

SAFETY BRIEFING FUNCTIONS

Safety is SoPYC's highest priority towards our members, employees, contractors, and visitors. At the beginning of each function, this safety briefing shall be done to ensure all personnel know how to respond in case of an emergency.

EVACUATION ROUTES & MUSTER AREA

Identify emergency exits and Muster Areas in case an emergency evacuation is required. Identify evacuation route maps around the place and ask all personnel to familiarise themselves with these routes asap. Once outside events must account for their own guest.

EMERGENCY EVACUATION

When you hear a Bell ringing or Air Horn being pressed and the words **"EVACUATE, EVACUATE, EVACUATE"** all personnel shall:

- * Evacuate under the SoPYC Area Wardens
- * Not stop to collect personnel belongings
- * Help others if they are having difficulty

Note: In the event that an emergency evacuation is required and no staff is around, please ring bell & shout evacuate.

CHIEF / AREA WARDENS

In the event of an emergency evacuation the Chief & Area Wardens will take control of the operation. Identify who the Area and Chief Wardens are. The Warden shall:

- * Determine safe evacuation routes
- * Assist anyone requiring assistance
- * If safe to do so check buildings including toilet, cool rooms and kitchens

FIRE

Raise the alarm by shouting **"FIRE, FIRE, FIRE"** and ensure the safety of yourself and others around you. If there is immediate risk of explosion or injury proceed immediately towards Exit and Muster Areas. Identify the nearest fire extinguishers/hydrants to be used in a case of a small fire and fight the fire if **SAFE TO DO SO**. Determine which way the smoke is blowing and head to the opposite Muster Point.

MEDICAL EMERGENCY

The first person first on the scene or where possible, First Aid personnel should make the injured person and the scene safe wherever possible, but otherwise preserve the scene intact. Unless necessary for safety reasons the injured person should not be moved. Phone or nominate someone to contact Emergency Services on **000**

FIRST AID

Identify who are the SoPYC First Aiders present and if there are any other First Aiders get them to raise their hands so others can see who to call in a medical emergency. Explain where the First Aid kits are located.

CONTACT

The SoPYC Duty Manager (Name) looking after your event or function is your contact regarding any function issues and tell everyone to drink responsibly and most importantly enjoy themselves.

