



# Emergency procedures – instructions to farm staff

The first priority in the event of an emergency is for the safety of all people present.

## EMERGENCY PHONE NUMBERS

### Dial 111 for Fire/Police/Ambulance

1. Tell the operator which emergency service you want
2. Wait until the service answers
3. Give the following address *(Employer to complete)* :

*(Rural ID number)* :

*(Road name)* :

*(Nearest Town/Village)* :

*(Region)* :

*(How to get to Fuel Storage)* :

4. Do not hang up until told to do so by the emergency service

**Immediately after calling 111, call your manager or a neighbour for support**

**Use an alternative phone if emergency services ask you to keep the line available**

*To be effective, this chart must be read and understood by all staff until it becomes second nature.*

## EMERGENCY PROCEDURES

---



# In any emergency

Turn to the relevant page to confirm what to do

Contact the people below as appropriate for support

Report to your manager all events that result in harm to people or damage to property where the emergency services or employees are involved

	Name	Phone (Day):	Phone (Night):	Phone (Mobile):
Farm manager				
Farm owner				
Approved handlers				
Fire service				
Police				
Ambulance				
Doctor				
Hospital				
Regional council				
Neighbour				
Other numbers				
Electrician				
Plumber				

Location of nearest phone (Employer to complete):

## EMERGENCY PHONE NUMBERS



# Fire and emergency procedures checklist

*You must know and understand what to do if a fire occurs. Your first concern is the immediate safety of visitors and staff; secondly, the need to call emergency services and then to contain the fire but only if it is safe to do so. If help is available, allocate responsibilities to others to create a competent fire fighting team.*

## FIRE EMERGENCY CHECKLIST

1. Raise the alarm and evacuate people from the area
2. Call emergency services (dial 111)
3. Call farm manager

## PRECAUTIONS

- Do not endanger yourself – make sure you have an escape route
- Do not use water on petroleum or electrical fires
- Do not leave the site unattended if there is risk of further outbreak
- Advise your farm manager of the incident

Evacuation point *(Employer to complete)* : \_\_\_\_\_

Location of nearest phone *(Employer to complete)* : \_\_\_\_\_

## FIRE AT A FLAMMABLE STORAGE FACILITY

- Evacuate people from the area
- If it is safe to do so, switch off power to all equipment
- Call the fire service (dial 111)
- If a small fire, use your fire extinguisher if it is safe to do so – try to contain and extinguish the fire
- If the fire is near a fuel tank, do not attempt to extinguish the fire – retreat to a safe distance
- Be prepared to direct the fire service to the scene

## FIRE

---



# Spill procedures checklist

*You must know and understand what to do if a spill occurs. Your first consideration is the immediate safety of visitors and staff; secondly, the need to call emergency services and then contain the spill if it is safe to do so. If help is available allocate responsibilities to others to create a competent team to deal with the spill.*

## SPILL CHECKLIST

1. Raise the alarm and evacuate people if necessary
2. Call emergency services (dial 111)
3. Utilise safety equipment to contain the spill
4. Call on specialist advice
5. Clean up spill
6. Dispose of wastes

## PRECAUTIONS

- Do not endanger yourself
- Do not leave the area unattended if there is a risk of a further spill
- Advise farm manager of the incident
- If spill is likely to enter a waterway notify the local authority

Evacuation point (*Employer to complete*):

---

Location of nearest phone (*Employer to complete*):

---

## FUEL OR AGRICHEMICAL SPILL

- If the spill is from the hose or tap, shut the isolation valve
- Warn people in area of the spill – evacuate if necessary
- Remove sources of ignition if flammable substance present
- Weigh up the spill – only respond if you believe it is safe to do so
- Refer to the safety data sheet or call on an approved handler or other specialists for advice
- If necessary, call emergency services and advise local authority
- Put on safety equipment (e.g. overalls, boots, gloves, eye protection, etc.)
- Contain the spill if it is safe to do so – utilise a drip tray or oversize container or spill kit to soak up the substance
- Dispose of waste safely as set out in the safety data sheet

## FUEL OR AGRICHEMICAL SPILL

---



# Incident reporting

Every accident resulting in injury or damage to farm property must be reported to your manager immediately

Respond to the accident promptly and positively

Collect relevant information about the accident

Develop and take remedial actions

Complete insurance claims and reports required

## FIRST AID

- A first aid kit must be kept on the premises and maintained
- All staff must know basic first aid procedures

## MINOR INJURY ACCIDENTS

- Minor cuts and abrasions, burns and eye irritations must be attended to immediately
- If in doubt obtain medical assistance

## SERIOUS INJURY ACCIDENTS

- Call an ambulance immediately (dial 111)
- Seek the assistance of any medical practitioner or first aider
- Advise your manager

## PROPERTY DAMAGE

- All damage to farm property must be reported to your manager

## INCIDENT REPORTING

---



# When disaster strikes

Turn on your radio for advice and information

Know the civil defence warning signal

Know your nearest civil defence post and police station

## EARTHQUAKE

### During the earthquake

- Stay indoors where practical
- Keep calm
- Keep away from windows and heavy furniture
- Take cover – use a doorway or get under a strong table or other sturdy structure

### After the earthquake, if the building is damaged

- Turn off water, electricity and gas at mains
- Don't let your water supplies go to waste
- Treat injuries
- Get in touch with neighbours – they may need help
- When help is needed go to your nearest civil defence post
- Advise manager of damage sustained

## FLOOD

- Be prepared to get to high ground
- Turn off electricity and gas supplies
- Do not go into floodwaters alone
- Prevent sightseeing
- Do not drink floodwater
- Move valuables, clothing, food, and medicines above likely reach of floodwater
- Avoid back flow from drains and toilets – fit bungs or sandbags and weigh down

## CIVIL DEFENCE

---



# Emergency first aid

## CONTROL OF BLEEDING

1. Direct pressure – use your hand(s).
2. Elevate (raise) the limb
3. Apply a pad and firm bandage.
4. If necessary use clean rags or clothing.

### Remember

- Always check circulation below the bandage!
- If there is tingling, numbness or blueness loosen the bandage.

## MANAGEMENT OF BURNS

1. Cool the burnt area with cool water for 10-15 minutes.
2. If necessary, cover the burn with a clean dressing or plastic wrap before removing person to medical aid.

### Remember

- Do not burst blisters.
- Do not remove clothing that is stuck.
- Do not apply creams.

## MANAGEMENT OF EYE INJURIES

### Foreign bodies in the eye(s)

1. Wash the eye(s) with eyewash or clean water.
2. If the foreign body is stuck to the eye surface, **do not** attempt to remove it.  
Place a covering over the eye(s) and send for, or take, the person to medical aid.

## MANAGEMENT OF CHEMICALS IN EYE(S)

### Chemicals in the eye(s)

1. Wash the eye(s) with clean cool water for at least 15 minutes.
2. Wash from near the nose outwards and always wash under the upper eyelid.
3. Send for, or take, person to medical aid.

## MANAGEMENT OF MINOR WOUNDS

### Abrasions, small cuts

1. Clean the wound with mild antiseptic or soap and water.
2. Cover lightly with clean dressing.

## BREATHING

If a person is breathing but unconscious, turn them onto their side to prevent airway obstruction (tongue or vomit).



# Cardio-pulmonary resuscitation (CPR)

Call emergency services

**Danger:** Check for the safety of yourself, the casualty and bystanders. Act only if it is safe to do so

**Response:** Check for response, gently shake and shout. If no response, proceed as follows

## TO CHECK FOR BREATHING

1. Turn casualty on side and, if necessary, clear any foreign matter from their mouth with your fingers
2. Tilt head back and raise chin forward
3. Check for breathing
  - (a) Look for movement
  - (b) Listen for breathing
  - (c) Feel for breath on your cheek
  - (d) If person is not breathing proceed as follows
4. CPR
  - (a) Pinch nose
  - (b) Seal your mouth over casualty's mouth
  - (c) Blow twice into casualty's mouth
  - (d) Position hands in centre of chest
  - (e) Push down on chest firmly and quickly 30 times

If poisoning is suspected you should not attempt direct mouth to mouth resuscitation

Continue with two breaths and 30 pumps until help arrives

## CALL, BLOW, PUMP



**Call**  
Dial 111



**Blow**  
Tilt head  
Lift chin  
Check breathing



Give two breaths



**Pump**  
Position hands  
in the centre  
of the chest



Firmly push down  
two inches on the  
chest 30 times

Continue with two  
breaths and 30 pumps  
until help arrives

## CARDIO-PULMONARY RESUSCITATION (CPR)





# Equipment information

## FIRE FIGHTING EQUIPMENT

*(to be completed by person in charge) :*

	Fire extinguisher 1	Fire extinguisher 2 <i>(if required)</i>	Other <i>(e.g. hose reel, additional extinguishers)</i>
<b>Location :</b>			
<b>Description :</b> <i>(2kg dry powder or 9 litre foam/other)</i>			

## SPILL KIT

*(to be completed by person in charge) :*

<b>Location of spill kit :</b>	
<b>Spill kit contents :</b> <i>(sand/soil/wool boom/other)</i>	
<b>Equipment used to deploy spill kit :</b> <i>(tractor/trailer/manual)</i>	

## EMERGENCY EQUIPMENT



# Required information

## PEOPLE WITH RESPONSIBILITIES UNDER THIS PLAN

(to be completed by person in charge and staff involved) :

Name of approved handlers :

(1) :

(2) :

(3) :

Name of person in charge :

Other people with responsibilities under this plan : (Name) :	(Responsibility) :	(Phone) :

## RECORD OF PLAN TESTING

(to be completed by person in charge) :

	2007 (Indicate yes/no) :	2008 (Indicate yes/no) :	2009 (Indicate yes/no) :	2010 (Indicate yes/no) :
People with responsibilities able to be contacted				
All staff able to respond appropriately to a fire				
All staff able to respond appropriately to a spill				
Staff able to respond to a civil defence emergency				
Issues identified in plan test				
Actions taken to rectify issues identified in plan test (Enter in notes page)				
Date issues rectified				

## PEOPLE WITH RESPONSIBILITIES

