

DC RESOURCING EMERGENCY RESPONSE PLAN

Newcastle Office

**16-18 Newcomen Street, Newcastle
NSW, 2300.**

PO BOX 520, Newcastle NSW, 2300



- June 2024



Contents

Emergency Management 3

Introduction 3

References 3

Location Details..... 3

Description..... 3

Sources of Emergency 4

Medical Emergency 4

Key People 4

Emergency Protocols 5

Evacuation 5

Accounting for People 5

Emergency Services 5

Post Emergency Action..... 5

Resources (Equipment)..... 6

Training..... 6

Review and Improvement 6

DC Resourcing Floor Plan and Emergency Exit Map 7

DC Resourcing Pty Ltd. ABN: 41 126 753 615.

NEWCASTLE: Ground Floor, 16-18 Newcomen St, Newcastle NSW 2300.

PO Box 520, Newcastle NSW 2300

WOLLONGONG: Unit 14 / 30 Swan Street Wollongong NSW 2500.

CANBERRA: Suite 27B, Level 3, 54 Benjamin Way Belconnen ACT 2617.

SYDNEY: Suite 203, Level 2, 27 King Street Rockdale NSW 2216

Ph: 1300 961 327. Fax: 1300 783 327



Emergency Management

Introduction

This Emergency Management Plan aims to provide the emergency control structure and procedures to prevent injury and personnel, visiting employees and surrounding businesses within our company in the event of an emergency. The following procedure and plans will also help to minimize damage to the Company's equipment, Plant and all Staff.

The Plan provides an Emergency Control Organisation (ECO) that is responsible for the most safe and efficient evacuation of all personnel when the case of an emergency occurs and for any ongoing monitoring of Emergency Systems to ensure its effectiveness.

This plan has been prepared in consultation with personnel from the Newcastle Office, but may be amended at any time due to changed conditions or feedback from personnel.

References

AS3745- Emergency Control Organisations for Buildings and Workplaces

Location Details

Description

Dylan Cross commenced DC Resourcing Pty Ltd (DCR) in 2007 to provide contract management services to established recruitment organisations throughout Australia.

In July 2010 DCR evolved into a standalone labour provision service provider, capturing an opportunity to provide high quality labour provision service to the construction and engineering sectors throughout NSW and Nationally.

DCR is a local, family-owned business built upon the foundation of outstanding relationship management, flexibility to meet customer needs, continued service excellence; unparalleled commitment to workplace safety, and premium tailored labour solutions to our construction and engineering industry partners.

The Newcastle Head Office accommodates for four people for now, but will be continuing to grow in the future.

The building is situated within the mixt of Newcastle itself, a city rich in history and breathtaking views.

DC Resourcing Pty Ltd. ABN: 41 126 753 615.

NEWCASTLE: Ground Floor. 16-18 Newcomen St, Newcastle NSW 2300.

PO Box 520, Newcastle NSW 2300

WOLLONGONG: Unit 14 / 30 Swan Street Wollongong NSW 2500.

CANBERRA: Suite 27B, Level 3, 54 Benjamin Way Belconnen ACT 2617.

SYDNEY: Suite 203, Level 2, 27 King Street Rockdale NSW 2216

Ph: 1300 961 327. Fax: 1300 783 327



Sources of Emergency

Medical Emergency

Serious personal injury or illness such as a laceration, heart attack or any broken bones is an emergency situation requiring a fast response by personnel and emergency services but **does not always warrant evacuation**. The immediate response shall be to:

- Determine the extent of the injury and what Medical assistance will be required
- Identify the closest First Aid who can respond to the situation.
- Provide as much First Aid that is possible-Endeavour to stop any serious bleeding
- Keep calm and give brief but accurate description of the injuries to the appropriate personnel.

Where there is a serious injury- Personnel must advise Medical Help and clear all access for emergency services to attend to the patient.

After the conclusion of the medical emergency and there is no longer any present danger, an incident report should be filled out to document the incident in full detail and outlining all steps taken.

An Incident on any surrounding Offices may also generate an evacuation Emergency to our Office.

Key People

All Staff in Newcastle Office have the Responsibility for Notification, Evacuation, Response and Recovery in the case of an Emergency.

Name	Title in DCR
Dylan Cross	Managing Director

DC Resourcing Pty Ltd. ABN: 41 126 753 615.

NEWCASTLE: Ground Floor. 16-18 Newcomen St, Newcastle NSW 2300.

PO Box 520, Newcastle NSW 2300

WOLLONGONG: Unit 14 / 30 Swan Street Wollongong NSW 2500.

CANBERRA: Suite 27B, Level 3, 54 Benjamin Way Belconnen ACT 2617.

SYDNEY: Suite 203, Level 2, 27 King Street Rockdale NSW 2216

Ph: 1300 961 327. Fax: 1300 783 327



Emergency Control Organisation

Emergency
Co-Ordinator
Dylan Cross

Emergency Protocols

Evacuation

If an evacuation is necessary, all personnel must follow the designated escape route for the Office and proceed in an orderly manner in the Evacuation Assembly Area. A copy of the site plan must be posted in a highly visible area in the office.

To ensure a rapid and safe evacuation the following rules:

- Leave all personal possessions behind. You will evacuate faster and easier if you are unencumbered by a brief case or a laptop etc.
- If you are on the phone, terminate the call immediately and evacuate (you can always call them back)
- During Evacuation do not proceed to your vehicle- Go directly to the Evacuation Assembly Area.
- Follow the directions of the Coordinator and Emergency Coordinator at all times.

Accounting for People

On arrival at the evacuation Assembly Area, the Emergency Coordinator shall appoint a person to do a "Roll Call". Personnel shall be checked against the day book and visitors checked against the visitors register. Any discrepancies shall be reported immediately to the Emergency Coordinator, where a decision will be made on how to proceed.

Emergency Services

All personnel have authority to notify emergency services if the situation requires their attention. Personnel must obey instructions given by the Emergency Service Personnel.

Post Emergency Action

Personnel must not re-enter the building unless approved by the Emergency Coordinator. A debriefing of the Emergency Management will be coordinated by the Managing Director. This shall be done ASAP after the event to review and discuss the effectiveness of the process and identify any opportunity for improvement.

DC Resourcing Pty Ltd. ABN: 41 126 753 615.

NEWCASTLE: Ground Floor. 16-18 Newcomen St, Newcastle NSW 2300.

PO Box 520, Newcastle NSW 2300

WOLLONGONG: Unit 14 / 30 Swan Street Wollongong NSW 2500.

CANBERRA: Suite 27B, Level 3, 54 Benjamin Way Belconnen ACT 2617.

SYDNEY: Suite 203, Level 2, 27 King Street Rockdale NSW 2216

Ph: 1300 961 327. Fax: 1300 783 327



Resources (Equipment)

The Following resources and equipment have been identified in the emergency risk assessment and are provided for us in emergencies.

- Fire Extinguisher
- Sensors and Alarms
- Safe Entry and Exit Door.

Training

Site Personnel

Emergency responses shall be included in Induction. Training and all employees should be familiar with the response plan. Emergency response guides are available throughout the Office and from the Emergency Coordinator.

Practice Evacuation (Drills) and Debriefing

Emergency response and evacuation procedures shall be rehearsed with all personnel annually or whenever procedures change significantly.

Review and Improvement

It is the Emergency Coordinators responsibility to monitor the work environment for potential emergency events and recommend improvements to procedures to suit any changes that may identified.

In particular, any changes to buildings, facilities or systems both on-site and offsite should be assessed for their Emergency impacts.

The review should include:

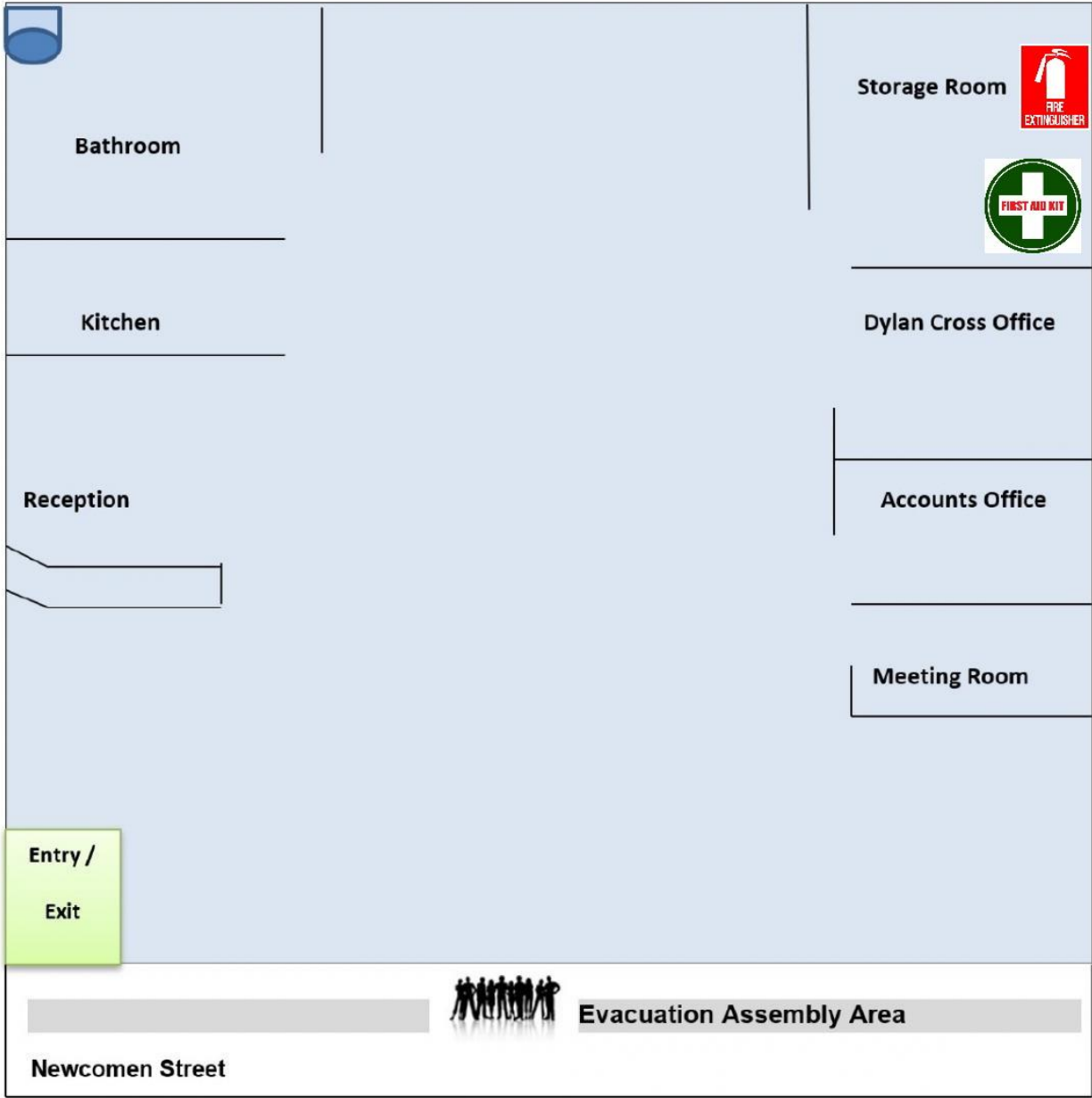
- Initial Risk Assessment findings
- Equipment checks
- Suitability of escape routes and Assembly points
- Availability of ECO Personnel and their training
- Feedback from personnel and emergency services
- Accuracy of procedure and content.

DC Resourcing Pty Ltd. ABN: 41 126 753 615.
NEWCASTLE: Ground Floor. 16-18 Newcomen St, Newcastle NSW 2300.
PO Box 520, Newcastle NSW 2300
WOLLONGONG: Unit 14 / 30 Swan Street Wollongong NSW 2500.
CANBERRA: Suite 27B, Level 3, 54 Benjamin Way Belconnen ACT 2617.
SYDNEY: Suite 203, Level 2, 27 King Street Rockdale NSW 2216
Ph: 1300 961 327. Fax: 1300 783 327



DC Resourcing Floor Plan and Emergency Exit Map

DC Resourcing Floor Plan and Emergency Exit Map



DC Resourcing Pty Ltd. ABN: 41 126 753 615.

NEWCASTLE: Ground Floor. 16-18 Newcomen St, Newcastle NSW 2300.

PO Box 520, Newcastle NSW 2300

WOLLONGONG: Unit 14 / 30 Swan Street Wollongong NSW 2500.

CANBERRA: Suite 27B, Level 3, 54 Benjamin Way Belconnen ACT 2617.

SYDNEY: Suite 203, Level 2, 27 King Street Rockdale NSW 2216

Ph: 1300 961 327. Fax: 1300 783 327



IN CASE OF A FIRE!

REMOVE PEOPLE

From immediate danger to a place of safety

AERT THE FIRE BRIGADE

Staff / Residents / Members of the public

CONFINE FIRE & SMOKE

Close windows and doors (If safe)

EXTINGUISH

And control the fire (If safe to do so)