# Student worksheet – Emergency Procedures

## Key messages

* Listen carefully when you are told about the first aid and emergency arrangements and other procedures at your workplace
* If you are still not sure, ask for further information
* Do not rush, stay calm, listen and do exactly what you are told

## Dealing with an emergency

* Incidents and accidents sometimes happen in workplaces, so you must know what to do in an emergency
* Every workplace is different, so you need to know who the important people are in an emergency
* If the alarm to evacuate is activated you must follow your supervisor’s instructions and go straight to the evacuation area
* You must not stop to pick up your belongings or continue to work
* You must not run or stop along the way
* You must not play with your phone or take pictures

|  |  |
| --- | --- |
| Important people in an emergency at the workplace | |
| **My supervisor** | Your supervisor or key person is the most important person to speak to in an emergency. You must report to them for instructions if an emergency occurs immediately. |
| **Trained first aiders**  **first aid officer** | The first aider has been trained regularly on how to help someone who has been injured. The first aid person will look after the injured person until they  can get medical help. |
| **Trained fire wardens**  **fire warden** | The fire warden has been trained regularly on how to help employees if there may be danger. The fire warden looks after all of the people at the workplace to make sure they know where everyone is in an emergency and to make sure that everyone meets at the same safe area when there is an evacuation. Even if you cannot see a fire and the alarm goes off you **MUST** do what they say and go straight to the evacuation point. |

|  |  |
| --- | --- |
| Emergency procedures | |
| **Emergency evacuation procedures**  **evacuation** | There is a law that means that emergency evacuation signs must be kept in a place that everyone can see in the workplace. These signs include maps that show you where to assemble in an emergency. |
| **Emergency assembly point**  **emergency assembly** | The emergency assembly point is the area that everyone must go to when there is an evacuation alarm. It is outside of the building and a safe distance from the workplace. You must be shown by your supervisor how to find this area before you start working. |

|  |  |
| --- | --- |
| Emergency equipment | |
| **Fire extinguishers**  **fireextinguisher** | Your employer must tell you where fire extinguishers are located, what types of fire they are suitable for, who is authorised to use them and who your fire wardens are. |
| **Alarm signals**  **fire alarm** | If there is a fire or emergency, an alarm of some kind will sound. You must be able to identify the alarm signals, so you know what they mean. Your employer must provide training, so you know what to do and where to go if there is an emergency. |

## emergency exit Activity 1: What should you do in an emergency?

In groups of two discuss the following questions and share with your class.

* What are the emergency procedures at your school?
* What are the signs that you are likely to hear/see in the workplace if you need to evacuate?
* What are the evacuation steps/procedures likely to be?
* Have you ever been in an emergency situation?
* Draw a map showing your school and the route you might use to evacuate in an emergency
* Who should you listen to in an emergency at school?
* Who should you listen to in an emergency while you are on work experience?

## Activity 2: Emergency situations



Discuss the following situations with your class.

What would you do?

Julie is working in a bakery. There is an alarm going off, but Julie cannot smell or see anything wrong. What should she do?



|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |

Indi is doing work experience in an office. The power goes out. What should he do?



|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |

Dale is working in a factory when he hears a loud crash coming from the factory floor. What should be do?



|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |

Candice is in the tea room having her lunch during work experience. Candice can smell smoke. What should she do?



|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |