

# Emergency Procedures Handbook



Members, Directors, cast and crew must read and become familiar with these procedures.

*This copy belongs at: \_\_\_\_\_*

# Emergency Contacts

Updated March 2023

## Dial 000 – Fire /Ambulance / Police

Police – Maitland	4934 0200
Ambulance (not for emergencies)	4921 7500
Fire – Maitland Station	4927 2574
Poisons Information Centre	13 11 26
AUSGRID Power Lines	13 13 88
Jemena Gas Supply	13 19 09
Hunter Water Corporation	1300 657 000
Maitland City Council	4934 9700
State Emergency Services	13 25 00
Mental Health	1800 011 511 or 4939 2456
Telstra	13 29 99
Maitland Regional Art Gallery	4934 9859
Sun Street Studios	0427 849 902
PCYC	4934 5865

<b>Name</b>	<b>Position</b>	<b>Telephone</b>
Dimity Eveleens	President	H 4933 9260 M 0409 712 264
Anne Robinson	Senior Vice President	H 4933 6396 M 0427 336 396
Robert Comber	Junior Vice President	M 0417 657 959
Ian Robinson	Secretary	H 4933 6396 M 0427 933 280
Terry Allen	Treasurer	M 0422 072 460 H 4933 3741
Aimee Cavanagh	Committee Member	N/A
Alana Burton	Committee Member	M 0448 462 004
Colin Delaney	Committee Member	M 0433 124 233
Kaysia Dowie	Committee Member	M 0448 278 867
Frank Oakes	Committee Member	M 0493 235 857
Matt Scoles	Committee Member	M 0402 661 095
Dan Shaunessy	Committee Member / Public Officer	M 0410 483 424

# Emergency Procedures

**In an Emergency  
Telephone:  
000**

**When you dial the emergency number:**

1. State your name
2. State your location:  
**Maitland Repertory Theatre,  
Cnr High & James Streets, Maitland  
opposite Maitland Town Hall**
3. State the nature of the emergency and/or fire
4. Any other relevant information

## Evacuation Procedures

**If in apparent danger or you have been instructed to evacuate:**

1. *If it is safe to do so*, switch off all electrical equipment, put out any open flames and secure your area. Place any trolleys or any other obstructions away from the fire exit pathway.
2. Assist and lead all patrons to the nearest fire exit and proceed in an orderly manner to the Assembly Point. Close all doors as you are leaving.
3. Do not re-enter the building until it is safe to do so and you are directed by an authorized person.

- **Assembly Point:**  
258 High Street (old MERCURY Bldg)
- **Alternate Assembly Point:**  
PCYC Car Park  
(take care crossing James Street)

## Do You Know?

**For your general safety:**

1. The location of your nearest emergency/fire exit?



2. The location of your nearest first aid kit?



3. The location of your nearest fire extinguisher



4. Taking one component away from the fire triangle will extinguish the fire

*Heat Fuel Oxygen*



## Fire Extinguishers, Hose Reel and Fire Blankets

**If safe to do so:**



1. Select the correct extinguisher
2. Remove from bracket
3. Carry to the scene
4. While clear of the fire (no closer than 2m), use the following PASS method:

**P** – Pull and twist the pin out, then test the extinguisher  
**A** – Aim the nozzle at the base of the fire  
**S** – Squeeze the two handles together to discharge the agent  
**S** – Sweep the nozzle side to side until the fire is out  
Step back and watch for possible re-ignition

### Types and Uses of Fire Extinguishers

#### CO<sup>2</sup> - Identified by Black band

Suitable primarily for Electrical fires. Has limited effectiveness on ordinary combustibles, combustible liquids and cooking oils and fats.

#### BE – identified by White Band or label

Effective on ordinary combustibles, combustible liquids and electrical fires. Limited effectiveness cooking oil/fats.

**If safe to do so:**



1. Open the valve – ensure nozzle of the reel is turned off
2. Run out toward the scene of the fire
3. Open nozzle and direct stream at the base of the fire

**NB – THE HOSE REEL IS NOT FOR USE ON FIRES WITH AN ELECTRICAL OR FAT/OIL HAZARD**

### Fire Blanket

- Pull the tabs to release the blanket;
- Shake it open and, holding the tabs, cover hands with the blanket ends;
- Place the blanket carefully over the vessel (eg frypan) to contain the fire;
- The source of heat (eg gas ring) should then be turned off and the fire blanket left in place until cool and the fire brigade called;
- **Under no circumstances should the blanket be lifted until completely cool.**

In the case of a clothing fire, the victim should be wrapped in the blanket and rolled on the ground.

# Medical Emergency Plan

# 1.

If a medical emergency occurs, every second counts!

**Call Triple Zero (000) immediately and ask for AMBULANCE**



# 2.

- ❖ When you call Triple Zero (000) you will be asked a series of questions by the Ambulance call taker.
- ❖ An Ambulance will be dispatched as soon as the information below has been given.
- ❖ Stay on the line and the call taker will provide first aid information to assist the patient if required.
- ❖ Keep the contact phone number you gave the call taker free in case they have to call back.

**Suburb:**

MAITLAND, NSW 2320

**Street name and number:**

For large buildings, identify a prominent meeting point

244 High Street  
Opposite Town Hall

**Nearest cross street:**

If in a rural area, note identifiable landmarks

James Street

**Emergency vehicle access point:**

High Street entrance

**Phone number you are calling from:**

**02 4934 8713**  
(this is the number of the phone at the James Street foyer)

# 3.

**Emergency vehicle meeting point**

Ask a co-worker to meet the Ambulance at the agreed meeting point.








**Access**

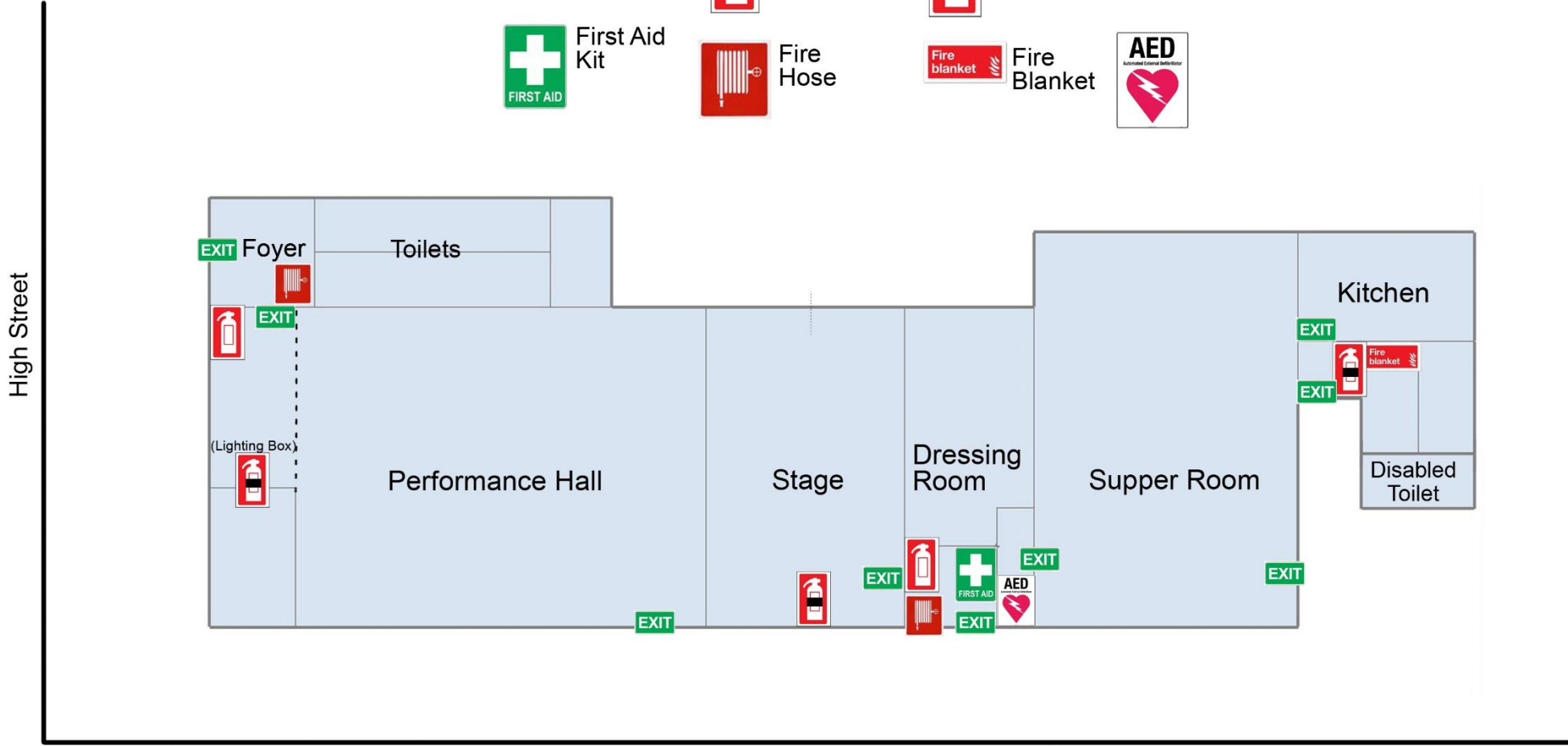
Clear hallways of obstructions to allow easy access to the patient by paramedics.

Advise co-workers that an Ambulance has been called and ask them to open the side doors if necessary for ramp access.

# LOCATION OF EXITS, FIRE EXTINGUISHERS AND SAFETY EQUIPMENT MAIN BUILDING





## Key

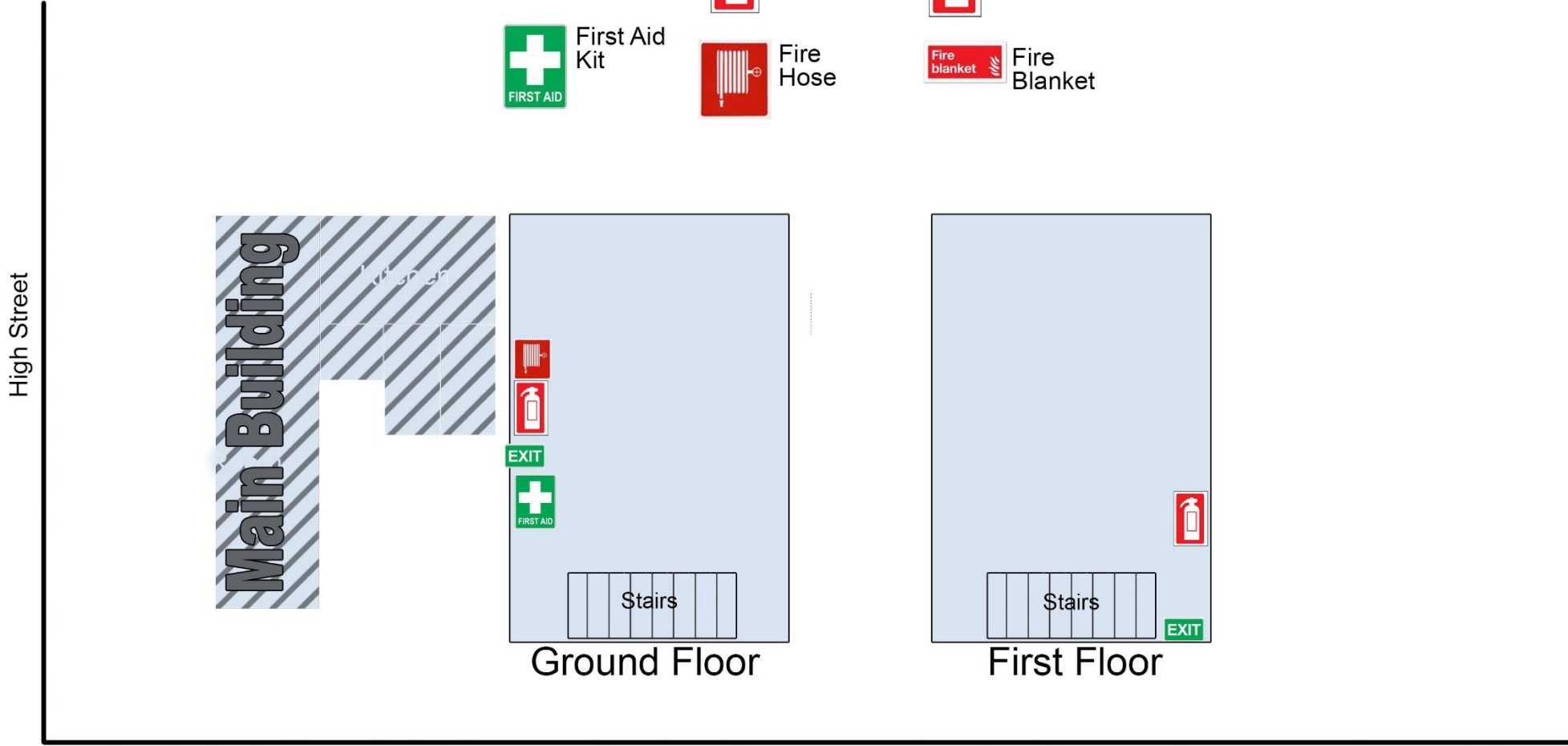
 Exits	 CO <sub>2</sub> Extinguisher	 BE Dry Chemical Extinguisher
 First Aid Kit	 Fire Hose	 Fire Blanket
		 AED <small>Automated External Defibrillator</small>



# LOCATION OF EXITS, FIRE EXTINGUISHERS AND SAFETY EQUIPMENT REHEARSAL AND STORAGE BUILDING

## Key

-  Exits
-  CO<sub>2</sub> Extinguisher
-  BE Dry Chemical Extinguisher
-  First Aid Kit
-  Fire Hose
-  Fire Blanket



# LOCATION OF EMERGENCY EVACUATION ASSEMBLY POINTS

