

Emergency Plan

Macleod Tennis Club

27 Aberdeen Rd, Macleod VIC 3085



Version 1.0

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1. INTRODUCTION

1.1. PURPOSE and SCOPE

The purpose of this Emergency Plan is to document the organisational arrangements, systems, strategies and procedures of a Commercial Facility located at 27 Aberdeen Rd Macleod VIC 3085 relating to the response and management of emergencies. The audience of this Emergency Plan is the workers and management of the facility.

Procedures for specific emergencies have been included based on an assessment of the type of emergencies that has the potential to impact the facility. This Emergency Plan is to be read and, where necessary, activated in conjunction with existing business continuity or crisis management plans.

This document has been prepared in accordance with and to comply with Australian Standard AS 3745 – 2010 Planning for Emergencies in Facilities and its Amendments.

1.2. REVIEW and AMENDMENT

It is the responsibility of the Emergency Planning Committee (EPC) to ensure the Emergency Plan is reviewed, tested and amended (if required) at least annually. Revisions of the Emergency Plan should be recorded to maintain version control and any amendments should be distributed to the Distribution List. Revisions are to be recorded in the table below.

Revision No.	Revision Date	Sections Amended	Brief Description of Amendment	Revised By
1				
2				
3				
4				
5				

1.3. DISTRIBUTION

A copy of the Emergency Plan is to be distributed to the Emergency Planning Committee (EPC) and Emergency Control Organisation (ECO). The distribution of the Emergency Plan is to be recorded in the register below.

Emergency Planning Committee Distribution

Position	Name	Date Issued

Emergency Control Organisation Distribution

Position	Name	Date Issued

1.4. SITE INFORMATION

Site Name:	Macleod Tennis Club
Site Address:	27 Aberdeen Rd Macleod VIC 3085
Hours of Operation:	Monday-Sunday 7:00am- 11:00 pm
Phone:	0481 486 788
Description of Site:	Sporting facility consisting of single level brick veneer clubhouse, with 6 courts surrounding clubhouse
Nearest Cross Street:	Birdwood Ave

1.5. BUILDING MAINTENANCE MANUAL

In order to enhance the safety of occupants and to facilitate the upkeep of the essential fire safety systems, a Building Maintenance Manual (BMM) must be developed for use by the Building Manager. The BMM must include inter alia:

Operation and Maintenance (O&M) Manuals of all installed fire services.

Operation and Maintenance Manuals should be available onsite for all types of fire service equipment including sprinkler systems, hydrants, hose reels, portable fire extinguishers, smoke alarms, smoke detectors, occupant warning & fire alarm systems, emergency lighting and emergency exit signs.

Register of fire safety equipment. Fire safety equipment to be provided in situ with permanent and unique identification numbers corresponding to those contained in the equipment registers.

As part of the requirements for complying with AS 1851-2012 Maintenance of Fire Protection Systems and Equipment, each item of fire safety equipment requires a unique identification number to be issued and attached, so that the location and type of equipment is able to be entered into a register as part of the maintenance records.

Maintenance records of systems and equipment.

As per AS1851-2012 maintenance records may be electronically based but hard copy records shall be kept at the facility and be available at all times. Maintenance records is required to be in the form of attached maintenance record tags or logbooks depending on the type of equipment, however a separate maintenance record needs to be maintained with the details of the service and maintenance history of all systems/equipment at the facility.

Records of test activities.

As part of scheduled servicing and maintenance, testing is required to achieve a particular value and/or a pass/fail standard. This is recorded as part of the maintenance & servicing record, along with any corrective action required and the completion of the corrective action.

The equipment register, maintenance records and records of test results & any corrective action required can be separate documents or files, but are usually combined to assist with regular maintenance.

Where services are modified as part of an alternative solution, these must be included in the maintenance and annual certification.

The Alternative Solutions as listed in the Fire Engineering Report do not require modification of any services from the original specifications/operations, meaning that a specific maintenance method or regime is not required other than that specified under AS 1851-2012, as per other fire services/equipment at this facility.

1.6. MANAGEMENT IN USE PLAN

A 'Management In Use Plan' (MIUP) must be developed for the building incorporating inter alia the following:

Procedures to ensure that general house-keeping is undertaken to maintain the egress paths and exits clear in order to allow unimpeded travel.

Procedures that include the building manager undertake regular floor by floor inspections of emergency exits and paths of emergency egress within the facility. Inspections are to include:

- checking that hallways are clear of obstructions, refuse & debris
- checking that emergency doors are clear of obstruction, operating correctly and are not wedged in an open or closed position
- checking that stairways are clear of materials, debris & refuse
- checking that the floor surfaces of the hallways, lobbies and stairways are clear of spills and other slip hazards

Reference to the relevant fire safety precautions and procedures – detailed in AS 1851 – that must be followed during the shutdown and maintenance of essential fire safety systems (e.g. sprinklers, smoke detection, fire alarm etc.).

As detailed in AS 1851-2012 Section 1.14: System Inoperative Precautions

When a system is rendered inoperative due to maintenance work being carried out:

- The building owner or building manager to be notified of the work.
- The building owner or building manager is to be advised of the system that is inoperable and how long it will be inoperable.
- If the system is attached to an alarm monitoring system, ensure that necessary authorities are advised of the work/shutdown of the required system, or place alarm equipment into a test mode.
- Attach 'out of service tag' advising of the shutdown.
- Ensure that the building manager is on site whenever shutdowns of essential systems are required.
- Each system should be returned to service before shutting down another essential system.

On completion of work, complete the relevant tests as per the schedules in AS 1851-2012 Sections 2-14 to ensure the system is returned to an operational condition.

1.7. ROLE OF WORKPLACE EMERGENCY MANAGEMENT

Workplace Emergency Management Pty Ltd has been engaged to provide emergency management services and will conduct training and provide documentation in accordance with the engagement agreement. This Emergency Plan has been prepared in accordance with Work Health and Safety Regulation 2011 and Australian Standard AS 3745 – 2010 Planning for Emergencies in Facilities and its Amendments.

1.8. INDEMNITY

Australian Standard AS 3745 – 2010, and Amendments, recommends that facility owners, managers, occupiers and employers should obtain professional advice on the level of indemnity provided to EPC and ECO members. EPC and ECO members should be advised of the level of indemnity provided.

2. ORGANISATION

2.1. EMERGENCY PLANNING COMMITTEE (EPC)

The Emergency Planning Committee (EPC) shall be **formed** by the person(s) responsible for the facility or its occupants and visitors. This typically includes building or facility owners, agents, occupiers, lessors or employers.

The EPC shall **consist of at least two people** who are representative of the stakeholders in a facility, one of which shall be management. At least one member of the EPC shall be a 'competent' person, i.e., a person who has acquired through training, education, qualification, experience, or a combination of these, the knowledge and skills to correctly perform the required task.

The EPC shall **meet at least annually** and a record of meetings made and retained.

The EPC is **responsible** for the development, implementation and maintenance of the emergency plan, emergency response procedures and related training.

The **duties** of the EPC shall include:

- Identifying events that could reasonably produce emergency situations.
- Developing an emergency plan in accordance with Section 3 of AS3745–2010 and Amendments.
- Ensuring resources are provided to enable the development and implementation of the emergency plan.
- Nominating the validity period for the emergency plan and evacuation diagram (this should not exceed 5 years).
- Ensuring the emergency plan is readily identifiable and available to the appropriate persons.
- Establishing an Emergency Control Organisation (ECO) to operate in accordance with the emergency plan.
- Establishing a specialist Emergency Response Team (ERT), if deemed necessary.
- Authorising the release and implementation of the emergency plan, including:
 - i. Disseminating information about emergency response procedures to occupants in a suitable format.
 - ii. Developing a formalised training schedule to ensure relevant training is provided to ECO members and facility occupants. The training program shall be based on the emergency response procedures and be in accordance with Section 6 of AS3745–2010 and Amendments.
 - iii. Testing the emergency response procedures within the first 12 months of implementation, ensuring the first emergency response exercise should be an evacuation exercise.
 - iv. Reviewing and monitoring the effectiveness of the procedures at all stages of the implementation process, and amendments made accordingly.

- Establishing arrangements to ensure the continuing operation of the ECO (e.g., during holidays, resignations, training of deputies, etc.).
- Ensuring the register of ECO members is current and readily available.
- Establishing strategies to ensure visitors are made aware of emergency response procedures.
- Ensuring the emergency response procedures remains viable and effective by reviewing and testing the procedures at least annually.
- Ensuring the emergency plan is reviewed at the end of the validity period, after an emergency, an exercise, or any changes that affect the emergency plan.
- Ensuring a permanent record of events for each emergency is compiled and retained.
- Identifying and rectifying deficiencies and opportunities for improvement in the emergency plan and emergency response procedures.

2.2. EMERGENCY CONTROL ORGANISATION (ECO)

The **primary role** of the Emergency Control Organisation (ECO) is to give priority to the safety of the occupants and visitors of the facility during an emergency. Preservation of life shall take precedence over asset protection during an emergency.

The ECO shall be appropriate to the facility and to the emergency response procedures as determined by the EPC. The ECO shall include the following **positions** as deemed necessary by the EPC:

- Chief Warden (required as a minimum)
- Deputy Chief Warden
- Wardens and deputies

An up-to-date **register** of all ECO members shall be kept readily available, with or via the Chief Warden.

The positions and **number** of ECO members shall be considered by the EPC and be determined in accordance with:

- The size of the facility, floor or area
- The number of occupants and visitors
- The installed occupant warning equipment
- The fire engineered and life safety features of the facility

DURING EMERGENCIES, INSTRUCTIONS GIVEN BY THE ECO PERSONNEL SHALL TAKE PRECEDENCE OVER THE NORMAL MANAGEMENT STRUCTURE.

2.2.1. Pre-emergency Duties and Responsibilities

The actions undertaken by the ECO prior to an emergency event may include the following:

CHIEF WARDEN

- Maintain a current register of ECO members
- Replace ECO members when a position becomes vacant
- Conduct regular exercises
- Ensure the emergency response procedures are kept up to date
- Attend meetings of the EPC, as appropriate
- Attend training and emergency exercises, as required by the EPC
- Ensure personal ECO identification is available
- Coordinate the completion of Personal Emergency Evacuation Plan (PEEP)
- Report on deficiencies of emergency equipment
- Ensure wardens have communicated emergency response procedures to all occupants within their nominated areas
- Ensure occupants are aware of the identity of their wardens
- Coordinate safety practices (e.g., clear egress paths) throughout their area of responsibility
- Attend training and emergency exercises, as required by the EPC
- Ensure personal ECO identification is available
- Ensure personal proficiency in operation of facility communication equipment
- Maintain records and logbooks and make them available for emergency response
- Ensure ECO members are proficient in the use of facility communication equipment
- Ensure emergency communication contact details are up to date
- Attend training and emergency exercises, as required by the EPC

WARDENS

- Ensure occupants are aware of the emergency response procedures
- Coordinate safety practices (e.g., clear egress paths) throughout their area of responsibility
- Attend training and emergency exercises, as required by the EPC
- Ensure personal ECO identification is available

2.2.2. Emergency Duties and Responsibilities

The actions to be undertaken by the ECO in the event of an emergency shall include, but is not limited to, the following:

CHIEF WARDEN

- Respond and take control, as appropriate
- Ascertain the nature of the emergency and implement appropriate action
- Ensure the appropriate Emergency Services has been notified
- Ensure the floor/area wardens are advised of the situation, as appropriate
- If necessary, initiate an action plan in accordance with the emergency response procedures and control entry to the affected areas
- Monitor the progress of the evacuation and record any action taken in an incident log
- Brief the Emergency Services personnel upon arrival on type, scope and location of the emergency and the status of the evacuation
- Any other actions considered necessary, or as directed by Emergency Services

DEPUTY CHIEF WARDEN

The deputy chief warden carries out the duties of the chief warden if the chief warden is unavailable, or otherwise assists the chief warden as required.

WARDENS

- Act as floor/area warden if nominated floor/area warden is unavailable
- Commence evacuation if required
- Communicate with the chief warden by whatever means available and act on instructions
- Advise the chief warden of the circumstances as soon as possible and action taken
- Check that any fire doors and smoke doors are properly closed
- Close or open other doors in accordance with the emergency response procedures
- Search the area to ensure all people have evacuated
- Ensure orderly flow of people during evacuation
- Assist occupants with disabilities
- Confirm the activities of the wardens have been completed and report this to the chief warden or the onsite Emergency Services senior officer if the chief warden is not contactable
- Report status of required activities to the floor/area warden on their completion

2.2.3. Media Statements

In the event of an emergency, only the person appointed by the ECO should make any statements to the media.

When a significant emergency occurs, a media statement should be prepared as soon as possible and should include the following:-

- A description of the nature of the emergency
- The corrective action taken and its effectiveness
- When the emergency is expected to be over
- The investigative action that is to be taken
- Any assistance that can be given by the media

Only facts should be stated. Statements as to the cause and effects of the emergency should be avoided until a thorough investigation is carried out.

2.2.4. Post-Emergency Duties and Responsibilities

The actions to be undertaken by the ECO after an emergency should include, but are not limited to, the following:

CHIEF WARDEN

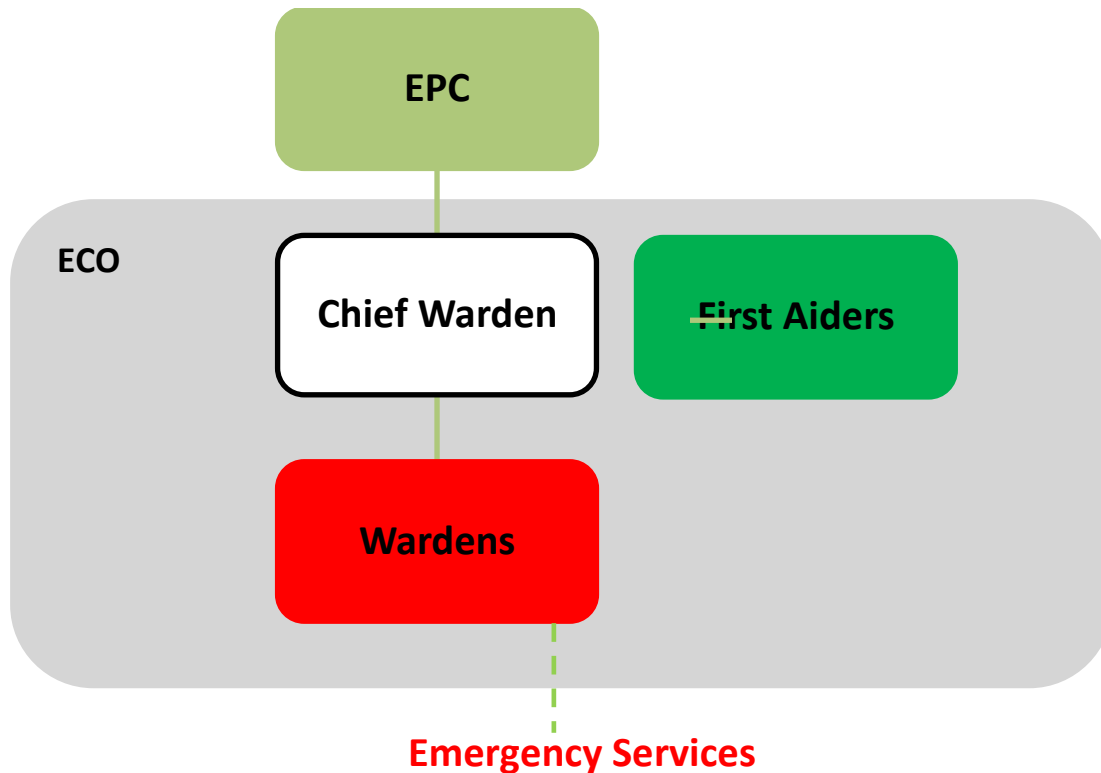
- Notify the ECO member to have occupants return to their facility
- Organise a debrief with ECO members
- Collate records of events during the emergency for the debrief and ensure they are secured for future reference
- Compile a report for the EPC and management

AREA WARDENS AND WARDENS

- Compile a report of the actions taken during the emergency for the debrief

2.3. ECO STRUCTURE

The ECO structure is represented below.



The role of the First Aider is to assist the ECO and take instructions from the Chief Warden in the event of an emergency. Depending on the nature of the emergency, the relevant Emergency Service may need to be contacted and may interact with occupants directly in the event the Chief Warden is not available.

2.4. IDENTIFICATION

The members of the ECO and in-house first aid personnel shall be identifiable by coloured helmets or caps (alternatively, you may choose to use tabards or vests instead of or in addition to these), as follows:

<u>ECO POSITION</u>	<u>COLOUR</u>
---------------------	---------------

Chief Warden

White



Warden

Red



(All above should have a sticker with the relevant position on the front)

First Aid

Green (white cross on a green background)



2.5. FACILITY EQUIPMENT

This facility has been installed with equipment that may be used during an emergency. This equipment is required to be maintained to relevant Australian Standards and be accessible for immediate use during an emergency. The location of equipment should be appropriately identified through relevant signage.

2.5.1. Emergency Lighting

Emergency lighting will provide illumination in the event there is a power outage or the usual lighting fails.

2.5.2. Exit Signs / Exit Lights

Exit signs indicate the location of the nearest emergency exit in the event there is an emergency. Exit lights are designed to be illuminated with or without power supply.

2.5.3. Fire Blankets

Fire blankets are highly flame-resistant blankets that are designed to extinguish a small fire (e.g., kitchen fire) by smothering the source and not allowing oxygen to the fire. They may also be used to wrap around a person whose clothing has caught fire. Fire blankets should only be used once and immediately replaced after use. Refer to the fire blanket cover for instructions on how to use.

2.5.4. Fire Extinguishers

Fire extinguishers are located throughout the facility and it is important occupants are familiar with the types of extinguishers, their location and the type of fire for which each extinguisher can be used. Refer to Appendix I for further information on types of extinguishers.

Fire extinguishers should only be used by occupants trained in their use and only when it is safe to do so.

2.5.5. First Aid Kits and AED's

First Aid Kits and AEDs' are located throughout the facility and only occupants trained in First Aid should provide treatment. Appendix H outlines what items should be contained in the kits.

2.5.6. Hose Reels

Hose reels contain a constant supply of water to extinguish or contain a fire and should only be used by occupants trained in their use whilst removing people from danger.

2.5.7. Hydrants

Hydrants are used by Emergency Services (e.g., Fire & Rescue) only. Wardens may need to advise Emergency Services of their location during an emergency.

PLEASE NOTE: If a fire is discovered, please also contact the Emergency Services immediately (see Section 3.2 – Procedures - Fire).

2.6. EMERGENCY LOCATIONS

Wardens need to have knowledge of emergency location points for communicating and transferring information to other occupants, wardens and Emergency Services during an emergency. The type of emergency location points are identified below:

2.6.1. Master Emergency Control Point (MECP)

The MECP is located at the Assembly Area. If safe to do so, the Chief Warden will coordinate the emergency and liaise with Emergency Services from this location. Wardens will report to the Chief Warden and Deputy Chief Warden at this location. Emergency Services may interact with occupants directly in the event the Chief Warden is not available at this location.

2.6.2. Secondary Master Emergency Control Point (SMECP)

The SMECP is situated at the location of the Chief Warden. If the MECP is unsafe, the Chief Warden will coordinate the emergency and liaise with Emergency Services from this location. Wardens will report to the Chief Warden and Deputy Chief Warden at this location.

2.6.3. Assembly Area

The Assembly Area is located on the corner of Erskine Rd & Birdswood Ave as per Evacuation Diagrams. Unless unsafe to do so, or advised otherwise, this is the emergency evacuation point for facility occupants.

2.6.4. Secondary Assembly Area

The Secondary Assembly Area will be at another location nominated and advised at time of emergency by Chief Warden. This point will be used as the emergency evacuation point for facility occupants if the primary assembly area is unsafe to use.

2.6.5. Safety Data Sheets (SDS)

The SDS provides information on the properties of hazardous substances, including emergency procedures. The SDS will need to be presented to the Emergency Services if required.

3. EMERGENCY RESPONSE PROCEDURES

3.1. EMERGENCY CONTACTS

The emergency contact numbers include the following:

CONTACT	PHONE
Police	000
Fire	000
Ambulance	000
SES	132 500
Chief Warden	
Deputy Chief Warden	
Area Wardens	
Area Wardens	
Local Police Station	Greensborough LAC (03)8432 0200
Nearest Hospital	Austin Health – Heidelberg (03) 9496 5000
Local Medical Clinic	Macleod Medical Practice (03) 94598329

3.2. EMERGENCY COLOUR CODES

Type of Emergency	Procedure	Colour Code
Fire and/or Smoke	3.3	Red
Medical Emergency	3.4	Blue
Bomb or Substance Threat	3.5 & 3.6	Purple
Internal Emergency	3.7 & 3.8	Yellow
External Emergency	3.9 - 3.13	Brown
Personal Threat	3.14 & 3.15	Black
Evacuation	3.16	Orange

For the all clear the relevant code shall be stated followed by all clear

3.3. PROCEDURES - FIRE

The following procedure is to be followed when a fire incident occurs and it is safe to do so. A fire incident involves any event where potential hazard presents itself in the form of fire, smoke or their derivatives such as embers, ash or electrical sparks regardless of origin.

Person Who Discovers

- Remove people from immediate danger if safe to do so
- Activate the Emergency Alert Device
- Contact Chief Warden
- Contact Emergency Services

Chief Warden

- Remove staff and visitors from immediate danger
- Confirm contact with Emergency Services has been made/contact if required
- Advise wardens to evacuate staff and visitors to the nominated Assembly Area if safe to do so. If unsafe, a secondary assembly point will be advised
- Collect Attendance Sign In/Out Sheets
- Gather information from Wardens/staff
- Take instruction from Emergency Services
- Do not re-enter building until advised by Emergency Services
- Account for all staff and visitors at assembly area
- Advise staff it is safe to re-enter the building and co-ordinate re-entry
- Debrief the emergency with ECO and prepare a report for the EPC

Wardens

- Remove staff and visitors from immediate danger
- Advise staff members and occupants to evacuate to Assembly Area using the safest egress
- Check all areas: rooms, common areas, cupboards and toilets, etc.
- If safe to do so, close doors and windows to isolate smoke
- Document all areas that are clear or not
- Report actions and findings to Chief Warden
- Extinguish fire if trained and it is safe to do so
- Account for staff and visitors at the assembly area or safe area
- Take instructions from the Chief Warden
- Do not re-enter building until advised by Chief Warden
- Facilitate re-entry of occupants into building

3.4. PROCEDURES - MEDICAL

The following procedure is to be followed when a medical incident occurs. A medical incident usually occurs to one person at a time and is an isolated incident that has occurred without warning. For example: chest pain/cardiac arrest; faint or collapse; mechanical injury e.g., Slips and falls; chemical spills; burns; allergies; shortness of breath; stroke; seizures; hypoglycaemic events; sickness; pregnancy related emergencies including labour; behavioural disturbances, etc.

Person Who Discovers

- Remove people from immediate danger if safe to do so
- Contact Chief Warden and First Aider
- Contact Emergency Services if instructed to do so

Chief Warden

- Gather information about the medical incident
- Confirm contact with Emergency Services has been made/contact if required
- Ensure First Aid is provided
- Advise relevant occupants
- Assign a Warden to greet Emergency Services upon arrival
- Report information to Emergency Services
- Take instruction from Emergency Services
- Debrief the emergency with ECO and prepare a report for the EPC

Wardens

- Report to Chief Warden
- Take instructions from the Chief Warden
- Ensure people are not in immediate danger
- Confirm contact with Emergency Services has been made/contact if required

3.5. PROCEDURES - BOMB THREAT

The following procedure is to be followed when a bomb threat incident occurs. A bomb threat is when a telephone call or written correspondence is received that relate to an item which may have the potential to explode causing extensive damage and threaten lives.

Person Who Discovers

- Gather as much information as possible
- Fill out a Bomb Threat Checklist (refer Appendix D)
- Contact Chief Warden
- Take instructions from Chief Warden

Chief Warden

- Obtain information about the bomb threat from the staff member who discovered it
- Contact Emergency Services and take instructions
- Unless instructed otherwise, decide to: Search without evacuation; Evacuate and search or Evacuate without search
- Greet Emergency Services upon arrival or assign a Warden to do so
- Report information to Emergency Services
- Take instruction from Emergency Services
- Debrief the emergency with ECO and prepare a report for the EPC

Wardens

- Report to Chief Warden
- Take instructions from the Chief Warden and report back once instructions have been completed
- Contact Emergency Services and take instructions

3.6. PROCEDURES - SUSPICIOUS ITEM

The following procedure is to be followed when a suspicious item is discovered. A suspicious item refers to any item that is out of place, does not belong to any staff or is not recognised as belonging to any known personnel as is deemed as a potential hazard. It may be but is not limited to, a bag, box of goods, furniture, computer or equipment, etc.

Person Who Discovers

- Do not touch or move the item
- Remove occupants from the immediate area and cordon off to prevent access
- Gather as much information about the item as possible (e.g., size, location, why it is suspicious, etc.)
- Contact Chief Warden
- Take instructions from Chief Warden
- Contact Emergency Services

Chief Warden

- Obtain information about the suspicious item from the staff member who discovered it
- Investigate suspicious item and determine ownership or origin
- Contact Emergency Services if deemed necessary
- Advise occupants of incident if deemed necessary
- Advise occupants to Evacuate or Standby for further instructions if deemed necessary
- Greet Emergency Services upon arrival or assign a Warden to do so
- Report information to Emergency Services
- Take instruction from Emergency Services
- Debrief the emergency with ECO and prepare a report for the EPC

Wardens

- Report to Chief Warden
- Take instructions from the Chief Warden and report back once instructions have been completed
- Take instruction from Emergency Services

3.7. PROCEDURES - FLOOD

The following procedure is to be followed when a flood occurs. An incident of flood is when the location has been inundated with uncontrollable volumes of water. It may be due to a burst water pipe, fire sprinklers, blocked drainage, heavy rain or any other water source.

Person Who Discovers

- Remove anyone from immediate danger if safe to do so
- Contact Chief Warden
- Take instructions from Chief Warden
- Contact Emergency Services

Chief Warden

- Contact Emergency Services if deemed necessary
- Advise occupants of incident if deemed necessary
- Advise occupants to Evacuate or Standby for further instructions if deemed necessary
- Put into action plant & equipment shutdown procedures, using staff assistance as required
- Greet Emergency Services upon arrival or assign a Warden to do so
- Report information to Emergency Services
- Take instruction from Emergency Services
- Debrief the emergency with ECO and prepare a report for the EPC

Wardens

- Report to Chief Warden
- Take instructions from the Chief Warden and report back once instructions have been completed
- Take instruction from Emergency Services

3.8. PROCEDURES - INDUSTRIAL ACCIDENT

The following procedure is to be followed when an industrial accident occurs. An industrial accident refers to any sudden and/or unforeseen incident at the workplace, attributable to any cause, which occurs to a person during the course of his/her work resulting in injury. It can also include accidents due to structural damage of workplace buildings.

Person Who Discovers

- Remove anyone from immediate danger if safe to do so and cordon off the area to prevent access
- Shutdown or isolate any equipment involved/affected if safe to do so
- Contact Chief Warden
- Take instructions from Chief Warden
- Contact Emergency Services

Chief Warden

- Contact Emergency Services if deemed necessary
- Advise occupants of incident if deemed necessary
- Advise occupants to Evacuate or Standby for further instructions if deemed necessary
- Put into action plant & equipment shutdown procedures, using staff assistance as required
- Greet Emergency Services upon arrival or assign a Warden to do so
- Report information to Emergency Services
- Take instruction from Emergency Services
- Debrief the emergency with ECO and prepare a report for the EPC

Wardens

- Report to Chief Warden
- Take instructions from the Chief Warden and report back once instructions have been completed
- Take instruction from Emergency Services

3.9. PROCEDURES - LOCKDOWN

The following procedures are to be followed in the event of a Lockdown. A lockdown incident refers to a situation where the safety of staff and visitors is deemed higher inside the premises than outside. Such cases may include, but is not limited to, incidents inside and/or outside the location involving law enforcement personnel; protests; person(s) with weapons outside the premises, etc.

Person Who Discovers

- Remove people from immediate danger if safe to do so
- Advise staff members and occupants in the immediate area to move to a safe area within the building and away from present danger ensuring that they stay below window level
- Contact Emergency Services
- Contact Chief Warden

Chief Warden

- Advise staff members and occupants in the immediate area to move to a safe area within the building and away from present danger ensuring that they stay below window level
- Lock windows and doors, if safe to do so
- Confirm contact with Emergency Services has been made/contact if required
- Gather information from Wardens, staff members and occupants
- Co-ordinate the lockdown
- Move self to the allocated Safe Area
- Report findings to Emergency Services, if required
- Do not Exit the building until safe to do so
- Advise Occupants it is safe to exit the building and co-ordinate evacuation
- Debrief the emergency with ECO and prepare a report for the EPC

Wardens

- Contact Chief Warden
- Lock windows and doors, if safe to do so
- Direct all staff to cease activities
- Move all staff to a Safe Area within the building but away from present danger
- Account for people at the Safe Area
- Report findings to Chief Warden
- Take instructions from the Chief Warden
- Do not exit building until advised by Chief Warden or Emergency Services
- Facilitate evacuation of occupants from the building when it is safe to do so

3.10. PROCEDURES - EXTERNAL EMERGENCY

The following procedure is to be followed when an external incident occurs. An external incident includes those where an incident that threatens the safety of staff and visitors occurs outside of the location. It may include but is not limited to: bomb threats; siege incidents; protests; law enforcement incidents; severe weather; and/or traffic collisions; etc.

Person Who Discovers

- Contact Chief Warden
- Contact Emergency Services if required
- Take instructions from Chief Warden

Chief Warden

- Obtain information about the external incident from the staff member who reported it
- Contact Emergency Services if required
- Advise occupants of incident
- Advise occupants to Evacuate or Lockdown area
- Debrief the emergency with ECO and prepare a report for the EPC

Wardens

- Report to Chief Warden
- Contact Emergency Services if required
- Take instructions from the Chief Warden and report back once instructions have been completed

3.11. PROCEDURES - CIVIL DISORDER

The following procedure is to be followed when civil disorder occurs. A civil disorder involves any incident where there is unrest amongst a group of people and law enforcement personnel is required to manage the situation. Protests that are out of control, brawls or riots are examples of civil disorder.

Person Who Discovers

- Advise anyone in the immediate area to move to a safe area within the building and away from present danger ensuring that they stay below window level
- Contact Chief Warden via two-way radio, phone or verbal
- Contact Emergency Services (if instructed to)

Chief Warden

- Obtain information about the civil disorder from the staff member who reported it
- Contact Emergency Services if required
- Advise occupants of incident
- Advise occupants to Evacuate or Lockdown area or facility
- Advise occupants when it is safe to return
- Debrief the emergency with ECO and prepare a report for the EPC

Wardens

- Report to Chief Warden
- Take instructions from the Chief Warden and report back once instructions have been completed
- Contact Emergency Services if required

3.12. PROCEDURES - SEVERE WEATHER/STORM DAMAGE

The following procedure is to be followed when severe weather/storm damage occurs. Severe weather/storm damage include incidents of damage due to uprooted or fallen trees; dismantled structures; and heavy rainfall such as broken windows/glass, structural hazards, slippery surfaces, etc.

Person Who Discovers

- Contact Chief Warden
- Take instructions from Chief Warden
- Contact Emergency Services

Chief Warden

- Contact Emergency Services if deemed necessary
- Advise occupants of incident if deemed necessary
- Advise occupants to Evacuate or Standby for further instructions if deemed necessary
- Put into action plant & equipment shutdown procedures, using staff assistance as required
- Greet Emergency Services upon arrival or assign a Warden to do so
- Report information to Emergency Services
- Take instruction from Emergency Services
- Debrief the emergency with ECO and prepare a report for the EPC

Wardens

- Report to Chief Warden
- Take instructions from the Chief Warden and report back once instructions have been completed
- Take instruction from Emergency Services

3.13. PROCEDURES - TRANSPORT ACCIDENT

The following procedure is to be followed when a traffic accident occurs. A traffic accident may occur in the same street as the location or in nearby streets resulting in access and egress issues to the location or crowding due to bystanders. It may also include incidents involving vehicles colliding with the location and its associated structures or between one or more vehicles within the facility's carpark areas.

Person Who Discovers

- Remove anyone from immediate danger if safe to do so and cordon off the area to prevent access
- Contact Chief Warden
- Take instructions from Chief Warden
- Contact Emergency Services

Chief Warden

- Contact Emergency Services if deemed necessary
- Advise occupants of incident if deemed necessary
- Advise occupants to Evacuate or Standby for further instructions if deemed necessary
- Greet Emergency Services upon arrival
- Report information to Emergency Services
- Take instruction from Emergency Services
- Debrief the emergency with ECO and prepare a report for the EPC

Wardens

- Report to Chief Warden
- Take instructions from the Chief Warden and report back once instructions have been completed
- Take instruction from Emergency Services

3.14. PROCEDURES - CRIMINAL ACTS

The following procedure is to be followed when a criminal act occurs. A criminal act refers to any act where a crime has been committed and includes incidents of theft; assault (sexual or non-sexual); fraud; death threats; arson; etc.

Person Who Discovers

- Contact Chief Warden
- Take instructions from Chief Warden
- Contact Emergency Services

Chief Warden

- Contact Emergency Services if deemed necessary
- Advise occupants of incident if deemed necessary
- Advise occupants to Evacuate, Lockdown or Standby for further instructions if deemed necessary
- Greet Emergency Services upon arrival or assign a Warden to do so
- Report information to Emergency Services
- Take instruction from Emergency Services
- Debrief the emergency with ECO and prepare a report for the EPC

Wardens

- Report to Chief Warden
- Take instructions from the Chief Warden and report back once instructions have been completed
- Take instruction from Emergency Services

3.15. PROCEDURES - ARMED OR UNARMED INTRUSION

The following procedure is to be followed when an armed or unarmed intrusion occurs. An armed intrusion is one which involves an unauthorised person/s in or around the premises, using weapons. A weapon is any instrument or device that is used to inflict or threaten injury. It includes but is not limited to: firearms, knives, tools, batons, and also everyday items such as pens, scissors or keys. An unarmed intrusion is one which does not involve weapons but one in which the person is perceived as threat due to his/her behaviour, appearance and demeanour.

Person Who Discovers

- Obey the instructions of the intruder and try to remain calm
- Do not take any action to provoke or excite the intruder
- Hand over cash/valuables on request
- Take a mental note of descriptive information about the intruder (e.g., hair colour, height, complexion, speech, facial hair, eyes, clothing, build, tattoos, any other distinguishing features, etc.)
- Contact Chief Warden and Emergency Services when the intruder leaves
- Fill out the Intruder Checklist (refer Appendix E)

Chief Warden

- Obtain information about the intrusion from the staff member who discovered it
- Contact Emergency Services
- Advise occupants of incident
- Advise occupants to lockdown the facility and advise occupants to not discuss the incident until Emergency Services arrives
- Greet Emergency Services upon arrival or assign a Warden to do so
- Report information to Emergency Services
- Take instruction from Emergency Services
- Debrief the emergency with ECO and prepare a report for the EPC

Wardens

- Contact Emergency Services
- Report to Chief Warden
- Take instructions from the Chief Warden and report back once instructions have been completed
- Take instruction from Emergency Services

3.16. PROCEDURES - EVACUATION

The following procedure is to be followed when an evacuation is required. An evacuation incident is any incident where the timely removal of persons from the premises is deemed necessary for their safety. For example, incidents of fire, flood, bomb threats, severe weather/storm damage, structural hazards, etc.

Person Who Discovers

- Remove people from immediate danger if safe to do so
- Contact Emergency Services
- Contact Chief Warden (if available)

Chief Warden

- Remove staff and visitors from immediate danger
- Confirm contact with Emergency Services has been made/contact if required
- Advise wardens to evacuate staff and visitors to the nominated Assembly Area if safe to do so. If unsafe, a secondary assembly point will be advised
- Collect Attendance Sign In/Out Sheets
- Gather information from Wardens/staff
- Take instruction from Emergency Services
- Do not re-enter building until advised by Emergency Services
- Account for all staff and visitors at assembly area
- Advise Staff it is safe to re-enter the building and co-ordinate re-entry
- Debrief the emergency with ECO and prepare a report for the EPC

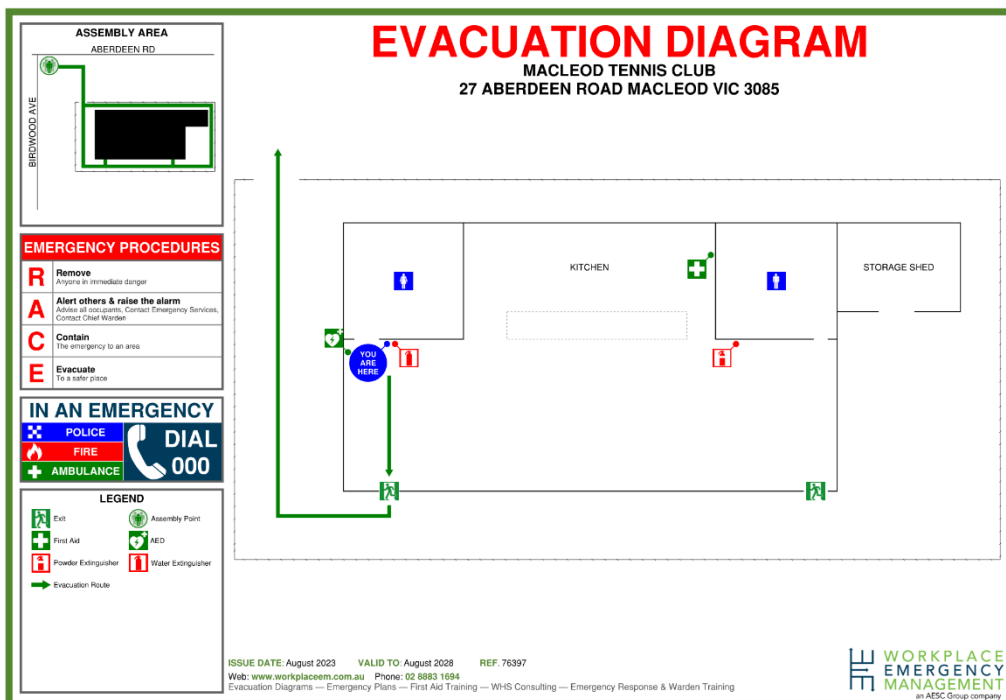
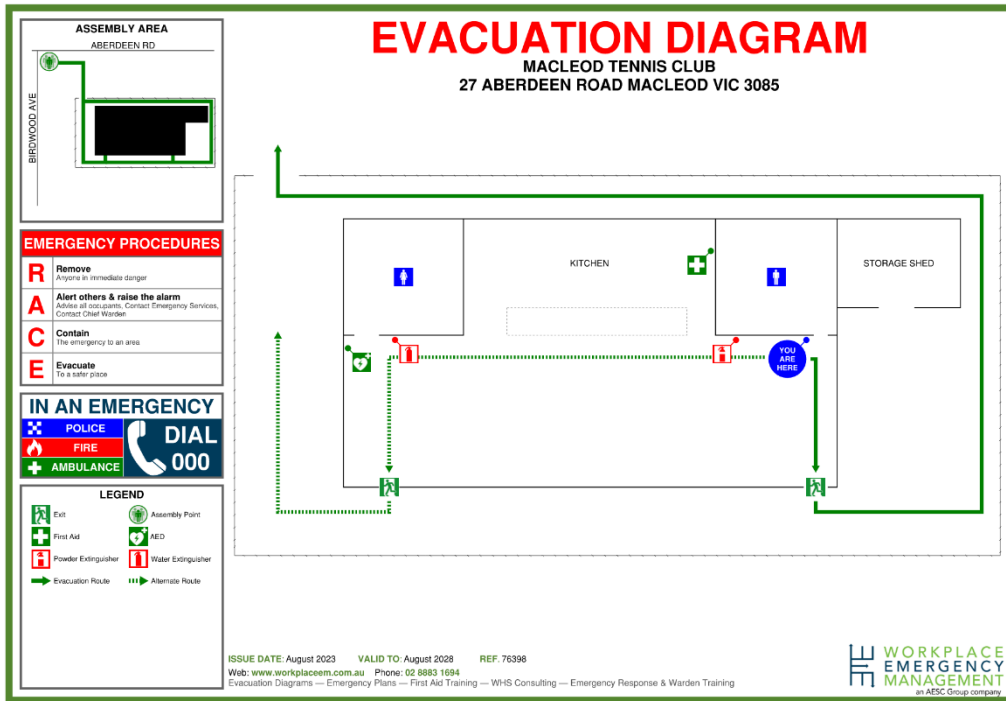
Wardens

- Remove staff and visitors from immediate danger
- Advise staff members and occupants to evacuate to Assembly Area using the safest egress
- Check all areas rooms, common areas, cupboards and toilets, etc.
- Document all areas that are clear or not
- Report actions and findings to Chief Warden
- Account for staff and visitors at the assembly area or safe area
- Take instructions from the Chief Warden
- Do not re-enter building until advised by Chief Warden
- Facilitate re-entry of occupants into building

4. EVACUATION DIAGRAM

Evacuation diagrams shall be displayed in locations where occupants and visitors are able to view the diagrams. The locations within the facility and number of diagrams shall be determined by the EPC.

The Position, Location and Elements of the diagrams are to be as set out in the AS 3745 – 2010 and Amendments.



5. TRAINING SCHEDULE AND OTHER ARRANGEMENTS

5.1. EPC TRAINING

Training is to be provided to EPC members to enable them to competently execute their obligations. Training should address at least the following:

- Developing, managing and maintaining an emergency plan.
- The duties of the EPC and ECO.
- Conduct of site-specific emergency identification and analysis.
- Establishing and managing an ECO.
- Management of appropriate documentation.
- Management and development of assessment activities.
- Development and implementation of training activities including emergency exercise management.
- Emergency mitigation, emergency preparedness and emergency prevention.
- The installed fire safety systems of the facility e.g., sprinkler systems, fire doors and installed emergency communications, notifications and warnings.
- Liaison with Emergency Services.
- Post-evacuation management.

5.2. ECO TRAINING

Training is to be provided to ECO members to develop the skills and knowledge necessary to undertake the duties. Training should address at least the following:

- The duties of the ECO.
- Procedures for the specific emergencies contained in the emergency plan.
- Responding to alarms and reports of emergencies.
- Reporting emergencies and initiating the installed emergency warning equipment.
- Communication during emergencies.
- Pre-emergency activities.
- Emergency activities, First-response Emergency Equipment and First Attack Fire Fighting.
- Post-emergency activities.
- Occupants and visitors with disabilities, including personal emergency evacuation plans.
- Human behaviour during emergencies.
- The use of installed emergency response equipment and operation of communication system.
- The performance of the building and its installations during a fire or other emergency.

The training shall include exercises and assessment.

In addition to the above training, Chief Wardens, Deputy Chief Wardens and Communications Officer require the following additional training:

- Their roles and responsibilities within the emergency plan.
- Duties of the EPC.
- Decision-making, command and control.
- Record keeping.
- Actions for the specific emergencies contained in the emergency response procedures.
- Coordination of communication during emergencies.
- Liaison with Emergency Services.
- Coordination of evacuation activities.
- Implementation of post-emergency activities in accordance with the emergency plan.

5.3. OCCUPANTS AND VISITORS

Visitors at the facility should be provided with appropriate information on the emergency response procedures, as determined by the EPC. All occupants working at the facility shall receive training to enable them to act in accordance with the emergency response procedures and should include at least the following:

- Occupant responsibilities within the facility emergency response procedures.
- Types of emergencies in the emergency plan, how to report emergencies and recognising and reporting unsafe conditions.
- The authorities, roles, responsibilities and identification of ECO members.
- Reacting safely to emergencies and alarms.
- Evacuation procedures and location of assembly areas, location of egress routes and post-emergency protocols.

5.4. SKILLS RETENTION

Skills retention activities are determined by the EPC and should be carried out at the following maximum intervals:

MEMBER / ACTIVITY	INTERVAL
ECO	6 months
Emergency Response Exercise (e.g., evacuation exercise)	12 months
First Attack Fire Fighting	24 months
First Response Emergency Equipment	12 months

5.5. EVACUATION EXERCISES

The training shall include emergency exercises and assessment. The ECO shall determine the program for emergency response exercises for the facility. Emergency response exercises including an evacuation should be conducted, as a minimum, annually. More regular testing of the emergency procedures should be conducted based on the identified emergencies determined to be applicable to the facility, size and configuration of the facility and the type of occupancy.

Emergency exercises may be conducted as partial facility or full facility exercises, on the basis that all occupants of the facility participate in an emergency evacuation exercise at least once annually.

The emergency exercise should be observed and assessed throughout, using a checklist to record the details of the response. A debrief discussing the exercise should be conducted to highlight the positive and negative aspects of the emergency exercise. A report should be forwarded to the EPC (Manager) following each exercise. The report should include any deficiencies in the emergency response that were identified.

In the event an actual emergency occurs during the emergency exercise, the words '**NO DUFF**' shall be called loudly **three** times to alert all ECO members. At that time the emergency exercise will terminate and all persons will stand by for further instructions from the Chief Warden and Wardens.

5.6. OCCUPANTS AND VISITORS WITH A DISABILITY

This facility may have staff members and/or visitors to the facility who, for one reason or another, may need assistance or are unlikely to be able to act optimally in an emergency. These persons may have a disability or other impairment that require a Personal Emergency Evacuation Plan (PEEP) to be prepared and available for use in the event of an emergency. The PEEP is to be developed in consultation with the individual (or the person responsible for the individual) to provide suitable strategies to assist the person in the event of an emergency or evacuation.

The PEEP documents are to be kept at the reception area, with other emergency equipment, available for the Chief Warden to use during the emergency response.

The PEEP document/s should also be made available to any Warden or other staff member who is part of the assistance strategy for the individual or may have a role to play with the person during an emergency.

DEFINITIONS

Assembly Area - The designated place/s where people assemble in the event of an evacuation.

Bomb - A device of any shape or size, which can look obvious or be camouflaged, may vary in sophistication, and may not necessarily explode (i.e. incendiaries, toxic/noxious substances, sharps, animals/reptiles). May be referred to as an improvised explosive device (IED).

Bomb Threat - A threat, written or verbal, delivered by electronic, oral or other medium threatening to place or uses an explosive, chemical, biological or radiological device at a time, date, and place or against a specific person or organisation. It is not necessary for any other action to be taken by the offender.

Emergency - An event that arises internally or from external sources, which may adversely affect the occupants or visitors in a facility, and which requires an immediate response.

Emergency Control Organisation (ECO) - A person or persons selected by the emergency planning committee to direct and control the implementation of the facility's emergency response procedures.

Emergency Plan - The written documentation of the emergency arrangements for a facility. It contains the response roles, responsibilities, systems and arrangements for the agreed emergency roles.

Emergency Planning Committee (EPC) - Persons responsible for the documentation and maintenance of an emergency plan.

Emergency Preparedness - The arrangements made to ensure that should an emergency occur, all the necessary resources and services needed to cope can be efficiently mobilized and deployed. Examples: the structure and duties of the EPC, the appointment of an ECO, development and maintenance of the emergency procedures, emergency identification, training, removal of people or property from a threatened location.

Emergency Prevention - The measures taken to eliminate the incidence of an emergency. These include the regulatory and physical measures to ensure that emergencies are prevented. Examples: the implementation of suitable policies and procedures, regular maintenance and servicing of equipment/appliances, alarm systems, training in the safe use of installed equipment, correct storage practices, reduction or removal of excessive fuel loads.

Emergency Response Exercise - A site specific exercise implemented to determine the effectiveness of the emergency response procedures.

Emergency Response Procedures - A systematic written section in an emergency plan outlining the assigned responsibilities and actions to be taken to manage an emergency situation.

Emergency Response Team (ERT) - Specialist personnel appointed to attend specific incidents to contain, control or eliminate the emergency using emergency response equipment.

Evacuation - The orderly movement of people from a place of danger.

Evacuation Diagram - Emergency and evacuation information about a facility presented and displayed in pictorial form at relevant locations outlining the floor area and other relevant emergency response information

Evacuation Exercise - An emergency response exercise which simulates an emergency that requires an evacuation

Facility - A building, structure or workplace that is or may be occupied by people (occupants).

Occupant - A person attending a facility on a permanent or temporary basis, such as an employee, contractor, student, or resident, but not a visitor.

Occupant Warning System - Systems and devices that operate to alert people within a facility to an emergency. Examples:

1. Emergency warning and intercommunication system (EWIS), sound system for emergency purposes (s.s.e.p), smoke alarms, pagers, visual warning systems (strobe lights), hand held alarm devices (whistle), and intercom systems.
2. Occupant warning equipment may operate as part of a fire detection and alarm system and may function in conjunction with other emergency detection system, such as those for storms earthquakes and bomb threats.

Occupant/visitor with a disability - A person who requires:

- a) More time or different forms of communication, compared with other occupants to respond to an emergency; or
- b) Assistance to respond to an emergency or evacuate from a facility.

Personal emergency evacuation plan (PEEP) - An individualised emergency plan designed for an occupant with a disability who may need assistance during an emergency

Refuge - An area on a floor or area that is specifically designed to protect people from heat, smoke and toxic gasses, which provides direct access to an exit. Refuges are normally nominated by a relevant certifier

Staging area - An Area in a facility where occupants and visitors are intended to gather in preparation for an evacuation.

Structure – 1. A building (fixed or transportable), mast, tower, a steel or reinforced construction, structural cable or telecommunications structure, underground works (including shafts and road, rail, telecommunications and interconnecting tunnels).

2. A railway line, airfield, dock or harbour, water storage or supply system, electricity or gas generation facility, transmission or distribution facility; or production, storage or distribution facilities for heavy industries; or fixed plants.

Visitor - A person who is within a facility who is temporarily visiting the facility and is not

- a) Employed at or for the facility, either on a permanent, casual, temporary, contracting basis
- b) A resident/inmate
- c) Studying at the facility.

Workplace - Any place where work is, or is to be, performed by:-

- a) A person engaged for work for gain or reward, or on a voluntary basis
- b) A person conducting a business or undertaking; or
- c) As defined by the relevant Commonwealth, State and Territory occupational health and safety statutes for the definition of a workplace.

LIST OF ABBREVIATIONS

ABDC	Australian Bomb Data Centre
AS	Australian Standard
AS/NZS	Joint Australian/New Zealand Standards
BCA	Building Code of Australia
CPR	Cardio Pulmonary Resuscitation
DDA	Commonwealth Disability Discrimination Act
DRSABCD	Danger, Response, Send, Airway, Breathing, CPR, Defibrillator
ECO	Emergency Control Organisation
ECP	Emergency Call Point
EP	Emergency Plan
EPC	Emergency Planning Committee
ERT	Emergency Response Team
EWIS	Emergency Warning Intercommunication System
EWS	Emergency Warning System
FA	First Aid
FDI	Fire Danger Indicator
FDR	Fire Danger Rating
FIP	Fire Indicator Panel
HAZMAT	Hazardous Materials
HB	Handbook
IED	Improvised Explosive Device
MCP	Manual Call Point
MECP	Master Emergency Control Point
MSDS	Material Safety Data Sheet
PA	Public Address
PCBU	Person Conducting a Business or Undertaking
PEEP	Personal Emergency Evacuation Plan
SES	State Emergency Service
SSEP	Sound System for Emergency Purposes
WHS	Work Health and Safety
WIP	Warden Intercommunication Point

APPENDIX A - CRITICAL EMERGENCY EVACUATION SYSTEM ELEMENTS AND RECORDS

Item No.	Item	Action required & pass /fail requirements	Frequency			Records		
			Monthly	Six-monthly	Yearly	Result	Pass/Fail	Comments
	Emergency Plan	Inspect the Emergency Plan and check for relevancy to the facility			✓			
	Emergency Evacuation Equipment	Inspect the Emergency evacuation equipment and check for compliance with the Emergency Plan		✓	✓			
	Emergency Response Procedures	Inspect the emergency Procedures and test for relevancy to the facility or to a nominated incident covered by the Emergency procedures by conducting an evacuation exercise.		✓	✓			
	Training	Inspect training records and check for compliance with the emergency plan		✓	✓			
	Evacuation Exercise	Inspect evacuation exercise records and check for compliance with the emergency Plan			✓			
	Emergency Control Organisation (ECO)	Inspect the ECO list and check for compliance with the emergency plan. Test the ECO for relevance to the facility by initiating an alarm and checking the response for compliance with the emergency plan	✓	✓	✓			
	Emergency Response Diagrams	Inspect the emergency response diagrams for relevancy and check for compliance with the emergency plan		✓	✓			
	Assembly Areas	Inspect the nominated assembly are/s and test for relevance to the facility and compliance with the emergency plan		✓	✓			

APPENDIX C - EMERGENCY COLOUR CODES

Emergency	Colour	AS 2700 Code	Colour Settings for Printing	
			RGB	CMYK
Fire and/or Smoke	Red	R13	227, 66, 52	0, 71, 77, 11
Bomb Threat	Purple	P12	128, 0, 128	66, 87, 0, 0
Medical Emergency	Blue	B22	0, 47, 167	98, 84, 0, 0
Personal Threat*	Black	N61	0, 0, 0	0, 0, 0, 100
Internal Emergency**	Yellow	Y26	255, 215, 0	0, 16, 100, 0
External Emergency	Brown	X54	150, 75, 0	0, 50, 100, 41
Evacuation	Orange	X13	255, 127, 0	0, 50, 100, 0

* For example, armed or unarmed persons threatening injury to others or to themselves

** For example, failure or threat to essential services

Type of Emergency	Colour Code
Fire and/or Smoke	Red
Medical Emergency	Blue
Bomb or Substance Threat	Purple
Internal Emergency (Possible failure of mains power/lifts etc.)	Yellow
External Emergency (Consideration for "Protect in Place")	Brown
Personal Threat (Workplace confrontation, hold-up, etc)	Black
Evacuation	Orange
For the all clear the relevant code shall be stated followed by all clear	

APPENDIX D - BOMB THREAT CHECKLIST

PHONE BOMB THREAT CHECK LIST

DO NOT HANG UP

REMAIN CALM

Time: _____ Date: / / . Phone Number Displayed: _____

EXACT WORDING OF THE THREAT:
IMPORTANT QUESTIONS TO ASK:
Where did you put it?
When is the bomb going to explode?
What does it look like?
Why did you put it there?
What type of bomb is it?
GENERAL QUESTIONS TO ASK:
What is in the bomb?
How will the bomb explode?
How will the substance be released?
What type of substance is it?
What is your name?

Sex of Caller:	Male	Female		Estimated Age:	
Voice/Accent	Australian	Asian	British	Middle Eastern	American
	European	Irish	Indian	Other:	
	Loud	Angry	Calm	Soft	Emotional
	Laughing	High Pitched	Other:		
Speech	Fast	Clear	Stutter	Slurred	
	Slow	Muffled	Lisp	Other:	
Threat Language	Well Spoken	Irrational	Message Read	Abusive	Taped
	Incoherent				
Background Noise:	Street Noise	Television	Music	House noises	Voices
	Aircraft	Machinery	Other:		

Your Name: _____ Telephone number of your phone: _____

NOTES: _____



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 Workplace Emergency Management

Bomb Threat Checklist

APPENDIX E - INTRUDER CHECKLIST

Intruder Checklist

Witness Details

Name:	Position:
Signature:	Department:
Date:	

Intruder Details

Sex of Intruder:	Male	Female	Number of Intruders:		
Nationality:	Australian American	Asian European	British Irish	Middle Eastern Indian	Other (specify):
Age:		Height:		Weight:	
Build:	Thin Stout	Overweight Obese	Medium Heavy	Muscular	Other (specify):
Hair:	Black Brown Grey	Red Auburn Blonde	Straight Wavy Short	Long Shaved Bald	Other (specify):
Eyes:	Blue Brown	Green Grey	Hazel Dark	Unknown	Other (specify):
Complexion:	Olive Tanned	Fair Pale	Freckled Brown	Sunburnt Scarred	Other (specify):
Glasses:			Facial Hair:		
Jewellery:	Earrings Nose Ring	Necklace Rings	Bracelet Anklet	Silver Gold	Other (specify):
Body Markings:	Tattoo	Scars	Birthmark		Other (specify):
Clothing:	Upper (describe):	Lower (describe):	Head (describe):	Foot (describe):	Other (specify):
Voice:	Loud Soft	Calm Emotional	Angry Laughing	Flat High pitched	Other (specify):
Speech:	Fast Slow	Clear Muffled	Stutter Lisp	Slurred Normal	Other (specify):
Language:	Well spoken Incoherent	Irrational Uneducated	Swearing	Abusive	Other (specify):
Vehicle:	Body (describe):	Make (describe):	Model (describe):	Colour (describe):	Other (specify):
Weapon:	Knife	Handgun	Shotgun	Other (specify):	

Notes

ALERT YOUR SUPERVISOR AND THE CHIEF WARDEN



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Workplace Emergency Management

Intruder Checklist

APPENDIX F - PERSONAL EMERGENCY EVACUATION PLAN

Personal Emergency Evacuation Plan (PEEP)



Personal Emergency Evacuation Plan (PEEP) Complete this form for any person who has a disability and would require assistance during an emergency evacuation.

General Details	
Persons Name:	Company/Department:
Phone Number: <i>Mobile:</i>	<i>Work Phone:</i>
Location:	
<i>Building(s):</i>	<i>Floor(s):</i> <i>Room(s):</i>
Period Onsite:	<input type="checkbox"/> <i>Fulltime:</i> <input type="checkbox"/> <i>Part-time:</i> <input type="checkbox"/> <i>Visitor:</i>
<i>Date(s):</i>	<i>Days:</i> <i>Onsite Hours (Indicative):</i>
Evacuation Requirements	
Is an assistance animal involved	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the person trained in the Emergency Response Procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Preferred method of receiving updates to emergency response procedures:	
Preferred method for notification of emergency:	
Type of assistance required:	
Equipment required for evacuation:	
Egress procedure:	
Designated assistants and contact details:	
Building Warden <i>Name:</i>	<i>Contact No:</i>
Assistant <i>Name:</i>	<i>Contact No:</i>
Assistant <i>Name:</i>	<i>Contact No:</i>
Are the designated assistants trained in emergency and evacuation procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are the designated assistants trained in the use of evacuation equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is a diagram required for preferred route of assisted evacuation?	<input type="checkbox"/> Yes (attach) <input type="checkbox"/> No
Issue Date:	Review Date:
Approved:	
<i>Person requiring assistance:</i> _____	<i>Date:</i> _____
<i>Building Warden:</i> _____	<i>Date:</i> _____

Copy of completed form sent to / held by:

Building Warden	<input type="checkbox"/> Yes	Designated assistants	<input type="checkbox"/> Yes	Person requiring assistance	<input type="checkbox"/> Yes
-----------------	------------------------------	-----------------------	------------------------------	-----------------------------	------------------------------

APPENDIX G - FIRST AID BASICS

D DANGER

Check for immediate danger to yourself, others and the patient



R RESPONSE

Check for a response

Ask name – Squeeze shoulders

No Response

Response



Make Comfortable

Monitor Condition

S SEND FOR HELP

Call triple **000** for an Ambulance or ask another person to make the call



A AIRWAY

Open Mouth – if foreign material is present, place in the recovery position and clear the airway



B BREATHING

Check for breathing – look, listen, feel

Absent or Abnormal Breathing

Normal Breathing

Start CPR

Place in recovery position



Monitor breathing

C CPR

Start CPR – 30 chest compressions : 2 Breaths (100-120 beats per minute)

Continue CPR until help arrives or patient recovers



D DEFIBRILLATION








Apply defibrillator if available and trained to do so

APPENDIX H - FIRST AID KIT CHECKLIST - Sample Content List

First Aid Kit Checklist

Item	Units	Amount	Tick/Order
Key-Ring or other CPR Mask		1	
Nitrile Powder Free Blue Gloves	2 Pack	5	
Gauze Swab- 7.5cm x 7.5cm	3 Pack	5	
Sodium Chloride - 15ml Steri-tube		10	
Alcowipes		10	
Plastic Dressing Strips	50 Pack	1	
Splinter Probes	5 Pack	1	
Tweezers - 125mm Fine Point		1	
Antiseptic Spray - 50ml		1	
Non Adherent Dressing - 5cm x 5cm		6	
Non Adherent Dressing 10cm x 10cm		1	
Lite Dressing - 7.5cm x 10cm		3	
Conforming Bandage - 5cm x 1.5m		3	
Conforming Bandage - 7.5cm x 1.5m		3	
Hospital Crepe Bandage - 10cm x 4m		1	
Scissors Surgical - 125mm Sharp Blunt		1	
Transparent Tape - 2.5cm x 5m		1	
Safety Pins	12 Pack	1	
No. 13 Wound Dressing		1	
No. 14 Wound Dressing		1	
No. 15 Wound Dressing		1	
Combined Dressing 10cm x 20cm		1	
Disposal Bags	3 Pack	1	
Calico Triangular Bandage - 110cm x 110cm		3	
Survival Thermal Blanket		1	
Eye Pad Sterile Single Use		4	
Burn Gel Sachet - 3.5ml		5	
BurnAid pad 10cm x 10cm		2	
Instant Ice Pack		1	
Basic Dressing Pack		1	
Sharps Container – small		1	
First Aid Notes/Instructions		1	
Notebook		1	
Biro		1	

APPENDIX I - FIRE EXTINGUISHER CHART

FIRE EXTINGUISHER CHART							
	Class/Type of Fire	A	B	C	D	E	F
Colour Of Extinguisher	Type of Extinguisher	Wood Paper Plastic	Flammable & Combustible Liquids	Flammable Gases	Metal Fires	Electrically Energised Equipment	Cooking Oils and Fats
	WATER (AW)	✓	✗	✗	✗	✗	✗
	CARBON DIOXIDE (CO ₂)	LIMITED	LIMITED	✗	✗	✓	✗
	POWDER (ABE/BE) ¹	✓ (ABE) ✗ (BE)	✓	✓	✗	✓	✗ (ABE) ✓ (BE)
	FOAM ²	✓	✓	✗	✗	✗	LIMITED
	WET CHEMICAL	✓	✗	✗	✗	✗	✓
	VAPORISING LIQUID ³	✓	LIMITED	LIMITED	✗	✓	✗
	FIRE BLANKET	LIMITED	LIMITED	✗	✗	✗	✓

Use Special Purpose Extinguisher Only. Seek Expert Advice. Call 000

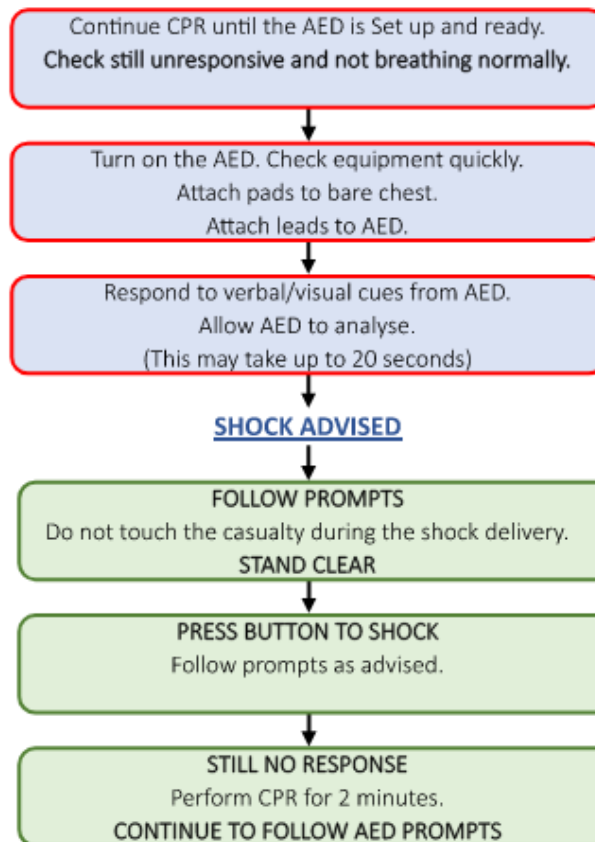
APPENDIX J – AUTOMATED EXTERNAL DEFIBRILLATOR (AED)



An Automated External Defibrillator (AED) can identify the cardiac rhythm as either *Shockable* or *Non-Shockable*.

The Pad Covers have a diagram showing the pad positioning. Adult pads are suitable for use in children older than 8 years with normal pad positioning. If paediatric pads are not available for children between 1 and 8 years, the adult pads can be used in the Front-Back position. Pad to skin contact is important for successful defibrillation. Skin should be clean and dry. Excessive moisture and hair should be removed (e.g., Shave) remembering the importance of minimal delay in shock delivery.

DEFIBRILLATION



Continue to follow AED prompts until the casualty's responsiveness and normal breathing returns, health professionals arrive and take over, you can no longer continue due to fatigue, a health care professional directs you to stop, or the situation becomes too dangerous to continue.