

# EMERGENCY PREPAREDNESS

## **1.0 Emergency Overview and Procedures**

An emergency is an abnormal and dangerous circumstance needing prompt action to control, correct and return it to a safe condition. These circumstances include:

- Any situation that can not be contained by the available internal resources;
- Where persons are injured or in danger of injury;
- Where property damage has occurred or is likely; or
- Where the environment is seriously threatened.

Emergencies that are pertinent to the workplace include:

- Fire
- Bomb Threat
- Natural Disasters – cyclone, earthquake, flood
- Medical

The emergency procedures should be followed along with the evacuation procedures and the duties of the emergency personnel and all persons involved at the workplace, and details the emergency equipment required.

Each employee and contractor on the premises should be given instructions as to the location of the emergency equipment, exits and evacuation assembly area/s along with the procedures they should follow in the case of any emergency. This should also include the precautionary measures needed to prevent such an emergency from occurring.

The emergency procedures should be reviewed after each emergency or evacuation drill and updated where necessary.

## **1.1 Emergency Response Team (Emergency Control Organisation (ECO))**

The Emergency Response Team (Emergency Control Organisation) is comprised of the chief warden, deputy warden and first aid personnel drawn from the workplace. The responsibility of the Emergency Control Organisation (ECO) during an emergency is to:

1. Conduct an orderly evacuation of the building's/workplace's occupants, including members of the public who may be in the building/workplace at the time, to a safe place of assembly;
2. Assist the emergency services; and
3. Operate portable fire fighting equipment in the building/workplace, if it is safe to do so.

The emergency personnel of the workplace are as follows:

1. Chief Warden
2. Deputy Wardens
3. First Aid Attendant

Responsibilities of Emergency Control Personnel (ECO);

- Assess the nature and extent of the of the emergency;
- Follow the emergency procedures until the emergency authorities arrive;
- Assist the emergency authorities;
- Evacuate the workplace when required in an orderly manner according to these emergency procedures.

### **1.2 Colour Identification of Emergency Control Organisation**

The emergency personnel should wear some form of identification to ensure they can be easily identified in an emergency situation. For example:

- (a) Chief Warden ..... Red.
- (b) Deputy Warden..... Green.
- (c) First Aid personnel.....Blue.

### **1.3 The Authority of the Emergency Personnel**

The emergency personnel have full authority during an emergency and their directions must be abided by according to the *Australian Standard AS 3745-2002: Emergency Control Organisation and Procedures for Buildings, Structures and Workplaces*.

*This authority overrides all general non-emergency workplace management procedures.*

### **1.4 Indemnity of Emergency Personnel**

Emergency personnel shall be indemnified by their employer against civil liability resulting from workplace emergency response assessment, education, training sessions, periodic exercises or emergency evacuation of a building/workplace where the personnel act in good faith and in the course of their emergency control duties.

### **1.5 Duties of Emergency Personnel**

*The Emergency Control Organisation shall meet regularly (at least annually) to –*

1. Establish and implement emergency plans and procedures;
2. Determine the number of emergency personnel consistent with the hazards and risks present at the workplace;

3. Ensure persons are appointed to all positions of the ECO, particularly the Chief Warden and Deputy Chief Warden positions;
4. Arrange for the training of ECO personnel;
5. Arrange for the conduct of evacuation exercises;
6. Review the effectiveness of evacuation exercises and amend where necessary;
7. Determine who will implement emergency procedures.

## **1.6 Chief Warden**

*The Chief Warden is the person selected to head the ECO. This person must have a good knowledge of the building, structure and workplace.*

### Primary roles and responsibilities

*On becoming aware of an emergency, the Chief Warden shall take the following actions:*

- (a) Ascertain the nature of the emergency and determine appropriate action.
- (b) Ensure that the appropriate emergency service has been notified.
- (c) Ensure that area wardens are advised of the situation.
- (d) If necessary, initiate evacuation and control entry to affected areas.
- (e) Ensure the progress of the evacuation and any action taken is recorded in an incident log.
- (f) Brief emergency services personnel upon arrival on type, scope and location of the emergency and the status of the evacuation and, thereafter, act on the senior officer's instructions.

### Duties of the Chief Warden

The duties of the Chief Warden once an alarm has been raised:

1. Proceed to the Emergency Control Centre
2. In the case of a **fire**:
  - establish communications with the fire area and assess the nature and extent of the fire;
  - ensure the fire brigade has been contacted;
  - have a person meet the fire brigade at the agreed emergency entrance;
  - coordinate evacuation if this is necessary, and sound evacuation alarm to the relevant areas;
  - stop movement of vehicles in the car park;
  - remain in charge until the fire brigade's senior officer takes control; and
  - remain as a liaison with the fire brigade until emergency is under control.

3. In the case of a **bomb threat**,

- notify the police and fire brigade;
- coordinate any search of the centre;
- remain in contact with the search party;
- ensure the appropriate alarms are activated;
- coordinate an evacuation of the area if a suspicious object is found;
- remain in command until an external emergency authority takes charge;
- remain as a liaison with the emergency authority until the emergency is under control.

4. In all other emergency situations, the Chief Warden should:

- establish contact with the security officer at the scene of the emergency and assess the nature and extent of the emergency;
- ensure the appropriate external emergency authority has been notified;
- organise for a person to meet the emergency authority at the arranged emergency entrance;
- liaise between the emergency authority and the emergency personnel; and
- coordinate evacuations if these are necessary and activate the evacuation alarm.

### **1.7 Deputy Chief Warden**

The Deputy Chief Warden shall assume the responsibilities normally carried out by the Chief Warden if the Chief Warden is unavailable, and otherwise assist as required. It is therefore most important that the Deputy Chief Warden is fully conversant with the Chief Warden's role.

The duties of the Deputy Chief Warden in an emergency situation are:

1. Proceed to the emergency control centre once contacted by the Chief Warden;
2. Assume control of the emergency situation if the Chief Warden is not present until the authorities arrive;
3. If the Chief Warden is not on the premises, carry out the Chief Warden's duties as listed above; and
4. If the Chief Warden is in command, the Deputy Chief Warden should assist as requested.

### **1.8 First Aid Personnel**

The first aid personnel on duty should be notified of any emergency where there is the risk of casualties or in any life threatening emergency. They should proceed to the scene of the emergency if safe to do so. They should liaise with the ambulance service.

## **1.9 External Emergency Services**

The emergency authorities that may be utilised by the workplace include:

- Fire and Rescue Service
- Ambulance
- Police
- Local Council

When contacting any of these services, always make sure you are the last person to hang up so they receive all the necessary information.

Each of these authorities will assume control of the emergency once they arrive at the premises. The Chief Warden or Deputy Chief Warden should remain as a liaison to the authority and the emergency personnel.

## **1.10 Emergency Equipment**

### **Alarm System**

*It is recommended that some form of alarm system be installed. Check with your local fire authorities as to whether an alarm system is required for the workplace.*

## **1.11 In the Event of a Fire**

### **1.11.1 What to do when a fire starts**

1. Don't Panic
2. Raise alarm
3. Phone the fire brigade
4. Fight fire if safe to do so otherwise evacuate workplace
5. Select the proper fire extinguisher

## **1.12 Fire Extinguishers**

All employees should be familiar with the location and type of extinguishers available in the workplace. The location should be marked on the floor plan (fire evacuation plan) in each area.

### **1.12.1 Which Fire Extinguisher**

The types of fire are classified as:

**CLASS A** Ordinary free-burning materials such as paper, clothing, packing materials, wood and textiles.

FLOOR CLASS 'A' FIRES, USE: Foam (red with blue band)  
Dry Chemical (ABE Only)  
(red and white band only)  
Vaporising Liquid (red with yellow band)

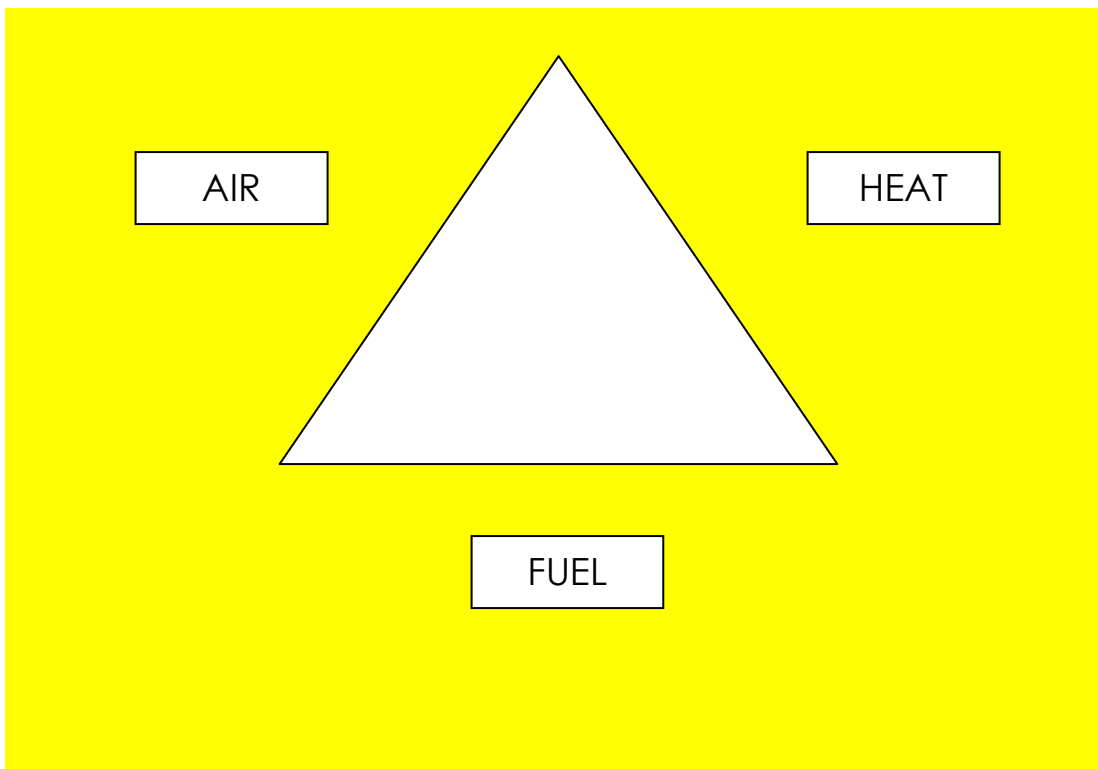
**CLASS E:** Fire involving electrical equipment. To fight these fires, use only extinguishers that are non-conductors of electricity.

FOR CLASS 'E' FIRES, USE: Carbon Dioxide (red and black band)  
Dry Chemical (red and white band)  
Vaporising liquid (red and yellow band)

**NEVER USE WATER OR FOAM EXTINGUISHERS ON ELECTRICAL FIRES – IF POSSIBLE, TURN THE POWER OFF FIRST**

Fire is usually depicted by the “triangle of combustion”. These combustion elements such as air, heat or fuel needs to be removed in order to extinguish the fire. The task of fire extinguishers is to remove one or more of these elements i.e. *remove air by smothering, remove heat by cooling or remove fuel by starving.*

### 1.12.2 Triangle of Combustion



### 1.12.3 Fighting Fire with Extinguisher

#### Method of Operation

1. Do not panic
2. Try to remain calm and think
3. Warn everybody in the immediate vicinity
4. Ensure someone has alerted the Fire Brigade
5. Instruct someone to advise the Chief Warden
6. Determine type of fire and exact location
7. Select right type of extinguisher
8. Be sure you know how to use the extinguisher
9. If in doubt, READ INSTRUCTIONS.
10. Have another person back you up with another extinguisher (if another fire extinguisher is available).
11. Where possible, keep the doorway at your back or behind you.
12. Keep low to avoid smoke.
13. Do not get too close to the fire. **Initial operation is to be conducted not closer than 2 metres from the fire.**
14. Direct extinguisher agent at seat of the fire, **NOT** at the smoke.

### 1.12.4 How to use a fire Extinguisher

**PASS**



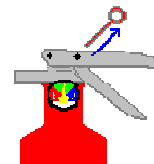
It's easy to remember how to use a fire extinguisher if you can remember the acronym PASS, which stands for **Pull, Aim, Squeeze, and Sweep**.

After removing fire extinguisher from mounting:

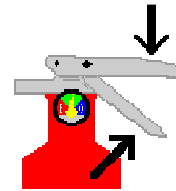
1. **Pull the pin.**  
This will allow you to operate the extinguisher.



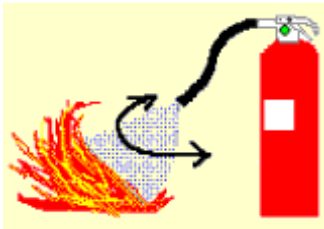
2. **Aim at the base of the fire.**  
This is where the fuel is.



- 3. Squeeze the top handle or lever.**  
This releases the pressurised extinguishing agent in the extinguisher.



- 4.. Sweep from side to side until the fire is completely extinguished.**



Start using the extinguisher from a safe distance away, and then move forward. Once the fire is out, keep an eye on the area in case it re-ignites.

The dry and wet powder extinguishers should be sprayed directly over the fire.

### **How to Prevent Fires**

1. Ensure all exits and emergency passage ways are kept clear
2. Don't allow rubbish to accumulate
3. Store flammable liquids in a safe place away from heat
4. Ensure electrical leads and appliances are in good working order.

### **1.12.5 Fire Hose**

Fire hoses will either be located throughout the workplace, and /or in strategic locations of the building where the workplace is situated. They should be shown on the floor plans for each area. Wardens should know their position and method of operation.

The fire hoses should only be used on CLASS A fires.

Do NOT use the fire hoses on CLASS E fires.

#### Method of Operation:

1. Turn the water supply on at the reel. The water supply can be regulated at the nozzle.
2. If possible, two persons should operate the hose – one to ensure the hose runs off the reel freely and does not get caught on any obstacles; and the other to run the hose out and direct the spray.
3. Spray water across the fire in sweeping movement commencing closest to the operator.

### **1.12.6 Fire Blankets**

Fire blankets are located in strategic areas of the workplace. These should be used to smother any fires by throwing over the blanket.

### Method of Operation

1. Carefully cover the burning object with the blanket.
2. Turn off heat source.
3. Leave the blanket in a place to cool.
4. Call the fire brigade.

### **1.13 Exits and Fire Doors**

All exit signs must be visible at all times. They should be illuminated when using emergency lighting.

The exits should be clear and unobstructed at all times.

Exit doors should never be left open or kept ajar and should never be locked from the inside.

### **1.14 First Aid Equipment**

First aid kits are located in strategic areas of the workplace.

### **1.15 Chief and Deputy Wardens Kit**

1. Tape (to mark doors after area has been searched)
2. Helmet
3. Torch (with spare batteries)
4. Whistle

### **1.16 Types of Emergency**

#### **1.16.1 Fire**

#### **General Procedure**

1. If a fire or smoke is reported, the chief fire warden for the area should check the location and extent of the fire and alert the employees.
  - 1.1 All doors/shutters/windows should be felt for heat before opening to prevent any fire spreading and to prevent personal injury. If smoke is thick, do not try to enter the area, evacuate the immediate area and remain low to the ground. Smoke inhalation kills more people than flame.
2. The Chief to proceed to the emergency control point
3. The chief warden and/or deputy warden should evacuate the immediate area of the fire; ensure all doors especially fire doors and windows are closed and marked with tape to prevent re-entry. Remember that there is more oxygen available close to the floor so CRAWL if the smoke is thick.

4. Special assistance must be given to the handicapped and elderly.
5. The chief warden must remain in contact with the area warden in the fire zone either by phone or runner to assess the progress of the fire and whether evacuation of the areas is necessary.
6. The chief warden will instruct a person to meet the fire brigade at the entrance to the workplace and direct them to the fire.
7. If the fire is not extensive and the warden is not in danger, attempts should be made to extinguish the fire with the use of the portable extinguishers and fire hoses.
8. If the fire is extensive or not able to be controlled by use of the equipment, commence evacuating surrounding areas.

### **If in Doubt Evacuate the Area Immediately**

1. The chief warden should be notified that the area is being evacuated.
2. The chief warden will then notify the other area wardens when they should evacuate their areas.
3. Once the Fire Brigade arrive, the chief fire fighter will take control of the emergency in liaison with the chief fire warden until this person deems the emergency to be over.
4. When the situation is under control, the chief fire warden will instruct the area wardens that the danger is over and the assessment of any damage can commence. Where it is safe, employees and patrons can re-enter the building.

### **Fire Prevention**

Fire prevention should be of equal importance as having well planned and rehearsed emergency procedures. The following steps should be followed to reduce the risk:

- Ensure all bins are emptied regularly
- Ensure chemicals are stored according to the Material Safety Data Sheet. Flammable liquids must be stored in a flammable storage room.
- Ensure walkways and emergency exits are not cluttered or obstructed.
- Ensure nothing is stored or littering the fire stairs.
- Accidental discharge of extinguishers must be reported to the manager/supervisor/chief warden. These need to be refilled or replaced by fire brigade officers or maintenance company.
- Extinguishers, fire hoses and fire blankets must be regularly checked and serviced and a record kept of when this occurred, by whom and what was done.
- The storage of large quantities of chemicals in the workplaces should not be practised.
- Flammable liquids should not be stored in office areas except in minimal quantities in special circumstances.
- Cigarettes should be prohibited in chemical storage areas and when chemicals are in use.
- Smoking should be prohibited in chemical storage areas and when chemicals are in use.

- All employees or contractors must know the location of alarms/extinguishers/fire hoses/fire blankets and exits.

### **1.16.2 Bomb Threat**

All bomb threats should be taken seriously until otherwise determined. The threat will normally be received by telephone but may be on a mobile phone or letter.

Bomb Threats are frequently used to disrupt business or cause alarm .these procedures are designed to help people respond to and deal with a bomb in accordance with current directions provided by the Australian federal police and Australian Standard 3745 *Emergency Control Organisations and Procedures for Buildings, Structures and Workplaces*.

Because each threat is different, it is almost impossible to have a detailed procedure for each contingency. These procedures are designed to help you asses the level of the threat and, on the information available, decide on a course of action.

The following points provide an overview of the first actions to take when a bomb threat is received.

#### **Telephone Bomb Threat**

Upon receipt of a Telephone Bomb Threat, the following procedures should be followed:

- Remain calm
- Use a bomb threat check list.
- Obtain as much information as possible and record the details.
- Do NOT hang up the telephone after the caller has completed the threat.
- Notify the Chief Warden, Manager and Police.
- Complete a bomb threat report.

#### **Evaluation of Threat**

The Chief Fire Warden and Manager should

- Study the bomb threat report
- Gather facts
- Consider options
- Make a decision

#### **The Search**

Search public areas first. Remember – you are looking for something that does not belong where it is. If you have anything suspicious **DON'T TOUCH IT, DON'T MOVE IT** Notify your chief warden of the result of the search.

## **Evacuation**

1. Evacuate if the threat has been evaluated and evacuation has been decided upon
2. Direct staff and visitors to leave the nearest exit.
3. Take all personal belongings
4. Do not use lifts.
5. Conduct a final check of the area
6. Proceed to Assembly Area

**Bomb Threat Check-List**

**ACTION ON RECEIPT OF A TELEPHONE BOMB THREAT**

**NAME:** \_\_\_\_\_

**A. DO NOT HANG UP** (call may be able to be traced if you don't hang up)

**B. RECORD DATE & COMMENCEMENT TIME OF CALL**

\_\_\_\_\_

**C. INFORM CALLER WHICH CITY/CAMPUS/BUILDING YOU ARE ANSWERING FROM**

**D. RECORD THE EXACT WORDING OF THE THREAT**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**E. ASK THESE QUESTIONS**

1. Where is the bomb right now? \_\_\_\_\_

2. When is it going to explode? \_\_\_\_\_

3. What does it look like? \_\_\_\_\_

4. What kind of bomb is it? \_\_\_\_\_

5. What will cause it to explode? \_\_\_\_\_

6. Did you place the bomb? \_\_\_\_\_

7. Why? \_\_\_\_\_

8. What is your name? \_\_\_\_\_

9. What is your address? \_\_\_\_\_

10. What is your telephone number? \_\_\_\_\_

**F. RECORD TIME CALL COMPLETED**

\_\_\_\_\_

**G. IF AUTOMATIC NUMBER REVEAL EQUIPMENT IS USED, RECORD NUMBER SHOWN**

\_\_\_\_\_

**H. DO NOT HANG UP – USE DIFFERENT PHONE IF POSSIBLE, IMMEDIATELY**

**I. THIS PART SHOULD BE COMPLETED ONCE THE CALLER HAS HUNG UP AND/OR SECURITY HAVE BEEN INFORMED**

Phone number at which call was received \_\_\_\_\_

**J ABOUT THE CALLER**

Sex of caller? Male. Female. Nationality \_\_\_\_\_ Age \_\_\_\_

**K. THREAT LANGUAGE**

Calm. Crying. Clearing throat. Angry. Nasal. Slurred.

Excited. Stutter. Disguised. Slow. Lisp. Accent. \*

Rapid. Deep. Familiar. Laughter. Hoarse.

If the voice sounded familiar, who's did it sound like?

\_\_\_\_\_

\*What accent \_\_\_\_\_

**L. BACKGROUND SOUNDS**

Street noises. House noises. Animal noises. Crockery. Motor.

Clear. Voice. Static. PA System. Booth.

Music. Factory machinery. Office machinery. Plane/Train.

Other (specify) \_\_\_\_\_

**REMARKS**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 1.16.3 Natural Disasters

#### Severe Storms and Cyclones

Severe electrical storms are a greater risk to the workplace than a cyclone. The categories of cyclones are briefly discussed below. The procedures listed are relevant to both severe storms and cyclones.

Cyclones are categorised from “1” to “5”. Category 1 for weak cyclones to category 5 for the most severe.

There are three levels of cyclone procedures. These are:

1. Cyclone Watch – 24 to 48 hours away.
2. Cyclone Warning – Within 24 hours away.
3. When Cyclone Hits – 10 hours away.

#### Cyclone Watch or Storm Warning

1. All emergency personnel must be kept informed as to the progress of the storm or cyclone.
2. All patrons should be warned of the pending cyclone or storm.
3. Management to ensure the workplace is secure in the following manner:
  - Collect all loose items from around the workplace and any items that may become projectiles. Roofs should be checked for any loose sheeting or other rubbish.
  - The umbrellas should be removed from the outside areas and stored in the building.
  - All chairs or tables that are not secured should be removed from the outside areas.
  - All wheelie bins should be secured in the building. The lids of any industrial bins should be secured closed.
  - Ensure all gutters are not blocked.
  - Chief/Deputy wardens to ensure there are no loose branches or foliage.

#### Cyclone Warning

These procedures are for cyclones of category 2 – 5.

1. Request any remaining persons:
  - To fill all sinks with water;
  - Keep all windows/shutters/doors closed;
  - Remain inside the workplace unless required to do so.

2. Management should fill water containers with fresh water.
3. First aid kits, emergency first aid equipment, should be available.
4. The emergency generator should be checked by qualified person.
5. Management and any remaining personnel should meet to decide what action should be taken.
6. For cyclones of category 3 and above, all remaining persons should be encouraged to proceed to a community area.

### **During Cyclone or Storm**

Any persons seeking to remain in the workplace. In the case of cyclone, they should be warned to take cover in the fire stairs or toilets (if available).

Advise employees and patrons not to move from their sheltered positions during the eye of the cyclone.

### **Post Storm or Cyclone Procedures**

1. Once storm or cyclone has hit, the Chief warden/Management should inspect any damage.
2. The wardens should check for any casualties and inform the Chief Warden/Management
3. Chief Warden/Management to ensure the appropriate emergency services are notified.

### **Cyclone Kit**

A kit should be kept in the reception area which contains the following items:

- Emergency lighting – 4 to 6 Lamps with spare batteries
- Additional torches and batteries.
- Rolls of tape for windows
- Protective gloves
- First aid supplies – Extra bandages, antiseptic, forceps
- Water purification tablets or filters.

### **1.16.4 Earthquake**

In the event of an earthquake:

1. Remain where you are and protect yourself from falling debris by:
  - Moving away from walls, windows, mirrors and light fittings;
  - Take cover under a desk if possible or sit in an internal corner of the room and protect head and face.
2. Do not attempt to run from the workplace.

3. If in the open, it is safer to stay there.
4. The procedures to be followed by emergency control personnel after the tremor are:
  - The chief/deputy warden is to assess any injuries and damage.
  - Any casualties should be administered first aid.
  - Relevant authorities should be notified.
  - Electrical appliances should be disconnected or power turned off if possible.
  - Air-conditioning should be turned off. All gas appliances should be turned off.
  - Evacuation of the workplace, especially if any gas leaks are detected, may be necessary as per evacuation procedures.
  - All employees and members of the public must be accounted for.

#### **1.16.5 Life Threatening Medical Emergency**

The AIM of the procedures is to establish a controlled method of action in the event of a life threatening medical emergency.

The OBJECTIVE is to control the emergency until the arrival of the ambulance or other expert assistance.

EMERGENCY PERSONNEL involved in a life-threatening emergency are:

- First Aid Personnel
- Deputy Warden
- Chief Warden

#### **Procedures to be Followed**

In the event of a life threatening medical emergency, the following actions are to be taken:

The first person on the scene of an accident/medical emergency shall raise the alarm by notifying the first aid personnel.

1. The first aid attendant and the chief/deputy warden will proceed immediately to the emergency area; assess the nature and extent of the emergency ; the first aid attendant to commence administering first aid and the chief/deputy warden will call the ambulance, if necessary, if this has not already been done.
2. The first aid attendant must ensure they are not in danger of being contaminated by blood or bodily fluids. Gloves must be used and goggles should be used if necessary.
3. Remember to always be the last person to hang up when calling the ambulance to ensure all the necessary information has been given.

4. The first aid personnel should keep a record of the events.
5. The ambulance should be met and directed to the scene of the emergency.
6. An accident/incident report form should be completed after the emergency is under control.

### **Evacuation Procedures**

If evacuation is necessary in any of the above emergencies, it is imperative that it is done in an orderly, well controlled manner without panic. To achieve this the evacuation procedures must be well rehearsed. Each workplace will develop their own evacuation procedures. This will be done in accordance with the local fire authorities. Once the evacuation procedures have been developed, ALL employees including management will be required to undergo training on these evacuation procedures.

### **Mobility Impaired Persons**

A mobility impaired person is any person with physical, mental or sensory impairment, either temporary or permanent, who requires assistance during emergency evacuation. This includes vision and hearing impairment which are not as obvious.

The chief/deputy should be alert to any person in their area that is nobility impaired in case of any emergency.

#### **1.16.6 Training**

All persons employed in the workplace should be given adequate instruction in emergency procedures.

#### **1.16.7 Emergency Control Personnel Training**

Each member of the emergency control personnel and all employees should be given instruction and training in the following areas:

- How to raise an alarm
- The emergency procedures and the other emergency control personnel in their area;
- The escape routes from the buildings/workplace;
- The location and use of the emergency equipment including fire extinguishers and fire hoses;
- The evacuation procedures for the workplace;
- The assembly areas.

The training should be conducted at:

1. Induction and in staff manuals;

2. Evacuation drills should be conducted in accordance with to the Australian Standard AS 3745 – 1990.
3. External emergency services and consultants will be required for instruction in the use of the fire fighting equipment and first aid instruction.

Please note: After each evacuation drill or emergency, these emergency procedures should be reviewed and changed where necessary.

#### **1.16.8Emergency Report Forms**

The following report forms should be completed after an emergency as required. They are:

1. Accident/Incident Report Form
2. Bomb Threat Report Form after a bomb threat
3. Hazard Report Form
4. First Aid Report Form

Note: These forms can be found in the Appendix