



# Medical Emergency Plan

**1** If a medical **emergency** occurs at your workplace, every second counts!



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

- 2** • You will be asked a series of questions by the NSW Ambulance Call Taker which will assist us to provide the most appropriate response to your **emergency**.
- Once you have answered these don't hang up, stay on the phone as the NSW Ambulance Call Taker can provide you with further first aid instructions or assistance if required.
- Keep the contact phone number you gave the NSW Ambulance Call Taker free in case they have to call back.

Write your organisation's address and contact details below before it is needed in an **emergency**.

**3** Suburb: |

Street name and number: |  
For large buildings, identify a prominent meeting point.

Nearest cross street: |  
If in a rural area, note identifiable landmarks.

Emergency vehicle access point: |  
For rural addresses, GPS location (gates, house, landing strip etc).

Phone number you are calling from: |

First Aid Officer  
Contact your workplace first aid officer on telephone number: |

Emergency vehicle meeting point  
Ask a co-worker to meet the paramedics at the following meeting point: |

**Access**

- For rural addresses or locations hard to find, have someone wait outside the building/location to wave the ambulance down.
- Leave the front light on at night or use marker ribbons, vehicle hazard or other lights to indicate entry gate or incident site.
- Clear hallways of obstructions to allow paramedics easy access.
- Reserve goods and services lift if required for stretcher access.
- Advise your receptionist that an ambulance has been called.

Reception telephone number: |

If there is a dangerous incident, serious injury or illness, or a death, you must report it to SafeWork NSW immediately and notify your insurer within 48 hours. Call **131 050**.

