



# EMERGENCY RESPONSE PLAN

**Project Address:**

16 Ferguson Street, Albany Creek, QLD 4035

**Job Name:**

Albany Creek Library

**Date Developed:**

25/08/2025

# EMERGENCY RESPONSE PLAN

Issue Date: 12.12.2023 Rev No: 002 Rev Date: 12.06.2024

The objectives of these implementation procedures are to ensure, as far as is reasonably practicable, the safety and wellbeing of all personnel at this project construction site.

To comply with these procedures, and to conform to relevant legislation and Codes of Practice, emergency procedures are prepared and discussed at all site inductions and will be displayed in various locations around the site.

These procedures include guidelines to assist Tallan Group to recognise and respond to concerning behaviours in a systematic way to prevent the risk of any incidents and to ensure that our vision "Our Aim-No Accidents" is upheld.

In the event of an emergency, the following telephone numbers apply:

<b>Site</b>			
<b>Project Name:</b>	Albany Creek Library		
<b>Project Address:</b>	16 Ferguson Street, Albany Creek		
<b>Project Entry Point:</b>	16 Ferguson Street, Albany Creek		
<b>Site Phone:</b>	0466 823 327		
<b>Project Manager:</b>	Adrian Quillan	<b>Mobile:</b>	0466 823 327
<b>Site Manager:</b>	Ash Byrne	<b>Mobile:</b>	0403 542 463
<b>After Hours Contact:</b>	Adrian Quillan	<b>Phone:</b>	0466 823 327
<b>Emergency Services</b>			
<b>Fire / Police / Ambulance:</b>	000		
<b>Nearest Hospital:</b>	The Prince Charles Hospital 627 Rode Rd, Chermside QLD 4032 07 3139 4000		
<b>Nearest Medical Centre:</b>	Albany Family Doctors Shop 3/715 Albany Creek Rd, Albany Creek QLD 4035 07 3881 3335		
<b>Nearest Police Station:</b>	Albany Creek Police Station 179 Old Northern Rd, Albany Creek QLD 4035 07 3264 0599		
<b>Other</b>			
<b>Electricity:</b>	<b>Energy Australia:</b> 13 13 88	<b>Integral Energy:</b>	13 10 03
<b>Gas:</b>	13 19 09	<b>Water:</b>	13 20 90
<b>Poisons Info Centre:</b>	13 11 26	<b>Alcohol &amp; Drug Info Centre:</b>	(02) 9361 8000
<b>Telstra:</b>	<b>Faults:</b> 13 22 03	<b>Dial Before You Dig:</b>	1100

**Please familiarise yourself with the various emergency signals, evacuation routes, emergency exits, assembly areas, emergency personnel, first aiders, etc, in your area.**

## FIRST AID

In the case of an accident, incident or emergency involving injured person(s):

1. Attract assistance and if someone is injured, call for the First Aid Officer.
2. Contact the Site Manager - Ash Byrne on 0403 542 463
3. The Site Manager will coordinate the Emergency Response.
4. If the site office is unattended or if the Site Manager is unable to be located, call '000' and inform them of the service required (Police/Fire/Ambulance) and advise them of any restrictions or restraints for them to determine the type of Emergency Services required.
5. Provide address details noted below and arrange to have someone meet the Emergency Services at the Site Entrance.
6. Where possible, the person who contacts Emergency Services must stay on the phone until the emergency services personnel reach the injured person/s.
7. The First Aider is to remain with injured person(s) until assistance arrives.
8. Do not move the injured person(s) unless there is a higher risk of them being injured.  
(Refer to any instructions or first aid procedures provided by Emergency Services.)

Details required when contacting emergency services '000':

- Location of accident/emergency
- Type of injury/emergency
- Severity of injury/emergency
- Will the authorities (i.e. ambulance) be required.
- Name of building site - Albany Creek Library
- Address of the site - 16 Ferguson Street, Albany Creek
- Specific location of entry - 16 Ferguson Street, Albany Creek
- Site telephone number - 0466 823 327

## FIRE & EVACUATION

Each morning the Site Manager/Foreman checks that workers (including subcontractors) have signed the Site Attendance Register. This record will be used by the Site Manager/Foreman should an evacuation be conducted, to establish that all workers have been accounted for.

These *Emergency Plan and Procedures* identifies two assembly points; the main assembly area and a contingent assembly point should it be unsafe for personnel to use the main assembly point. The evacuation procedure includes a planned route for the evacuation of site (taking into consideration areas where emergency is likely to originate, e.g. confined spaces, areas requiring

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hot works, flammable material storage, etc.). The evacuation procedure/plan is tested by conducting practice drills on a 6-monthly basis; this will be recorded on the *Evacuation Drill Record*.

If you see a fire in the workplace, DO NOT PANIC!

- Raise the alarm – notify others in the workplace. Contact the Site Manager - Ash Byrne on 0403 542 463.
- **ONLY IF IT IS SAFE TO DO SO, AND YOU HAVE BEEN TRAINED IN THE USE OF FIRE FIGHTING EQUIPMENT** –workers are advised to try and contain the fire using the available fire-fighting equipment (e.g. fire extinguishers, hose reels or fire blankets) – workers are instructed not to place themselves at risk, and to always stay between the fire and your escape route.
- If the fire is large or appears as if it may get out of control, notify the Site Manager - Ash Byrne on 0403 542 463 and provide details of the location of the fire, the type of fire, the extent of risk or size of fire.
- The Site Manager will sound the air horn (two long blasts) to inform all workers to evacuate the site.
- If the site office is unattended or if the Site Manager is unable to be located, call '000' and inform them of the service required (Police/Fire/Ambulance) and advise them of any restrictions or restraints for them to determine the type of Emergency Services required, i.e. details required when contacting emergency services '000':
  - Location of accident/emergency
  - Type of emergency
  - Severity of emergency
  - Will the authorities (i.e. Fire Brigade) be required
  - Name of building site - Albany Creek Library
  - Address of the site - 16 Ferguson Street, Albany Creek
  - Specific location of entry - 16 Ferguson Street, Albany Creek
  - Site telephone number - 0466 823 327
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- **DO NOT HANG UP** until advised to do so by Emergency Services.
- If at all possible, arrange to have someone meet the Emergency Services at the Site Entrance.

If you hear an alarm sounding, DO NOT PANIC!

- Check your surrounding area for any signs of fire. If you do not see a fire or smoke, remain at your workplace for further instructions.
- If you see a fire, tell others in the workplace, and ensure that the Site Manager has been notified of the fire.
- **ONLY IF IT IS SAFE TO DO SO, AND YOU HAVE BEEN TRAINED IN THE USE OF FIRE FIGHTING EQUIPMENT** – workers are advised to try and contain the fire using the available fire-fighting equipment (e.g. fire extinguishers, hose reels or fire blankets) – workers are instructed not to place themselves at risk, and to always stay between the fire and your escape route.
- When advised to do so, evacuate the premises calmly to the designated Emergency Assembly Area as identified on the evacuation plan, and wait until advised to either re-enter the premises or leave.

**DO NOT RETURN TO THE SITE UNTIL EMERGENCY SERVICES AND THE SITE MANAGER GIVES THE ALL CLEAR.**

**IF THERE'S ANY DOUBT – PLAY SAFE – GET OUT!**

## BOMB THREAT

### (a) If you receive a bomb threat by telephone

**DO NOT HANG UP** – attract attention of another person, tell them that you have received a bomb threat on your phone, and ask them to notify the police immediately.

Attempt to keep the caller engaged in conversation – ask questions such as:

- Where is the bomb?
- What does it look like?
- When is it going to go off?
- Who put the bomb there?
- What organisation do you belong to?
- What was your name again?

**DO NOT HANG UP EVEN IF THE CALLER HANGS UP** – the call can still be traced if need be.

Follow any instructions given by emergency services, such as identifying all bags, parcels, etc. in your work area.

**YOU MUST NOT LEAVE YOUR WORK AREA UNTIL YOU ARE TOLD TO DO SO.**

### (b) If you find a suspicious article

Notify other workers in the area; attempt to establish ownership of the article. Contact the Site Manager - Ash Byrne on 0403 542 463.

If ownership cannot be established, the site Manager will notify the police (giving a full description of the article and its exact location).

Follow all instructions given by emergency services.

**DO NOT TOUCH OR MOVE THE ARTICLE.**

**YOU MUST NOT LEAVE YOUR WORK AREA UNTIL YOU ARE TOLD TO DO SO.**

## HAZARDOUS CHEMICAL SPILL or LEAK

1. Alert other workers in the vicinity of the spill or leak – evacuate the area if necessary.  
See the relevant Safety Data Sheet (SDS)
2. Notify the Site Manager - Ash Byrne on 0403 542 463.
3. If the spill or leak is 'large' or extremely hazardous (as defined by the SDS) contact emergency services.
4. Do not place yourself at risk – ensure that you are properly protected before entering the area.
5. Eliminate all sources of ignition within the area.
6. Prevent spillage from entering drains and watercourses.
7. If possible, stop the spill or leak (i.e. close valves, decant into sound container, etc.)

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8. Clean up the spilled material and place it into a suitable sealable container for disposal. See *the relevant SDS*.
9. Clean floors, etc. where the spill occurred to remove residue. See *the relevant SDS*.
10. Label containers of waste material for disposal at an approved chemical waste facility
11. Fully ventilate the affected area to ensure safe atmosphere before allowing re-entry into area.

## POWER FAILURE

1. Determine whether the outage is local or due to supply grid failure.
2. Notify the Site Manager - Ash Byrne on 0403 542 463.
3. Determine the probable duration of the outage.
4. Determine if any plant or machinery needs to be closed down, and follow the manufacturer's shut-down instructions.
5. If the outage will be extensive, follow the Site Managers instructions for operation shut down and evacuation.

## ELECTRICAL CONTACT

In the case of an accident, incident or emergency involving person(s) coming in contact with live electrical.

1. Attract assistance, call for the First Aid Officer.
2. Contact the Site Manager –
3. The Site Manager will coordinate the Emergency Response.
4. If other people are available, have them locate the temporary switchboard and turn off the main switch at the temporary distributing board while the rescue is being performed.
5. Site Manager to call an ambulance.
6. Once contact has been broken, ensure any by-standers remain clear of the electrical hazard and render first aid/CPR immediately.
7. The First Aider is to remain with injured person(s) until assistance arrives.
8. Do not move the injured person(s) unless there is a higher risk of them being injured.  
*(Refer to any instructions or first aid procedures provided by Emergency Services.)*

Details required when contacting emergency services '000':

- Location of accident/emergency
  - Type of injury/emergency
  - Severity of injury/emergency
  - Will the authorities (i.e. ambulance) be required
  - Name of building site - Albany Creek Library
  - Address of the site - 16 Ferguson Street, Albany Creek
  - Specific location of entry - 16 Ferguson Street, Albany Creek
  - Site telephone number - 0466 823 327
9. Where a person is in contact with high voltage electricity, or the voltage level is not known, no attempt should be made to perform a rescue until an authorised electricity supply company

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representative confirms the power is off, and the situation is safe to approach. People are conductive and while a person is in contact with high voltage, the rescuer is at risk of being electrocuted and step and touch potential hazards may be present.

10. Where the voltage is known to be low voltage, as in a domestic home, a rescue may be carried out if the rescuer is trained in managing the risks posed by low voltage electricity. The rescue should be attempted as quickly as possible, as every second is vital to ensure survival.
11. Where possible, the circuit should be switched off or in the case of an appliance/tool, the appliance/tool plug removed from the power point before a rescue attempt is made.
12. If the circuit cannot be switched off, or switched off in a timely manner, the victim's contact with the electricity must be broken quickly. This can be achieved by pushing or pulling the victim away from the contact using an item of sufficient insulating quality appropriate for the voltage level.

## What to do

Great care must be taken to ensure that contact is not made with the victim's skin.

Items providing sufficient low voltage insulating quality for this situation include:

- a. dry clothing
- b. dry material e.g. curtains, towels, sheets, blankets
- c. dry wood
- d. dry rope
- e. PVC or other types of plastic pipe
- f. Rubber

Do not use anything metallic or anything damp or moist.

## EXCAVATION COLLAPSE

If a worker is trapped in an excavation or trench, the following actions must be undertaken:

1. Stay calm.
2. Site Manager to take charge of the job site until a trained team arrives on site.
3. Safely get everyone who is not trapped out of the trench. Account for all workers.
4. Call 000 and report the collapse. If the construction site is difficult to find, designate someone to meet the trained rescuers at a readily identifiable address or landmark, and direct them to the collapse location.
5. Keep everyone who is not directly involved in the rescue/recovery at least 50m from the trench or excavation.
6. Shut down all equipment, except pumps that are being used to remove water in the immediate vicinity of the cave-in.
7. Stop or reroute traffic that might create vibrations and cause a secondary collapse.
8. Do not attempt to dig the victim out with a backhoe or excavator. Such equipment may further injure the victim.
9. Do not remove the victim's tools or equipment. They can be helpful in locating the victim.

In addition, the following information should be gathered in preparation to give to the rescue authorities/rescue team on arrival:

1. Number of workers trapped.
2. Where the victim(s) was last seen
3. The time the cave-in occurred.

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4. The depth of the trench
5. The soil type.
6. An estimate of how much soil has collapsed on the victim.
7. The presence of any potentially harmful atmospheres
8. The location and condition of all underground utilities

## PLANT & EQUIPMENT COLLISION (HV/LV/PEDESTRIAN)

On discovering crash/collision involving heavy vehicles, light vehicles and or pedestrians, a person should:

Stop or shut down the equipment.

1. Site assessed for hazards,
2. Assist anyone in danger if safe to do so,
3. Ring emergency number (000). provide the following information:
  - a. Organisation
  - b. Caller name and position
  - c. Exact location of the emergency
  - d. What is the number of casualties?
  - e. Evacuation actions being taken.
  - f. Answer any other questions if possible.
  - g. Scene to be made safe.
4. Ensure scene has been made safe,
5. Warn others in the area and establish an exclusion zone,
6. Evacuate to the assembly point as and when instructed by the Site Manager or his delegate, or when it is unsafe to remain in the area,
7. The Site Manager or delegate should stand by their assembly point and await instructions from emergency services representatives,
8. Await further instructions from the emergency services representative.

## RESCUE FROM WORKING AT HEIGHTS

The use of on-site cranes and elevated work platforms (EWP) may be considered in the rescue plan. Specialist support may be identified as a requirement and the personnel and expertise contracted for the duration of the risk. This may be specialist rope rescue or other as required.

On discovering a person requiring rescue from working at heights, workers should follow the procedure below:

1. Stop or shut down any equipment in the area,
2. Site assessed the hazards,
3. Assist anyone in danger if safe to do so, the specific SWMS rescue plan shall be implemented particularly where risk of suspension trauma is possible.
4. Ring emergency number (000) provide the following information:
  - a. Organisation
  - b. Caller name and position
  - c. Exact location of the emergency
  - d. What is the number of casualties?
  - e. Evacuation actions being taken.
  - f. Answer any other questions if possible.
  - g. Scene to be made safe.
5. If directed, stand by to assist with rescue (as coordinated by emergency services)
6. Await further instructions from emergency services representative.

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## EVACUATION OF PREMISES

