

NSW FACT SHEET – EMERGENCY PLANNING

1. EMERGENCY PLAN CONTENT

An Emergency Plan is a written set of instructions that outlines what workers and others should do in an emergency. The plan should be readily accessible to workers or on display in the workplace and must provide for the following:

- Emergency procedures, including an effective response to an emergency;
- Evacuation procedures;
- Notifying emergency service organisations at the earliest opportunity including contact details for key personnel;
- Medical treatment and assistance including arrangements for assisting any hearing, vision or mobility-impaired people;
- Effective communication between the person authorised to coordinate the emergency response and all people at the workplace;
- A map of the workplace illustrating the location of fire protection equipment, exits, assembly points;
- Requirements for testing of the emergency procedures—including frequency of testing, and
- Details of how relevant workers will receive information, training and instruction, in order to implement the emergency procedures.

2. TYPES OF EMERGENCIES COVERED

The types of emergencies to plan for may include fire, explosion, medical emergency,



rescues, incidents with hazardous chemicals, bomb threats, armed confrontations and natural disasters.

3. EMERGENCY EQUIPMENT

Ensure a process is in place to regularly review the following equipment onsite:

- Emergency lighting and exit signs are functional, tested and records of testing are retained on site;
- Evacuation diagrams are visible and current; and
- Required exit doors are readily openable and meet building code requirements.

4. INFORMATION SOURCES

- Section 43 of the *WHS Reg 2017*, visit www.legislation.nsw.gov.au
- *Managing the Work Environment and Facilities, Code of Practice 2019*, visit www.safework.nsw.gov.au
- Email us: info@propertyrisk.com.au