



JAYS VENTURES PTY LIMITED
T/As SIGNPAC SALES
A.B.N. 80 092 205 206

Signpac Emergency Management Plan

Revised: 12 February, 2011

Next Revision Due: 12 August, 2011

Signpac's has an emergency response plan to handle the following possible hazards requiring evacuation and other emergency response

- Evacuation
- Fire
- Electrical Fault
- Medical emergency

General Evacuation

If an evacuation is required, notify everyone else in the factory by calling out to them. Exit the building by:

- Front Entrance Door
- Garage Roller Doors
- Rear door (if you have keys)

Please note: Keys are required for the rear door.

Assemble at the side of Hunter Street out from the driveway area. Account for all people known to be in the building, and do not return until safe.

If possible danger is known to neighbouring factory units, do whatever is SAFE to do to alert them that they should also evacuate. DO NOT RE-ENTER THE BUILDING to do this.

Fire

If a fire is in the Signpac unit, firstly establish that you have a clear route of evacuation. Only if it is safe to do so, take a fire extinguisher from either side of the building and use by pointing the hose at the base of the fire.

DO NOT USE FIRE EXTINGUISHER ON ELECTRICAL FIRES.

At all times, maintain a safe and clear passage to evacuate the building.

As soon as possible, contact fire brigade on '000' or '112' from mobile phones.

Electrical Fault

In the event of an electrical fault, do not touch any electrical item. Switch off the power at the electrical box located on the side wall near the toilet.

Do not switch any power back on until an authorised electrician has established it is safe to do so.

Medical Emergency

In the event of medical emergency involving one or more Signpac staff:

1. Ensure the casualty or casualties are clear of immediate danger
2. Only move the casualty if immediate danger is present
3. Give appropriate first aid if safe to do so
4. As soon as possible, contact ambulance on '000' or '112' from mobile phones.
5. As soon as possible contact Signpac manager & relative of injured staff member.

Whenever it is safe to do so, after the event or immediate danger has passed, fill out an incident report form.