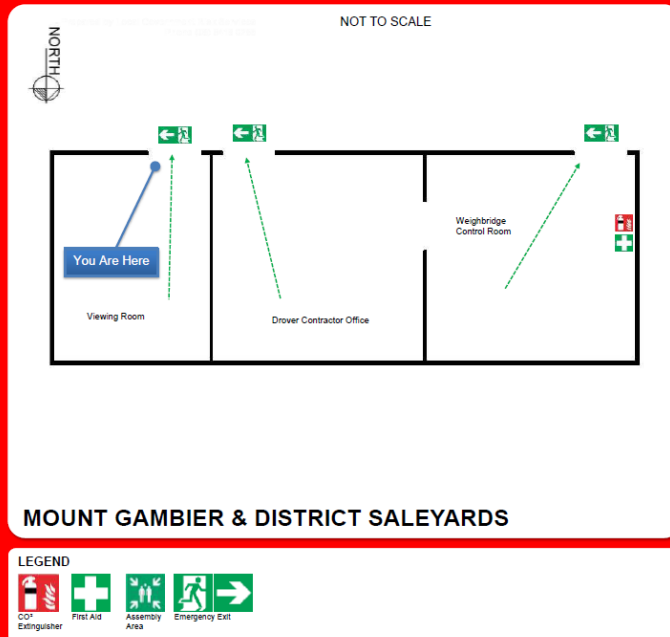
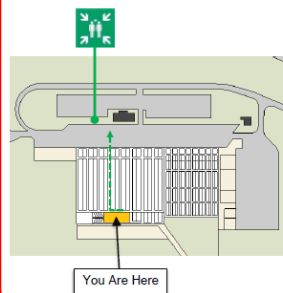


Diagram 6 Issued: 18 December 2018 Validation: 18 December 2023 Version: 01

## ASSEMBLY AREA



## EMERGENCY INFORMATION

In case of emergency contact:

- Police, Fire or Ambulance 000
- Police (non-urgent) 131 444



On hearing the evacuation alarm or when directed by your Warden:

- evacuate the yard via the nearest safe exit
- proceed to the assembly area, or as directed by your Warden/ Emergency Services
- remain at the assembly area until directed by your Warden/ Emergency Services
- do not re-enter the facility until instructed by your Warden/ Emergency Services

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Phone (08) 8418 0288



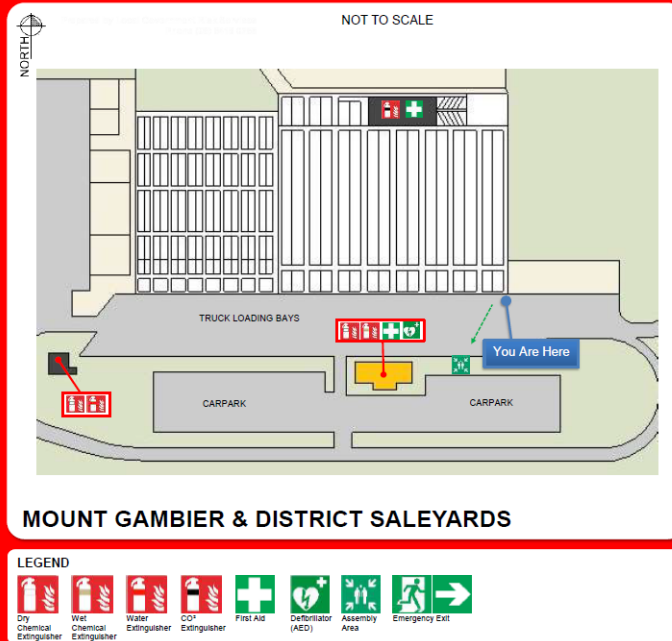
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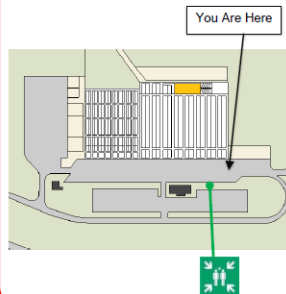
### Evacuation Diagram

### 21 Fairbanks Road, Glenburnie



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#### ASSEMBLY AREA



#### EMERGENCY INFORMATION

In case of emergency contact:

- Police, Fire or Ambulance 000
- Police (non-urgent) 131 444



On hearing the evacuation alarm or when directed by your Warden:

- evacuate the yard via the nearest safe exit
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- remain at the assembly area until directed by your Warden/ Emergency Services
- do not re-enter the facility until instructed by your Warden/ Emergency Services

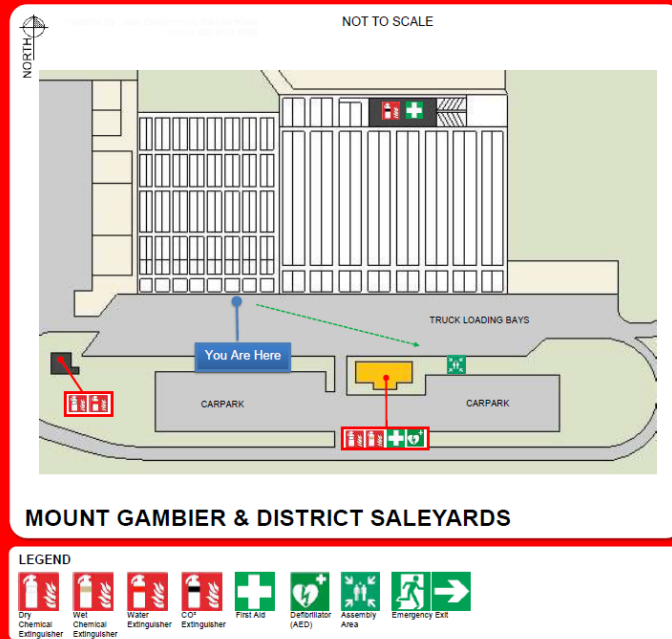
Diagram 7 Issued: 18 December 2018 Validation: 18 December 2023 Version: 01

Prepared by Local Government Risk Services  
Phone (08) 8418 0288



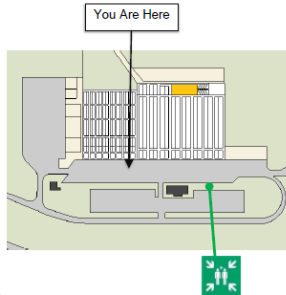
### Evacuation Diagram

### 21 Fairbanks Road, Glenburnie



### MOUNT GAMBIER & DISTRICT SALEYARDS

#### ASSEMBLY AREA



#### EMERGENCY INFORMATION

In case of emergency contact:

- Police, Fire or Ambulance 000
- Police (non-urgent) 131 444



On hearing the evacuation alarm or when directed by your Warden:

- evacuate the yard via the nearest safe exit
- proceed to the assembly area, or as directed by your Warden/ Emergency Services
- remain at the assembly area until directed by your Warden/ Emergency Services
- do not re-enter the facility until instructed by your Warden/ Emergency Services

Diagram 8 Issued: 18 December 2018 Validation: 18 December 2023 Version: 01

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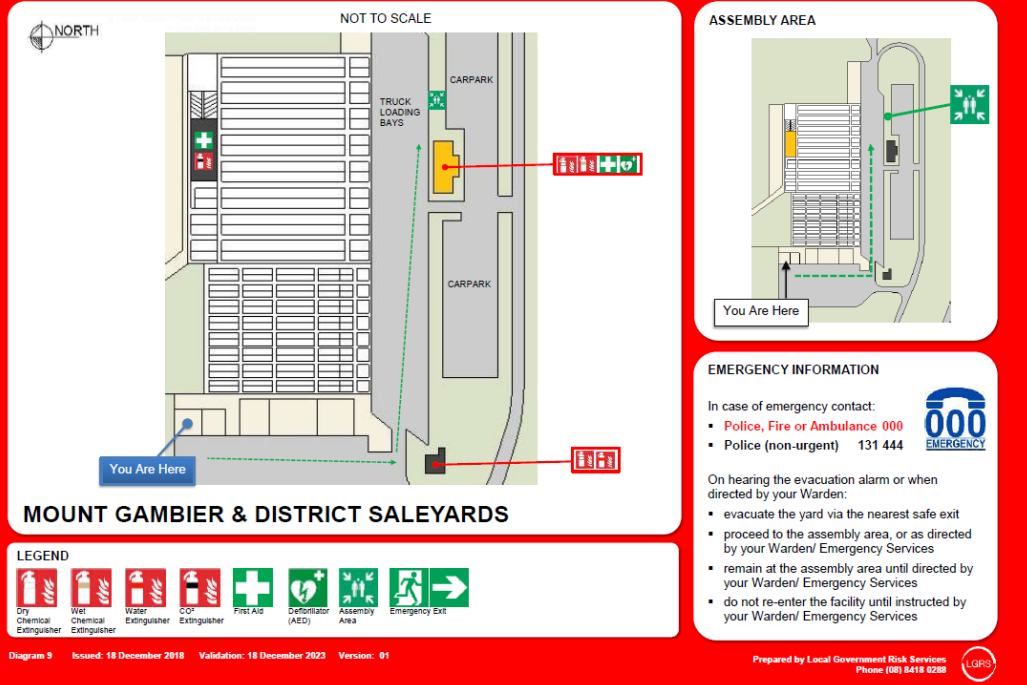
# WORKPLACE EMERGENCY & EVACUATION PLAN


## MT GAMBIER & DISTRICT SALEYARDS

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### Evacuation Diagram

21 Fairbanks Road, Glenburnie



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## 4.8 Manual Revision

Whenever this plan is reviewed and/ or amended, details must be recorded on this page.

Version #	Issue Date	Revision Summary
1.0	06/05/2019	New document, adopted by EPC



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