



EMERGENCY INFORMATION BOARD

Complete before work starts and display where workers and occupants can readily see it.

EMERGENCY

111

FIRE | AMBULANCE | POLICE

SITE ADDRESS

SCS SITE LEAD

CONTACT PHONE

EMERGENCY ASSEMBLY POINT

NEAREST MEDICAL / HOSPITAL

FIRST AIDER / FIRST AID LOCATION

FIRE EXTINGUISHER / FIRE EQUIPMENT

RESCUE PLAN / HEIGHT RESCUE LOCATION

CLIENT / PROPERTY CONTACT

IN AN EMERGENCY

- Stop work and make the immediate area safe without putting yourself at risk.
- Call 111 where emergency services are required. Give the exact site address and access instructions.
- Raise the alarm, assist occupants to a safe location, and keep emergency access clear.
- Do not re-enter or restart work until authorised and controls have been reviewed.

OCCUPIED BUILDING CHECK

- Account for known workers and notify the client/resident contact of the emergency.
- Consider vulnerable occupants who may need assistance to evacuate or understand instructions.
- Do not block exits, stairs, corridors, driveways or fire-service access with tools, materials or vehicles.