

Safe Work Procedure Emergency Evacuation

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The following procedure shall be adhered to by Nino Constructions Pty Ltd personnel and visitors for all emergencies.

1. Upon hearing the emergency call all personnel shall stop work immediately, make the work area safe if safe to do so and then proceed to the nearest emergency muster point.
 - 1.1. The nominated NC Emergency Coordinator will take the Emergency Evacuation Roll Call folder and a Two-way Radio to the muster point.
 - 1.2. Supervisors shall be responsible for communicating names to the NC Emergency Coordinator.
 - 1.3. Site Security shall be responsible for stopping persons entering the site during an evacuation.
2. On arrival at the emergency muster point, provide your name to the Supervisor or NC Emergency Coordinator and remain in the muster area until given further instructions from the NC Emergency Coordinator through your Supervisor.
3. Roll call conducted by the NC Emergency Coordinator.
 - 3.1. NC Emergency Coordinator shall complete the roll call for personnel who have evacuated to the office muster point.
 - 3.2. The field Supervisor shall complete the roll call for personnel who have evacuated to the field muster point. The Supervisor will then wait until the NC Emergency Coordinator contacts him for this information.
 - 3.3. NC Emergency Coordinator shall check with Security if any NC personnel are there.
4. On completion of the roll call the NC Emergency Coordinator shall contact the Client's Superintendent to advise that all personnel are present and accounted for.

NOTE: The NC Emergency Coordinator shall also advise the Client's Superintendent if any personnel on the roll have left site for business or other reasons.
5. When satisfied the emergency is over, the Client's Superintendent shall advise the NC Emergency Coordinator that work may resume.
6. The NC Emergency Coordinator shall then notify NC personnel that the emergency is over and the all clear has been given to resume work.