

Emergency Management Plan

East Camberwell Tennis Club



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1. Scope

The Emergency Management Plan (EMP) sets out the assigned responsibilities, actions and processes to be carried out to respond to and manage emergencies for the East Camberwell Tennis Club. The Emergency Control Organisation will enact these procedures in any situation deemed an emergency through the direction of the Chief Warden or Emergency Services.

An “emergency” is any event, internal or external, that may adversely affect occupants or visitors, and which requires an immediate response.

This EMP and associated Procedures have been authorised by the Committee of the East Camberwell Tennis Club (“the Committee”). The EMP applies to all members, contractors and visitors occupying or visiting East Camberwell Tennis Club.

2. Document Control and Validity

It is the responsibility of the Committee to ensure document control is maintained for the emergency response procedures documentation for this facility.

The validity period for this EMP will be five years from the date of issue.

The Committee shall review this plan each year to ensure its suitability.

3. Amendment Register

Creation Date: 14th November 2022

Created by: Absolute Consultancy

For Property Manager(s): East Camberwell Tennis Club

Date	Actioned by	Pages	Amended by & Comments
14 Nov 2022	Ryan Wilson	All	Emergency Procedures Plan V1 Issued
15 Feb 2023	Committee	All	Emergency management plan approved by Committee
5 June 2024	Committee	All	Emergency Management plan reviewed, appropriate changes made and approved

4. List of Abbreviations

ABDC	Australian Bomb Data Centre
AFP	Australian Federal Police
BCA	Building Code of Australia
BMU	Building Maintenance Unit
CBD	Central Business District
CCTV	Closed Circuit Television
CID	Critical Incident Debriefing
DDA	Disability Discrimination Act
ECO	Emergency Control Organisation
EP	Emergency Plan
EPC	Emergency Planning Committee
ERT	Emergency Response Team
EWIS	Emergency Warning and Intercommunication System
EWS	Emergency Warning System
FCR	Fire Control Room
FEP	Fire Evacuation Plan
FIP	Fire Indicator Panel
LPG	Liquid Petroleum Gas
MECP	Master Emergency Control Point
NCC	National Construction Code
OWS	Occupant Warning System
PA	Public Address
PEEP	Personal Emergency Evacuation Plan
PMG	Places of Mass Gathering
PTSD	Post-Traumatic Stress Disorder
RFS	Rural Fire Service
SECP	Secondary Emergency Control Point
SES	State Emergency Services
VESDA	Very Early Smoke Detection Apparatus
OHS	Occupational Health and Safety
WIP	Warden Intercommunication Point

5. Building Profile & Infrastructure

Facility Description:	
Site Name & Address:	East Camberwell Tennis Club, Riversdale Park, Corner of Spencer Road and Riversdale Road, Camberwell, Vic, 3124
Property Management	East Camberwell Tennis Club
Property Contact:	Drossos Haramantas Tel: 0400 545 020 Email: ectc_accounts@outlook.com David Close Tel: 0425 88 337 Email: divadc2003@yahoo.com
Chief Warden:	Committee member or Head Coach onsite at the time of the incident.
Number of Tenants:	Two – East Camberwell Tennis Club and Avanti Tennis
Levels:	One Levels
Adjacent sites for special consideration: There are no sites in the local area for special consideration or identified as an emergency risk.	
Assembly Areas: In Riversdale Park, beyond the entrance gate to the Tennis Club	
Nearest Cross Street: Spencer Road and Riversdale Road	
Assembly Area Risk Assessment: The Assembly Area chosen has been assessed taking into consideration: <ul style="list-style-type: none"> • Egress routes • Distance from the facility • Occupancy rate • Further egress • External hazards • Other buildings which may intervene between the Assembly Area and their building 	

Detection & suppression systems:	
<input checked="" type="checkbox"/> Smoke Detectors	<input type="checkbox"/> Manual Call Point (Red)
<input type="checkbox"/> Sprinklers	<input type="checkbox"/> Emergency Call Point (White)
<input type="checkbox"/> Thermals	<input type="checkbox"/> Fire Doors
<input type="checkbox"/> VESDA	<input type="checkbox"/> Smoke Door
<input type="checkbox"/> Emergency Gas Suppression	<input type="checkbox"/> Hydrants
Fire Systems and Alarm	
<input type="checkbox"/> EWS	<input type="checkbox"/> Sub Panel/Mimic
<input type="checkbox"/> FIP	<input type="checkbox"/> WIP's
<input type="checkbox"/> Manual push button	<input type="checkbox"/> EWS/OWS
Portable Fire Fighting equipment:	
<input type="checkbox"/> CO2	<input type="checkbox"/> Hose Reels
<input checked="" type="checkbox"/> Dry Chemical Powder	<input type="checkbox"/> Hydrants
<input type="checkbox"/> Water	<input checked="" type="checkbox"/> Fire Blankets
<input type="checkbox"/> Foam	<input type="checkbox"/> Wet Chemical

5.1. Exit Egress and Assembly Area

Wardens should be deployed to each exit to assist direction of the evacuation to the assembly area.

All exit doors leading outside the facility shall always be unobstructed. Ensure exit doors leading into car parks cannot be compromised by vehicles.

All exits from the facility need to be maintained by the Committee to ensure they are functional. Any building works that may affect the access, egress or functionality of the emergency management system must be communicated to the Committee 24 hrs before occurrence.

There is one Assembly Area for the site:

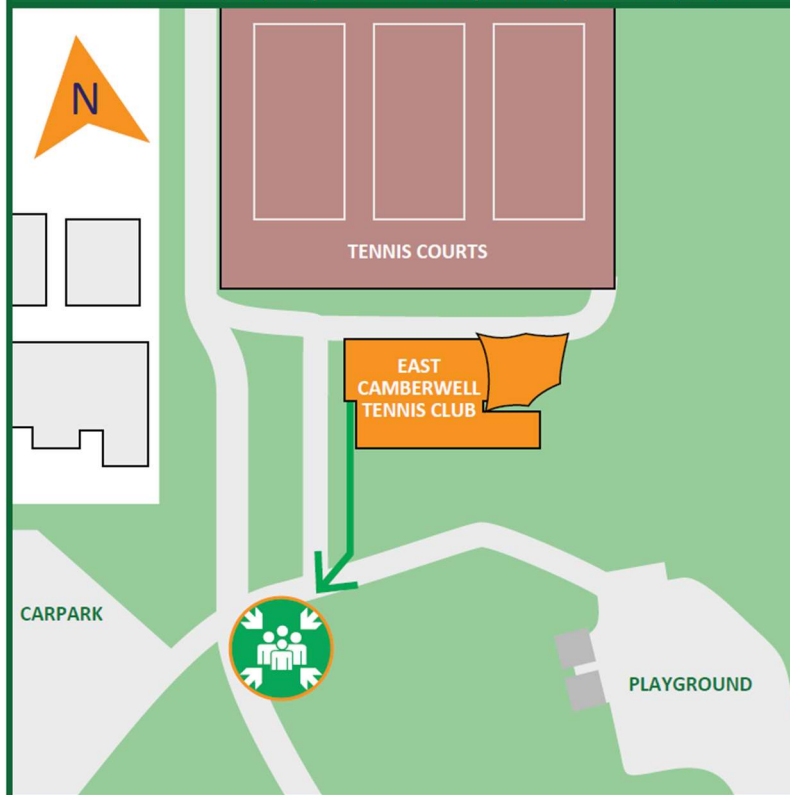
In Riversdale Park, beyond the entrance to the Tennis Club

This has been chosen for its capacity and safety, one small road needs to be crossed on the route to either area. Wardens should ensure that no members of the public are put at risk on route to the Assembly Area.

EAST CAMBERWELL TENNIS CLUB

RIVERSDALE ROAD, CAMBERWELL, 3124

Date Issued: 15/11/22 | Revision: 01 | Validity Date: 15/11/27



ASSEMBLY AREA

PRIMARY: RIVERSDALE PARK

5.2. Master Emergency Control Point

The Master Emergency Control Point (MECP) is a location where the Chief Warden should organise the response to any emergency from.

The MECP is the main entry door to the facility.

5.3. Building Fire Alarm Tones

There are no installed fire alarm systems or tones within the building other than a smoke detector in the kitchen. The alarm will be raised by the Chief Warden, Wardens and any available club members through word of mouth.

Upon the discovery of an emergency within the facility, the Chief Warden should implement the following actions:

- Ensure emergency services have been notified of the emergency via a phone call to 000.
- Dispatch Wardens to investigate their area to identify if there are any smoke, fire or danger or any kind.
- If smoke/fire identified, only try to extinguish if trained and safe to do so. Start evacuating your area via nearest safe exit.
- If no smoke, fire or danger identified, Warden report to the Chief Warden for instructions.
- Liaise with the Chief Warden to discover if the incident requires an evacuation.
- All staff should prepare for potential evacuation by checking in on occupants with a mobility issue and collecting small, necessary items to take.
- Wardens shall check all exit routes to ensure clear paths of travel.
- All occupants are to evacuate immediately via nearest safe exit.
- Wardens report in any occupants refusing to leave or with mobility issues remaining on the area. This can be done via phone or in person at the MECP.
- Head immediately to the Assembly Area, unless otherwise informed.

5.4. After Hours or Non-Workday Events

This Emergency Plan and Response Procedures are based on business hours activities where Committee members and/or the Head Coach are typically present.

Working outside these hours, members and any other occupants need to evacuate themselves to the assembly area during an emergency. They should then contact emergency services on 000 and any member of the Committee.

Members and other occupants should wait for instructions from Emergency Services.

6. Emergency Control Organisation (ECO)

The following positions shall be included in accordance with the requirements of this facility:

The ECO shall consist of:

- Chief Warden.
- Wardens.

An up-to-date register of all ECO members will be maintained by the Committee and will be available upon request.

6.1. Authority of ECO

When an emergency is declared in the building:

- **all occupants and visitors** are required to comply with the directions of the Wardens;
- **“Wardens”** means
 - Chief Warden, Wardens and any other people appointed by the preceding to act as Wardens, who together make up the Emergency Control Organisation (**ECO**);
- **“Chief Warden”** includes an authorised person acting as Chief Warden in a particular emergency.
- The **powers of Wardens** shall override all normal non-emergency management procedures and personnel. Wardens have the authority to marshal and direct any occupants.

6.2. Skills Retention and Training

ECO members will mainly comprise of members of the Committee.

Committee members shall attend a skills retention activity or training at intervals not greater than 12 months.

Skills retention activities shall be determined by the Committee, based on the specific requirements for the facility and its emergency response procedures. Skills retention activities may also include table-top exercises and evacuation/emergency response exercises for the ECO.

7. Events, Exercises and Review

This plan shall be challenged with emergency exercises to identify and correct any deficiencies in communication systems; the Emergency Plan, Procedures and their implementation; and ECO response.

Every part of the facility shall participate in an emergency exercise involving an evacuation at least once every 12 months. Emergency exercises shall be prefixed by an announcement that it is an evacuation exercise only. At least one full evacuation will occur every year.

The pre-determined phrase **NO DUFF** shall be disseminated to all ECO members for use when an actual emergency incident takes place during an emergency response exercise. The phrase shall signify that the emergency response exercise has terminated, and an actual emergency incident is taking place, and that the ECO are to stand by for further instructions.

Post-Event the Chief Warden will:

- When the emergency incident is rendered safe or the Emergency Services returns control, notify the ECO members to have occupants return to their facility as appropriate,
- Organise a debrief with ECO members and where appropriate with any attending Emergency Services, and
- Collate all records of events and ensure they are recorded.

7.1. Occupant Emergency Awareness

The Emergency Management Plan shall be communicated to all members of the East Camberwell Tennis Club and regular contractors accessing this facility. This will enable them to act in accordance with emergency response procedures.

The Emergency Management Plan shall be uploaded on to the website of the East Camberwell Tennis Club so that it can be viewed by members.

Non-members who use the facility via the Book-a-court system will also be able to access the Emergency Management Plan on the Club's website.

8. Emergency Response Procedures

8.1. First Response

Any occupant or visitor may alert staff or declare an emergency, e.g., advising a warden, Committee or calling 000.

When an emergency is declared (by the Chief Warden or another Warden) the following shall occur:

8.2. Chief Warden

- Determine the nature of the emergency and the response needed, e.g. lockdown, shelter in place, full or partial evacuation.
- If necessary, declare an emergency to members in attendance and to all occupants, including the response plan.
- Sets up an emergency control point, normally at the MECP.
- Ensure the course of the emergency is logged and permanently recorded.
- Ensure 000 or the correct emergency service has been contacted.
- Liaise with emergency services as soon as they arrive on site and brief with current status of incident.

8.3. Wardens

- Listen for instruction from Chief Warden.
- Obtain first aid kit
- Identify mobility impaired personnel.
- Follow Area Wardens instructions.
- Act as Area Warden if needed.

8.4. Occupants

All occupants and visitors must:

- Follow all announcements and instructions from ECO members during all emergencies and drills, including outside the building at traffic points and at stair exits.
- Assist people in immediate danger, if safe to do so.
- Comply with any reasonable instruction given by the ECO if safe to do so.
- Secure computers and other systems and equipment only if safe to do so.
- Follow the directions of any Emergency Services personnel. They have legal power to order evacuation or instruct occupiers.

8.5. Refusals

When a person refuses to comply with the directions given by a Warden, the Warden should:

- Ensure the person has been clearly advised (twice) that they are required to evacuate the building because of an emergency situation.
- Notify the Chief Warden, who shall advise the attending Senior Emergency Services Officer who, at their discretion, may take the appropriate action under law to remove the person.

Note: Where possible it is advisable to have a witness to confirm any refusals. Document any such incidents. Do not start an argument - just report it to the Chief Warden.

8.6. Debrief

After each emergency event a debrief must occur which may include but is not limited to; the Committee, Chief Warden, Wardens and any members present.

The debrief will be organised and minuted by the Committee and chaired by the Chief Warden or nominated Deputy and will discuss the following:

- Processes that worked well.
- Processes that worked but need some improvement.
- Processes that did not work and need reconsideration.
- Adequacy of Warden numbers and ability to undertake the role.

Any requested changes to procedures will be documented and actions raised, any changes to the Emergency Plan or associated procedures will be made by the Committee and significant changes communicated to the members and regular contractors accessing the facility.

9. Evacuation Procedure

9.1. Chief Warden

- If the discovery of an emergency has been raised internally by occupants, gather specific information to assist in managing the emergency.
- Correspond with the occupants, asking for Wardens to report via phone or in person.
- Issue instructions to Wardens;
- If communication cannot be established with the affected area, direct an evacuation.
- If the emergency is confirmed, direct an evacuation in the following stages:
 - **Stage 1** – Occupants in immediate danger
 - **Stage 2** – The areas adjacent, above and below the affected area
 - **Stage 3** – Full site evacuation
- Advise emergency services if necessary and ensure their reception and briefing.
- If the emergency is likely to affect areas outside the facility, initiate contact with neighbours or ensure remedial action.
- Advise occupants or external parties as necessary, e.g. utility, council.
- Keep members advised of the progress of the emergency.
- Direct the response to the emergency, until it ends or emergency services assume control.
- Declare the 'all clear' when the emergency is over.
- Debrief with members, emergency services and others.

9.2. Wardens:

- Conduct the sweep of the area, doing toilets and bathrooms last.
- Inform the Chief Warden of any issues found.
- Instruct individuals on evacuation process and assembly point.
- Assist with any mobility impaired personnel by placing them into an area of safety and reassuring and assuring someone stays with the those if safe to do so.
- If last to leave the area, report information to the Chief Warden via phone or in person.
- Lead all evacuees to the designated Assembly Area.
- Obtain first aid kit
- Only provide first aid treatment if appropriately qualified
- Arrange prompt and appropriate referral as required

9.3. All occupants and visitors:

- Upon learning of the emergency, prepare to evacuate as directed by the Wardens.
- On Wardens instructions, evacuate via the nearest safe exit immediately.
- Report any suspected dangers (smoke, suspicious people, etc.) to a Warden.
- Upon exiting the building, make your way directly to the Assembly Area.
- Be aware that some emergencies will require a response other than evacuation to the usual assembly area, e.g. movement to another safe area in the area or the building, or to an alternative assembly area.
- Assist Wardens as requested and if safe to do so.
- Ensure Wardens are made aware of any disability, health or other issues that may affect their ability to respond to an emergency.

10. Shelter in Place (situations where club used as a shelter eg. Bad weather)

10.1. Chief Warden

- Notify occupants and Wardens of a Shelter-In-Place and conditions, make contact via mobile phone, sms or email.
- Direct a person with knowledge of the incident to contact the appropriate Emergency Services.
- Direct Wardens to report in via phone or in person.
- Keep communications open to members as information arises via phone or sms and also of any conditions i.e. move from windows etc.
- Once the Shelter-In-Place is complete and the threat has passed, announce all clear.
- Hold a debriefing session for all Wardens.

10.2. Wardens

- Follow all instructions from Chief Warden.
- Communicate with occupants on your area to ensure their safety.
- Monitor the situation as required.
- Communicate with Area Warden / Chief Warden on any emerging issues.

11. Lockdown

11.1. Chief Warden

- Notify occupants and Wardens of a Lockdown and conditions.
- Direct a person with knowledge of the incident to contact the appropriate Emergency Services.
- If available, deploy the ECO as needed and lock down specific areas under threat.
- Keep communications open to members as information arises via phone or sms, inform of any other instructions i.e. move from windows etc.
- Once the Lockdown is complete and safe to do so, announce all clear.
- Hold a debriefing session for all Wardens.

11.2. Wardens

- Follow all instructions from Chief Warden.
- Monitor the situation as required.
- Communicate with Chief Warden on any emerging issues.

12. Specific Emergency Responses

12.1. Fire

Chief Warden Response

- If the alarm has been raised internally by occupants, gather specific information to assist in managing the emergency.
- Ensure the emergency services have been notified via a 000 phone call.

In the event of fire, or significant smoke, the Area Warden or Warden is to protect occupants and initiate an evacuation.

Warden (if there is time and it is safe to do so) direct staff to:

- Wardens to report to the Chief Warden via phone or in person.
- Assess where the smoke is coming from.
- Do not attempt to extinguish fire or smoke unless previously training and feel comfortable. with size of fire and location. Wardens are under no obligation to extinguish the fire.
- Assist any person in immediate danger.
- Alert all persons in the immediate vicinity.
- Direct occupants to secure equipment and remove any hazards.
- Once directed (by the Chief Warden or the Evacuation tone) direct staff to evacuate to the Emergency Assembly area or an alternative area.
- Organise a search to ensure all persons have evacuated, checking all rooms including toilets and bathrooms, closing all doors.

Refer to **Section 9 - Evacuation Procedure**

12.2. Chemical Leak or Spill

For the purposes of this Emergency Response plan, a spill is defined as a loss of chemical from its container that cannot be safely cleaned up immediately by the personnel handling the chemical with the PPE worn at the time of handling the chemical. This includes fuming chemicals which may be drawn into the air intake.

In the event of a major chemical leak or spill, the following actions are to be undertaken:

- Assess the situation. If there are any safety concerns associated with the attempt to clean-up or contain the spill, immediately leave the affected area. Extensive spills are only to be handled by Emergency Services or a qualified internal Emergency Response Team (where applicable).
- Remove ignition sources, if necessary and if safe to do so.
- Identify the material and potential threat to the environment and workers. Refer to the Material Safety Data Sheet.
- Raise the alarm by calling the Chief Warden and 000. Provide as much information about the hazardous material and nature of the spill as possible.
- Place barricades or cones around the affected area.
- The Chief Warden is to ensure Emergency Services and EPA (where appropriate) are notified and advised of the name of the material, size and nature of the spill, whether the spill has entered the drainage system, whether there are any persons requiring medical treatment.

Refer to **Section 9 - Evacuation Procedure**

12.3. Bomb Threat

Chief Warden Response

- Once notified of the threat, the Chief Warden should contact Emergency Services (000) and upon their advice decide whether to immediately evacuate or not.
- Gather specific information from the occupant receiving the call/threat, such as location, size and type of device, nature of the threat, specific or non-specific, etc.
- If reasonable and safe to do so, make contact with Wardens and instruct them to conduct a search of the facility, focusing on the area specified in the threat and areas of public access (bathrooms, foyers, lobbies).
- If a device is located, or it was deemed unsafe to search, begin a bomb threat evacuation.
- If no device is found, or deemed safe to do so, consider implementing shelter in place procedure. Contact Emergency Services again for further advice.

BOMB THREAT EVACUATION

- Chief Warden to Co-ordinate the evacuation. Specific evacuation egress paths to be identified and communicated to prevent evacuation past the suspect article.
- An alternative Evacuation Assembly Area **MUST** be chosen:
 - the assembly point should be a minimum of 300 metres from the building
 - should be out of line-of-sight of the building
 - should have obstacles such as a large structure between the assembly point and the building

Person Receiving a Threat

On receiving a call for a bomb threat, try to inform the Chief Warden, Warden or a committee member that such a call is being received. The person informed of the bomb threat must then inform the Police as soon as possible. On the call:

- Remain calm and don't hang up.
- Be polite and understanding.
- Do not try to interrupt the caller or make any statement which could leave to him/her disconnecting.
- Try to answer the following important questions:
 - When is the bomb going to explode?
 - Where has the bomb been placed?
 - What does it look like?
 - What will cause the explosion?
- As soon as the caller disconnects, inform the person in charge and be available for interview. with the Police.
- Do not touch any suspect item.
- No person is to re-enter the premises until the all clear is given by the Police.

Utilise the bomb threat checklist located in the Appendix Section of this Emergency Plan.

12.4. Release of unknown substance from a Package

If a package is opened and a unknown substance is released it should always be treated as suspicious.

- Contain the item (e.g. cover item with an upturned rubbish bin).
- Withdraw to closest building compartment (if applicable).
- Immediately inform the Chief Warden who is then to contact the Fire Service & Police.
- Turn off air conditioning to reduce risk of circulating the agent throughout the building.
- Lockdown building to prevent persons entering or leaving.
- Advise occupants of situation and evacuation procedures.
- Await further instructions from the Fire Service.

Identification of Suspect Article (Package found, no bomb threat reported)

In the event of the identification of a suspect article:

- Do not touch or handle the article and move away from the immediate area.
- Evacuate the immediate area.
- Immediately inform the Chief Warden and then call 000.
- Chief Warden to Co-ordinate the evacuation. Evacuation egress paths to be identified to prevent evacuation past the suspect article.
- Do not operate any electrical device (including mobile phones) in the area.
- Act upon instructions from the Chief Warden.
- Await the arrival of Police.

12.5. Armed Offender/ Personal Threat

This section refers to personal threat that may arise from an armed or unarmed confrontation with members of the public in a violent and threatening manner.

Under no circumstances should occupants place themselves in jeopardy.

In the event of an armed or unarmed confrontation, take the following actions:

- Obey the offender's instructions, do only what you are told to do and nothing more, and do not volunteer any information.
- Stay out of danger if not directly involved. Leave the facility if safe to do so. If not safe to leave the facility, try to get behind a lockable door, out of the line of sight from the Perpetrator.
- If safe to do so, raise the alarm by calling the Chief Warden or 000 and describe the event.
- Observe the offender(s) as much as possible. In particular note the speech, mannerisms, clothing, scars or any other distinguishing features and record these observations in writing as soon as possible after the confrontation.
- Do not place yourself between the offender(s) and their means of escape. Do not chase or follow them.
- Carefully observe any vehicle used by the offender(s), taking particular note of registration number, type and colour.

Post event

- Have as many people as possible individually write down a description of offender and give this information to Police on arrival. Do not discuss information as a group as this can lead to colluding the evidence.
- Ask all witnesses to remain until the police arrive, and to explain to the witnesses that their view of what happened, however fleeting, could provide vital information. It is important that witnesses do not discuss the incident with each other until statements have been provided to police.
- Preserve the crime scene until the police have checked the area for evidence.
- At the conclusion of an emergency, arrangements should be made for post-incident trauma counselling for all those affected and in need of assistance, if required.

12.6. Civil Disturbance/Protest/External Armed Offender

This section refers to an external human threat posed to the facility, such as a large-scale protest or armed offender outside the facility. In the event of discovering this type of incident, take the following actions:

- Remove people from the immediate area of danger, call 000 if necessary.
- Restrict contact between facility occupants and external threat. Move occupants to an area out of the line of sight from the threat, preferably behind a solid, lockable door.
- Inform Chief Warden and the Committee, as they can begin the process of securing the perimeter.
- Chief Warden to liaise with Emergency Services and follow their instructions.
- If the incident is deemed a threat to the safety of building occupants, Chief Warden to begin lockdown procedures.

Refer to **Section 9 - Evacuation Procedure**

12.7. Medical Emergency

The initial response is to ensure the safety of the injured person and the area – DRSABCD is to be utilised. Use DRSABCD:

- Danger
- Response
- Send for help
- Airway
- Breathing
- CPR (ie Start CPR, 30 compressions, 2 breaths)
- Defibrillation
- Check the immediate area for signs of danger and remove or control it (if safe to do so) to avoid further risk to the casualty and yourself.
- Do not move a casualty unless they are exposed to a life-threatening situation.
- Notify Chief Warden and if required contact the ambulance service by dialling 000.
- Remain with the casualty and administer first aid (if trained to do so) until assistance arrives.
- Ensure the ambulance are met (by a Warden) and escorted directly to the area.
- Follow the instructions of Emergency Services or First Aid personnel.

12.8. Flooding

Flooding can either be caused by external factors such as storms, or internally by incidents such as burst water pipes or sprinkler heads.

In the event you discover flooding, take the following actions:

- Assess the situation and remove people from the immediate area.
- Immediately inform the Chief Warden and call 000, request the Fire Service.
- Do not enter the affected area.
- If possible and safe, isolate the power to this area.
- If possible and safe, isolate the water source to this area.
- Chief Warden shall meet the Fire Service upon their arrival and advise of steps taken to mitigate the flooding.
- If necessary, Chief Warden shall begin an evacuation of affected areas.

Refer to **Section 9 - Evacuation Procedure**

12.9. Gas Leak/Air Contamination

In the event you discover a potential gas leak or air contamination, take the following actions:

- Assess the situation and remove people from the immediate area.
- Immediately inform the Chief Warden and call 000, request the Fire Service.
- Do not enter the affected area.
- Ensure mobile phones and radios are not used.
- Extinguish any open flames, no smoking and ensure communication of instructions to anyone within the vicinity.
- If the area or building are deemed unsafe after investigation, Chief Warden shall begin an evacuation of affected areas.

Refer to **Section 9 - Evacuation Procedure**

12.10. Power Outage

In the event of a power outage, take the following actions:

- Assess the situation and remove people from completely unlit areas. Utilise the torch available on most mobile phones.
- Immediately inform the Chief Warden.
- Chief Warden shall place a member of the ECO at the front entrance to the facility to stop any people from entering.
- Chief warden should make an announcement to update occupants.
- Contact the electrical provider to determine the potential duration of the outage.
- Occupants can safely evacuate the facility utilising a torch available on most mobile phones

Refer to **Section 9 - Evacuation Procedure**

12.11. Earthquake

Initial Response by Occupants and ECO Members onsite During an Earthquake

- If you are inside the building immediately exit to an open area well away from the building
- In the instance that heavy debris has fallen and trapped any person, stay with any trapped person if safe to do so. Provide comfort and immediately call emergency services for assistance.

After an Earthquake

- Listen to local radio stations and media outlets, as emergency management officials may be broadcasting the most appropriate advice for your situation.
- Expect to feel aftershocks.
- Check all occupants for any injuries and apply first aid where needed.
- If safe, conduct a sweep of your floor/area for any signs of structural damage. Such as broken glass, cracks and subsidence. Be aware that the electricity supply might be cut.
- Contact the Chief Warden and Emergency Services to give any necessary information regarding injuries, damage and assistance needed.
- If the building has been damaged, the Chief Warden may make the decision to evacuate part or all of the building.
- If an evacuation is required, **Refer to Section 9 – Evacuation Procedure.**

Response from Chief Warden

- If necessary, ensure that the Emergency Services have been notified and briefed on the situation.
- Decide upon what action is required, is a building evacuation required or not. Notify occupants and appropriate neighbours to the incident and give instructions on the next steps of the emergency response.
- Monitor the situation and take reports of damage from any occupants.
- Consideration should be given to ECO members conducting a full search of the entire building, noting any danger, damage or injuries. Prior to launching any search, considerations should be given to the possibility that there could well be ongoing events, such as aftershocks.
- Expect that the arrival of Emergency Services may be delayed as they may be attending other sites with similar issues.
- Provide updated information to occupants regarding the situation as it unfolds. Follow the guidance of the Emergency Services on next steps to be taken.

13. Training Schedule

[illegible]

14. Information Guides and Checklists

- Assembly Area Checklist
- Evacuation Checklist
- Emergency Incident and Debrief Form
- Committee Meeting Checklist
- Bomb Threat Checklist

ASSEMBLY AREA CHECKLIST

Address:

Assembly Area Coordinator (Warden):

Time & Date:

RECORD OF ARRIVAL AT ASSEMBLY AREA

Area coming from	Arrival Time	Number of OWD (Occupant with Disability)	Number of Refusals	Time Sent back	Status and Comments

EQUIPMENT CHECKLIST

Warden Cap		First Aid Kit		Megaphone	
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Please ensure that the Assembly Area Coordinator has a means to communicate with the Chief Warden to provide regular updates of the status of the evacuation. Once the evacuation has concluded, please provide this Checklist to the Chief Warden.

EVACUATION CHECKLIST

Address:

Emergency Situation/Scenario:

Time & Date:

[illegible]

EMERGENCY INCIDENT AND DEBRIEF FORM

Nature of the incident:

Date:

Time incident began:

Time incident completed:

What worked well during the incident?

What did not work well and needs to be improved?

Name & Company:

Contact number & Email:

ECO Position:

**Please pass this Form on to the Committee and the Chief Warden
when completed.**

COMMITTEE MEETING CHECKLIST

SITE NAME:

DATE OF COMMITTEE MEETING:

RECORD OF ATTENDANCE:

AGENDA POINTS

ITEM	REQUIREMENT	ACTIONS REQUIRED TO COMPLY	PERSON RESPONSIBLE
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1

Are all roles within the emergency control organisation adequately filled?

2

Is the emergency plan / procedure within its five (5) year validity period?

3

Have there been any changes to the facility or facility risk profile that warrant a review of the emergency plan / procedure?

4

Has the emergency plan / procedure been distributed to the persons that require access to it (Chief Warden, Committee, etc)?

5

Are the evacuation diagrams within the five (5) year validity period?

6	Are the evacuation diagrams displayed appropriately and securely affixed to their locations?
7	Is the current training schedule adequate to ensure all members of the ECO attend training at least every 12 months?
8	Are members of the ECO attending training frequently (at least every 12 months)?
9	Are there processes in place to ensure visitors / contractors are informed of the emergency procedures?
10	Are all emergencies / false alarms documented and records kept?
11	Is a list of Occupants / Visitors with Disabilities available at the Master Emergency Control Point (Fire Control Room)
12	Any further items for discussion.

BOMB THREAT CHECKLIST

REMEMBER TO REMAIN CALM AND DO NOT HANG UP THE PHONE AFTER CALL HAS ENDED, NOTIFY A WARDEN/MANAGER, RING 000

DETAILS OF WHO RECEIVED THE CALL

Name:

Signature:

Telephone no. called:

Date & time received:

QUESTIONS TO ASK THE CALLER

What is it?

When will the bomb explode?

Did you put it there?

Where did you put it?

When did you put it there?

How will it explode?

What is your reason for putting the bomb there?

What type of bomb is it?

What is your name?

What is your phone number?

EXACT WORDING OF THE THREAT

COMMENTS FROM PERSON RECEIVING THE CALL

NOTES FOR AFTER THE CALL

CALLER'S VOICE:

Accent:

Manner (angry, calm, aggressive etc):

Speech (fast, slow etc):

Sex & age:

Did you recognize the caller?

If so, who do you think it was?

Did the caller seem familiar with the area?

THREAT LANGUAGE:

Did they seem to be reading a message?

Did the message seem taped?

Was their speech; irrational / incoherent / abusive / calm?

BACKGROUND NOISES:

Street noises:

Music:

Voices:

Machinery:

Transport noises:

Indoor noises:

OTHER DETAILS:

Duration of Call:

Number called, if available:

Any other defining details:

15. Evacuation Diagrams