Darling Downs Potters' Club

Procedure Title: Emergency Procedure
Procedure Owner: The Board
Applies To: All members
Effective Date: 3/3/2026
Review Date: 3/3/2027

Emergency Procedures

These Emergency Procedures form an appendix to the Club's Work Health and Safety (WHS) Policy. They apply to all members, volunteers, tutors, students, visitors, and members of the public while on Club premises or participating in Club activities.

1. Purpose

The purpose of these procedures is to:

- Provide clear instructions for responding to emergencies.
- Minimise injury, illness, and property damage.
- Ensure an orderly and safe response to foreseeable emergency situations.
- Meet WHS and insurer risk management expectations.

2. General Emergency Response

In any emergency:

1. **Stop work immediately** if safe to do so.
2. **Assess the situation** and remove yourself and others from immediate danger.
3. **Raise the alarm** – alert others nearby.
4. **Call Emergency Services (000)** if required.
5. **Follow evacuation or response instructions.**
6. **Notify a committee member or responsible person** as soon as practicable.

Do not place yourself at risk when responding to an emergency.

3. Emergency Contacts

- **Emergency Services:** 000

- **Nearest Hospital:** Toowoomba base Hospital.
- **Committee Contact:** Sam Hudson President 0423 763 241 .

Emergency contact details must be displayed prominently on noticeboards.

4. Fire and Smoke Emergency

4.1 In the Event of Fire or Smoke

- Activate the alarm or loudly alert others.
- If trained and it is safe to do so, use the appropriate fire extinguisher.
- Do not attempt to fight large or spreading fires.
- Evacuate immediately if instructed or if conditions become unsafe.

4.2 Evacuation Procedure

- Follow exit signage and evacuate via the nearest safe exit.
- Do not stop to collect personal belongings.
- Assist visitors or persons requiring help if it is safe to do so.
- Assemble at the designated assembly point.
- Do not re-enter the building until advised it is safe.

5. Medical Emergency or Injury

- Call **000** immediately for serious injury, illness, or unconsciousness.
- Do not move the injured person unless they are in immediate danger.
- Provide first aid only if trained and it is safe to do so.
- Send someone to meet emergency services and direct them to the location.
- Record the incident as soon as practicable after the event.

6. Burns and Heat-Related Injuries (Including Kiln-Related)

- Remove the person from the heat source if safe.
- Cool burns immediately with cool running water for at least 20 minutes.
- Do not apply creams, oils, or ice.
- Cover the burn with a clean, non-stick dressing.

- Seek medical assistance as required.
- Report the incident.

7. Chemical Exposure or Inhalation

- Stop work immediately.
- Move the affected person to fresh air if safe to do so.
- Refer to the relevant Safety Data Sheet (SDS.)
- Rinse affected skin or eyes with water for at least 15 minutes if exposed.
- Seek medical assistance where symptoms persist or exposure is serious.
- Isolate the area and report the incident.

8. Gas, Electrical, or Equipment Emergency

- Shut down equipment if safe to do so.
- Isolate power or gas supply if trained and authorised.
- Evacuate the area if there is risk of fire, explosion, or electric shock.
- Do not use faulty equipment until it has been assessed and cleared.

9. Structural Damage or Unsafe Conditions

- Evacuate the affected area.
- Prevent access using barriers or signage if safe to do so.
- Notify a committee member immediately.
- Do not re-enter until the area is declared safe.

10. Assembly Point

The designated emergency assembly point is:

Location: The Western fence in the carpark.

All persons must remain at the assembly point until accounted for and advised otherwise.

11. Post-Emergency Actions

- Do not resume activities until it is safe to do so.

- Ensure incidents are recorded in the incident register.
- Notify the Club's insurer where required.
- Review emergency response and implement improvements if necessary.

12. Training and Review

- Emergency procedures will be included in member inductions.
- Emergency equipment and signage will be checked periodically.
- These procedures will be reviewed:
    - At least every two years.
    - After an emergency or near miss.
    - Following changes to facilities or activities.