1. OVERVIEW

The Flinders Ranges Council recognises its legislative obligation to establish an emergency management system that systematically identifies potential emergency events and plans to eliminate or minimise the risk. The development of an emergency management plan should provide emergency procedures, the frequency and testing of the emergency procedures and the information, training and instruction required for relevant workers in relation to implementing the emergency procedures, in order to meet the requirements of the WHS legislation and our WHS Policy.

Our emergency management objectives are:
- To enable an effective response to any given emergency event, in the shortest possible time, to minimise the loss of life and/or injury to persons and to minimise the damage to property.
- To restore our day to day operations to normal.

This Procedure aims to make sure that:
- Reasonably foreseeable emergency situations have been identified and the risks assessed.
- An emergency management plan has been developed, tested and training provided.
- Evacuation procedures are developed, implemented, and maintained.
- Emergency service organisations are notified (where relevant) at the earliest opportunity.
- Systems are in place for obtaining medical treatment and assistance.
- There is effective communication between the Chief Executive Officer to coordinate the emergency response and persons at the workplace in the event of an emergency.
- The frequency of testing of the emergency procedures is determined based on a risk based approach, implemented and effectively carried out.
- Information, training and instruction is provided to relevant workers in relation to implementing the emergency procedures.
- The emergency plan for the workplace is maintained so that it remains effective.

SIGNED ………………………………… ……………………………………

Chief Executive Officer Chairperson, WHS Committee

Date: 25 / 6 / 2015 Date: 25 / 6 / 2015

2. CORE COMPONENTS

The core components of our Emergency Management Procedure aim to ensure:
- A system is in place for the identification and recording of reasonably foreseeable emergencies.
- Appropriate personnel are identified, appointed and available to deal with emergencies.
- An emergency management plan and evacuation procedures have been developed and implemented.
- Appropriate training has been provided.
- The maintenance and testing of emergency management systems occurs.
- Rescue and recovery arrangements are identified, practiced and implemented.

3.   DEFINITIONS

Assembly area(s)	The designated place or places where people assemble during the course of an evacuation. [as defined by Australian Standard AS 3745-2010: Planning for emergencies in facilities]
Bomb threat	A threat, written or verbal, delivered by electronic, oral, or other medium, threatening to place or use an explosive, chemical, biological, or radiological device at a time, date, place or against a specific person or organization. It is not necessary for any other action to be taken by the offender. [as defined by Australian Standard AS 3745-2010: Planning for emergencies in facilities]
Competent person	A person who has acquired through training, qualification or experience, the knowledge and skills to carry out the task. [as defined by WHS Regulations 2012, Regulation 4. See also Australian Standard AS 3745-2010: Planning for emergencies in facilities]
Emergency	An event that arises internally, or from external sources, which may adversely affect the occupant or visitors in a facility, and which requires an immediate response. [as defined by Australian Standard AS 3745-2010: Planning for emergencies in facilities]
Emergency control point	The location from which the chief warden can establish control, communication and coordination and liaise with the Emergency Services. [as defined by Australian Standard AS 3745-2010: Planning for emergencies in facilities, p.22]
Emergency control organization (ECO)	A person or persons appointed by the Emergency Planning Committee to direct and control the implementation of the facility's emergency response procedures [as defined by Australian Standard AS 3745-2010: Planning for emergencies in facilities] and consists of a chief warden or equivalent as a minimum. The following positions shall be included if they are deemed necessary by the EPC and in accordance with the requirements of AS 3745 • Deputy chief warden • A communications officer and deputy • Floor/ area wardens and deputies • Wardens and deputies.
Emergency planning committee (EPC)	Persons responsible for the documentation and maintenance of an emergency plan. [as defined by Australian Standard AS 3745-2010: Planning for emergencies in facilities]
Emergency warning & intercommunication system (EWIS)	A combined emergency warning and intercommunication system for both way communication and control during an emergency. The EWIS system has two components: the public address system, which also generates the evacuation signals; and the warden intercom phones.
Facility	A building, structure or workplace that is, or may be, occupied by people (occupants). [as defined by Australian Standard AS 3745-2010, p.9]
Personal emergency evacuation plan (PEEP)	An individualised emergency plan designed for an occupant with a disability who may need assistance during an emergency. [as defined by Australian Standard AS 3745-2010: Planning for emergencies in facilities]
Refuge	An area on a floor or area that is specifically designed to protect people from heat, smoke and toxic gases and which provides direct access to an exit. [as defined by Australian Standard AS 3745-2010: Planning for emergencies in facilities]

4. PROCEDURE

4.1. Emergency Planning Committee (EPC)

    4.1.1. The Senior Leadership Team should establish an EPC. The EPC may be a sub-committee of the WHS Committee or operate independently and report directly to the Senior Leadership Team.

    4.1.2. The EPC should consist of no less than two people who represent facility stakeholders, one of whom should hold senior management responsibility. Committee members may include the chief warden, senior management representatives, tenant representatives (if any), specialists, facility personnel such as maintenance engineers and where available, an occupant with a disability.

    4.1.3. At least one member of the EPC should be a competent person in this subject area.

    4.1.4. The Senior Leadership Team should obtain professional advice on the level of indemnity provided to EPC members and the EPC members should be advised of the level of indemnity provided.

4.2. Role of EPC

The EPC should:

    4.2.1. Meet at least annually and keep minutes of its activities.

    4.2.2. Check that reasonably foreseeable events that could produce emergency situations have been identified, the risk associated with these events assessed and the findings recorded on The Flinders Ranges Master Control Register. General emergency situations to consider should include but not be limited to events and scenarios arising from administrative premises, depots and depot activities, swimming pools, ponds and lakes, libraries, public halls and theatres, volunteer activities etc. Such situations may be:

- Internal to Council premises eg fire, smoke, explosion, chemical spill or leakage, failure of utilities (eg gas, electricity, sewerage or water), flood, bomb threat, armed robbery, assault or hostage situation, medical emergencies, electric shock, fall from one level to another, crush injuries, rescue from confined space and response to deployment of fall arrest systems (to prevent suspension trauma).
- External to Council premises eg vehicle accident; rescue arrangements for remote and isolated work, persons working over water, those working in a confined space and or using a fall arrest system, external fire, bushfire, severe storm, earthquake, medical emergencies including heat stroke, hypothermia and electric shock, envenomation (eg ant, bee or wasp sting, snake or spider bite etc), fall from one level to another, crush injuries, pandemic illness.
- Within Council premises that might affect other businesses or activities eg fire, smoke, explosion, chemical spill or leakage, failure of utilities (eg gas, electricity, sewerage or water), flood, bomb threat.

    4.2.3. Develop, communicate and maintain the currency of an emergency plan for each Council facility by:

        a. Ensuring persons, including visitors are made aware of emergency response procedures.

        b. Testing and reviewing emergency response procedures regularly on a risk priority basis. The frequency of testing should be determined by risk assessment and documented in a testing schedule.

        c. Testing emergency evacuation arrangements at least every twelve months.

        d. Ensuring a permanent record of events for emergency occurrences is retained.

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4.2.4. Make sure that resources are provided to establish and implement an emergency management plan.

4.2.5. Establish an Emergency Control Organisation (ECO) and ensure a current register of ECO members is readily available.

4.3. Emergency plan

4.3.1. The plan should be based on the assessment undertaken in 4.2.2.

4.3.2. The plan should be facility specific and take into account the items described in Appendix 1.
Note: a checklist for emergency plans is provided in Appendix 2.

4.3.3. The plan should be structured so that it may be easily amended if required, including following organisational change, alterations to fire safety and emergency features, the identification of a deficiency or a scheduled review.

4.3.4. If the quantity of a hazardous chemical, as set out in Schedule 11 of the WHS Regulations 2012, used, handled, generated or stored at Council workplaces exceeds the manifest quantity for that hazardous chemical, a copy of the emergency plan must be given to the emergency services.

4.4. Emergency response procedures

4.4.1. The EPC is responsible for determining the specific information to be included in emergency response procedures.

4.4.2. Mandatory requirements for inclusion are:
a. Warning and communication methods, including the activation of alarms and alerting staff and other people at the workplace.
b. The ECO, occupant and visitor evacuation actions.
c. The extent of evacuation and evacuation procedures necessary for differing emergencies.
d. Refuge and or assembly area location(s).
e. The steps necessary for an effective response to an emergency.
f. The communication arrangements between the Chief Executive Officer to coordinate the emergency response and all other persons at the workplace.
g. The method and process required to notify emergency service organisations at the earliest opportunity.
h. Access to medical treatment and assistance and consideration of how emergency services would get close to the relevant work area.
i. The use and maintenance of equipment required to deal with specific types of emergencies (for example, spill kits, fire extinguishers, EWIS and automatic response systems such as sprinklers).
j. The allocation of roles and responsibilities for specific actions in an emergency to persons with appropriate skills.

4.4.3. Elements to consider for inclusion (as relevant) are:
a. After hours procedures.
b. Communications equipment that provides clear lines of communication between the person authorised to co-ordinate the emergency response and all persons at the workplace.
c. Evacuation arrangements for persons with a disability.
d. Impact of particular emergencies on evacuation routes.
e. Characteristics of and hazards from external sources.
f. Organisational arrangements including human resources.
g. People unfamiliar or who require special assistance with the emergency response procedures.
h. Roles of specialist staff.
i. Use and characteristics of the facility.
j. The actions required to limit vehicle movement during an emergency.
k. Any specific procedures for critical functions such as power shut off.
l. Any Council specific high risk situations (eg public events, pools etc).

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m. Potential traffic restrictions.

n. The distribution of emergency phone numbers, including out-of-hours contact numbers.

4.4.4. Other recommendations for inclusion could be:

    a. Occupants and visitors being asked to take personal effects with them during evacuation.

    b. Communications with neighbouring facilities.

    c. Identification of a control / coordination / communication point.

    d. Information and instruction on the use of emergency response equipment.

    e. Personal Emergency Evacuation Plans (PEEPs) for occupants with a disability.

    f. First aid officer duties.

    g. Nominated persons responsible for contact with the media.

4.5. Consultation

4.5.1. The emergency plan and emergency response procedures should be subject to the WHS consultation process in accordance with the procedures outlined in the WHS Consultation & Communication Procedure document.

4.5.2. EPC minutes should record that approval of the plan and procedures has occurred.

4.5.3. The approved plan and procedures should be made readily available to the EPC, ECO, workers and other stakeholders via the intranet and/or displayed in readily accessible locations.

4.6. Evacuation diagram

4.6.1. An evacuation diagram should include the requirements outlined in Appendix 3.

4.6.2. The EPC shall determine the number of and location of evacuation diagrams.

4.6.3. Diagrams shall be positioned at a height not less than 1200mm and not more than 1600mm above the floor and be correctly orientated with regard to the direction of egress and its location to the 'YOU ARE HERE' point. Where an assembly area diagram is included, the location of the assembly area should have the same orientation to the rest of the diagram.

4.7. Emergency Control Organisation (ECO)

4.7.1. The EPC, in consultation with the Senior Leadership Team, should identify the roles and responsibilities of persons involved in the management of emergencies (including delegates in the event of absence) and the implementation of Council's Emergency Management plans. These appointed persons constitute and are known as the ECO.

4.7.2. The primary role of members of the ECO is to confirm that life safety takes precedence over asset protection.

    a. Each ECO member should have clearly documented pre-emergency, emergency and post-emergency duties and responsibilities.

    b. During an emergency, the duties of the ECO should be carried out only if safe to do so.

4.7.3. The ECO should consist of a minimum of one person appointed to the role of chief warden but depending on Council or prescribed body size, may include the following positions as relevant:

    a. Deputy warden

    b. Communications officer

    c. Floor or area wardens

    d. Wardens

    e. Deputies for all positions.

4.7.4. ECO members shall be identifiable by the use of coloured apparel (helmet, caps, hats, vests or tabards) that shall be at least one of the following: The following colours should be used for ECO identification

    a. Chief warden - white

    b. Deputy chief warden - white

    c. Communications officer - white

    d. Floor/Area warden - yellow

    e. Warden - red

    f. Designated first aid officers – white cross on green background.

    NOTE: Due to the possibility of confusion between safety vests and clothing with ECO identification, fluorescent colours should not be used for ECO identification.

4.7.5. An up-to-date register of all ECO personnel should be kept readily available, with or via the chief warden.

4.8. Emergency response drills

4.8.1. The EPC should schedule emergency response exercises at least 12 months in advance and at a frequency sufficient to enable effective response to an emergency and make sure all Council buildings and each work area participate in at least one evacuation exercise annually.

4.8.2. Evacuation exercises will be conducted by the ECO with prior notice being given to workers. Emergency announcements should clearly state that the activity is an exercise.

4.8.3. The EPC should establish targets for evacuations or other emergency response exercises, which may include number of active participants.

4.8.4. Evacuation and other emergency response exercises should be attended by observers with checklists, who should record the level of achievement against stated objectives.

4.8.5. A debrief should be held after each emergency response exercise.

4.8.6. The chief warden should provide a report to the Senior Leadership Team and the EPC after each emergency response exercise has been completed.

4.9. Monitoring and review of emergency plan and emergency response procedures

4.9.1. The EPC should meet at least annually and shall:

    a. Review and update the Master Control Register to ensure all reasonably foreseeable emergency situations have been identified.

    b. Identify, analyse and implement any changes associated with the governance of emergency situations.

    c. Check that positions on the EPC and ECO are filled and up to date lists of EPC and ECO personnel are displayed in a readily accessible location.

    d. Schedule training for EPC and ECO personnel and evaluate for effectiveness.

    e. Maintain and review the adequacy of emergency signage, including evacuation diagrams and emergency equipment.

    f. Check that the schedules for testing and/or maintenance of emergency equipment have been met.

    g. Check that any faulty emergency equipment has been repaired or removed from service when indicated by inspection, testing or maintenance.

    h. Schedule exercises to test the emergency response processes / steps.

    i. Assess and evaluate the drill or real responses and identify and implement corrective or preventative actions to ensure continued system effectiveness.

    j. Review the effectiveness of the plan and procedures and identify and implement any corrective and preventative actions.

    k. Any other activity as required.

4.9.2. The outcomes of the review process should be reported to the Senior Leadership Team after each EPC meeting.

4.9.3. The Senior Leadership Team should direct action as required.

4.10. Emergency response (as per the emergency response procedures)

4.10.1. Any person discovering an emergency situation shall:
   a. Assess the situation.
   b. Warn people in the area or on the floor of any immediate danger.
   c. Raise the alarm.
   d. Take any steps to control the situation, if it is safe to do so.
   e. Follow any instructions given by ECO personnel.

4.10.2. On being notified of an emergency situation, the Chief Warden will:
   a. Respond and take control.
   b. Ascertain the nature of the emergency and implement appropriate action.
   c. Ensure the appropriate emergency services have been notified.
   d. Ensure that floor or area Wardens are advised of the situation.
   e. If necessary, initiate emergency response procedures and control entry to the affected areas.
   f. Monitor the progress of the evacuation and record any action taken in an incident log.
   g. Brief the emergency services personnel upon arrival on type, scope and location of the emergency and the status of the evacuation and, thereafter, act on the senior officer's instructions.
   h. Communicate with the CEO and/or relevant Senior Leadership Team members as appropriate.
   i. Undertake any other actions as considered necessary or as directed by emergency services.

4.10.3. The deputy chief warden should assume the responsibilities normally carried out by the chief warden if the chief warden is unavailable, and otherwise assist as required.

4.10.4. Remaining ECO personnel, namely the communications officer, floor area wardens and or any other person co-opted into ECO activities shall carry out actions as per the emergency procedures and or their training.

4.11. Post-event

4.11.1. The actions to be undertaken by the ECO after an emergency should include, but not be limited to the following:
   a. Chief warden
      • When the incident is rendered safe or the emergency service returns control, notify the ECO members to have occupants return to the facility.
      • Organise a debrief with ECO personnel and Emergency Services.
      • Compile a factual report for the EPC and management.
   b. Communications officer
      Collate records of the event during the emergency for the debrief and ensure they are secured for future reference.
   c. Floor / area wardens and wardens
      Compile a report of the actions taken during the emergency for the debrief.

4.11.2. A debriefing session should be conducted by the chief warden with members of the ECO and other key participants, immediately after any practice or actual emergency event has ended.
   a. The de-briefing should review the adequacy of the emergency plan and procedures, identify any problems that occurred and identify any corrective or preventative actions required.
      • If an evacuation or other exercise has occurred, the observer's checklists should be used as the basis for discussion.

- When an actual emergency event has occurred, the incident and Warden reports should be recorded on the Incident Report form and used as the basis for discussion / investigation.
- Any deficiencies should be reported to the EPC.

b. If necessary, counselling will be arranged, once an emergency event has ended

c. The chief warden should check that:
- The Master Control Register records identified corrective and preventative actions
- A report is prepared for the Senior Leadership Team and WHS Committee highlighting post-event findings.

d. The EPC should arrange amendments of the procedures where necessary and disseminate the information to all ECO members.

e. The Senior Leadership Team should review EPC actions and direct action as required.

5. TRAINING

5.1. The Flinders Ranges Council induction process should include the emergency response plan / procedures to be delivered to the Council workers.

5.2. The EPC should ensure workers and other stakeholders, including other building tenants where relevant, are kept up to date with any changes to:

5.2.1. Emergency plan and procedures.

5.2.2. The location of emergency evacuation routes, any refuges or safe places and first response equipment.

5.2.3. The location of the emergency assembly area.

5.2.4. The name, location and telephone number of the warden in the area in which they work.

5.2.5. The name, location and telephone number of the first aid officer in the area in which they work.

5.2.6. Any other local emergency information.

The EPC shall determine the frequency and content of refresher training.

5.3. Visitors should be provided with appropriate information on the emergency response procedures as determined by the EPC.

5.4. Workers and other facility occupants, where reasonably practicable, should participate in an annual evacuation and other emergency exercises as scheduled.

5.5. ECO training shall include:

5.5.1. Skills retention activities at least 12 monthly.

5.5.2. Instruction on the communication system, where installed.

5.6. If persons are required to undertake first attack fire fighting, training shall include a skill retention activity at least 2 yearly.

5.7. Training shall be conducted for at least one member of the EPC to enable them to competently execute their obligations.

5.8. EPC and ECO personnel should be trained to a recognised competency standard by a registered training organisation and regular refresher training should be planned.

6. RECORDS

Records related to emergency management should be maintained. The list includes, but is not limited to:

6.1. Risk assessments

6.2. Training records

6.3. Master Control Register

6.4. Emergency response plan, procedures and diagrams

6.5. EPC and ECO records

6.6. Consultation records

6.7.   Emergency equipment maintenance records
6.8.   Safety certification and reports on fire safety equipment
6.9.   Statutory notifications.
Records must be retained in line with the current version of GDS20.

7.   RESPONSIBILITIES

7.1.   During emergency situations or exercises, pending the arrival of the emergency services, ECO personnel should have absolute authority to issue instructions to evacuate all from buildings and/or areas.

7.2.   The Flinders Ranges Council *Senior Leadership Team* is accountable for:
    7.2.1.   Budgetary expenditure for the development, implementation, review and continuous improvement of the emergency management system.
    7.2.2.   Legislative compliance for emergency management is maintained.
    7.2.3.   Consulting with other PCBUs, so far as is reasonably practicable, when their duty of care in relation to emergency management overlaps.
    7.2.4.   Obeying the instructions of ECO personnel in any emergency situation.
    7.2.5.   Arranging counselling services for staff, as required, after an emergency event has concluded.
    7.2.6.   Enforcing action when performance requirements for the emergency management system have not been met.

7.3.   *Managers and supervisors* are accountable for:
    7.3.1.   Maintaining department work areas in a manner that eliminates or minimises the risk of a potential emergency event occurring.
    7.3.2.   Checking that persons under their control are inducted to emergency management procedures and that refresher information, instruction and training is provided, as required.
    7.3.3.   Checking that persons under their control attend required emergency management drills and training as planned.
    7.3.4.   Obeying the instructions of ECO personnel in any emergency situation.
    7.3.5.   Assisting wardens, as required.
    7.3.6.   Proceeding to and remaining at the designated assembly area once evacuation has commenced, until the all clear has been given or the chief warden has directed otherwise.
    7.3.7.   Providing data related to department emergency management activities as required.

7.4.   The *Chief Executive Officer* is accountable for:
    7.4.1.   Initiating and maintaining the development and functioning of the EPC and ECO for The Flinders Ranges Council.
    7.4.2.   Checking that the EPC meets as prescribed in this procedure.
    7.4.3.   Assisting with the development of the Training Needs Analysis (TNA) and annual training plans for EPC and ECO members.
    7.4.4.   Checking that training records for EPC and ECO members are updated and maintained.
    7.4.5.   Checking that EPC and ECO records and minutes are maintained and kept.

7.5.   *Workers* are accountable for:
    7.5.1.   Maintaining work areas in a manner that eliminates or minimises the risk of a potential emergency event occurring.
    7.5.2.   Attending emergency response training as directed.
    7.5.3.   Obeying the instructions of ECO personnel in any emergency situation.

7.5.4. Proceeding to and remaining at the designated assembly area once evacuation has commenced, until the all clear has been given or the chief warden has directed otherwise.

7.5.5. Participating in WHS consultation processes for emergency management as necessary.

7.6. The *WHS Committee* is accountable for:

7.6.1. Providing feedback during the development and review of the emergency management plan and procedures.

7.6.2. Assisting with the monitoring and reviewing of the approved emergency management plan and procedures.

7.6.3. Providing information and feedback to the EPC and Senior Leadership Team.

7.6.4. Seeking direction from the EPC on emergency response issues.

7.7. *Health and safety representatives* may:

7.7.1. Facilitate consultation between department managers and workers in relation to WHS issues that affect the workgroup that they represent.

7.7.2. Assist in the resolution of WHS issues.

7.7.3. Request a review of a control measure in the circumstances outlined in the WHS Hazard Management Procedure.

8. REVIEW

8.1. The WHS Emergency Management Procedure should be reviewed by the WHS Committee in consultation with workers or their representatives, every three (3) years or more frequently if legislation or Council needs change.
This may include a review of:

8.1.1. Legislative compliance issues.

8.1.2. Audit findings relating to emergency management.

8.1.3. Feedback from EPC, ECO, WHS committee or other stakeholders.

8.1.4. Other relevant information.

8.2. Results of reviews may result in alterations to the emergency plan and emergency response procedures, other preventative and/or corrective actions being implemented and revision of this document.
NOTE: the emergency management plan and emergency response procedures are required to be reviewed every 12 months as described within this document.


9. REFERENCES

Work Health and Safety Act 2012.
Work Health and Safety Regulations 2012.
General Disposal Schedule 20 for Local Government.
WorkCover*SA* Performance Standards for Self-Insurers.

Code of Practice: Managing the Work Environment and Facilities, December 2011
Australian Standard AS 3745:2010: Planning for Emergencies in Facilities.

The following Standards maybe relevant to emergency management: It is not an exclusive list.
Australian Standard AS 1221: Fire Hose Reels.
Australian / New Zealand Standard AS/NZS 1841.1:2007 Portable Fire Extinguishers - General Requirements
Australian Standard AS 1715: Selection, Use and Maintenance of Respiratory Protective Equipment
Australian Standard AS 1716: Respiratory Protective Devices
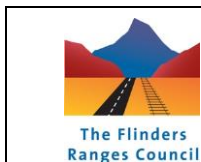
Australian Standard AS 1851: Routine Service of Fire Protection Systems and Equipment
Australian Standard AS 1891.1: Industrial Fall-Arrest Systems and Devices-Harnesses and Ancillary Equipment
Australian Standard AS 1891.3: Industrial Fall-Arrest Systems and Devices -Fall-Arrest Devices
Australian Standard AS 1891.4: Industrial Fall-Arrest Systems and Devices -Selection, Use and Maintenance
Australian Standard AS 2293.3 Emergency Escape Lighting and Exit Signs for Buildings - Emergency Escape Luminaires and Exit Signs
Australian Standard AS 2865: Confined Spaces

10. RELATED DOCUMENTS

Emergency Management Policy
Hazardous Work Policy
WHS Hazard Management Procedure
First Aid Procedure
Confined Space Management Procedure
Electrical Safety Procedure
Hazardous Chemicals Procedure
Hot Work Procedure
Isolation, Lock-Out, Tag-Out Procedure
Prevention of Falls Procedure

11. DOCUMENT HISTORY

Version No:	Issue Date:	Description of Change:
1.0	31/8/2010	New Document
2.0	22/5/2014	Terminology changes to reflect 2012 WHS Act, Regulations and Codes of Practice. Examples of changes include: OHS to WHS and employee to worker where appropriate. Inclusion of appendices with additional information
2.1	25/6/2015	Correction of spelling and grammar. Update to 5.5 – changed to 12 monthly (instead of 6)

12. APPENDICES

Appendix 1:   Items to take into account during the development of an Emergency Management Plan
Appendix 2:   Emergency plan checklist
Appendix 3:   Minimum elements for an evacuation diagram

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APPENDIX 1:

Items to take into account during the development of an Emergency Management Plan:

1. The plan should be facility specific and take into account:
   a. The size, complexity and features of each facility covered by the plan.
   b. Security systems and arrangements.
   c. The number, type and composition of workers, occupants, visitors and others at the workplace.
   d. The hours of occupancy.
   e. The method and process required to notify emergency service organisations at the earliest opportunity.
   f. Access to medical treatment and assistance.
   g. The nature of the work being carried out at the workplace.
   h. The nature of the hazards at the workplace.
   i. The impact of external hazards that may affect the health and safety of workers.

2. Plan contents should include, but not be limited to:
   a. The structure and role of the EPC.
   b. The fire safety and emergency features of each facility.
   c. The structure and responsibilities of the emergency control organisation.
   d. The types of emergencies identified as being relevant.
   e. Testing of the emergency procedures, including the frequency of testing.
   f. Information, training and instruction to relevant workers in relation to implementing the emergency procedures.
   g. Emergency response procedures for ECO personnel and workers including personal emergency evacuation plans (PEEPs) for persons with a disability.
   h. Evacuation diagrams.
   i. Other information relating to distribution, period of validity, date of issue, etc.

Sources
WHS Regulations 2012, Regulation 43
Australian Standard AS 3745:2010 Planning for emergencies in facilities, pp. 16-17;
Code of Practice: Managing the Work Environment and Facilities, Dec 2011, pp. 26- 27.

APPENDIX 2: Emergency plan checklist

Emergency plans (p. 26 of Code of Practice: Managing the Work Environment and facilities, Dec 2011)	✓ / ✗	**Action to be taken**
Is there a written emergency plan covering relevant emergency situations, with clear emergency procedures?		
Is the plan accessible to all workers?		
Are workers, managers and supervisors instructed and trained in the procedures?		
Has someone with appropriate skills been made responsible for specific actions in an emergency (eg appointment of an area warden)?		
Is someone responsible for ensuring workers and others in the workplace are accounted for in the event of an evacuation?		
Are emergency contact details relevant to the types of possible threats (eg fire, police, poison information centre) displayed at the workplace in an easily accessible location?		
Are contact details updated regularly?		
Is there a mechanism, such as a siren or bell alarm, for alerting everyone in the workplace of an emergency?		
Is there a documented site plan that illustrates the location of fire protection equipment, emergency exits and assembly points?		
If there is a site plan and is it displayed in key locations throughout the workplace?		
Are procedures in place for assisting mobility-impaired people?		
Does the workplace have first aid facilities and emergency equipment to deal with the types of emergencies that may arise?		
Is the fire protection equipment suitable for the types of risks at the workplace (eg foam or dry powder type extinguishers for fires that involve flammable liquids)?		
Is equipment easily accessible in an emergency?		
Are workers trained to use emergency equipment (eg fire extinguishers, chemical spill kits, breathing apparatus, lifelines)?		
Have you considered neighbouring businesses and how you will let them know about an emergency situation should one arise?		
Have you considered the risks from neighbouring businesses (eg fire from restaurant/takeaway food outlets, Q fever from cattle yards)?		
Are emergency practice runs (eg evacuation drills) regularly undertaken to assess the effectiveness of the emergency plan?		
Is someone responsible for reviewing the emergency plan and informing staff of any revisions?		

Source: Code of Practice: Managing the Work Environment and Facilities, Dec 2011, p 33.

APPENDIX 3: Minimum elements for an evacuation diagram

The following shall be included in each evacuation diagram:
(a)   A pictorial representation of the floor or area, which shall be at least 200mm × 150mm.
(b)   The title 'EVACUATION DIAGRAM'.
(c)   The 'YOU ARE HERE' location.
(d)   The designated exits in the facility, which shall be green.
(e)   The following communications equipment, where installed:
     i.   Warden intercommunication points (WIPs), which shall be red.
     ii.   Manual call points (MCPs), which shall be red and emergency call points (ECPs), which shall be coloured white, or have a black border.
     iii.   Main controls/panels for the occupant warning equipment.
(f)   Hose reels, which shall be red.
(g)   Hydrants, which shall be red.
(h)   Extinguishers, which shall be red with an additional appropriate colour as specified in AS/NZS 1841.1.
(i)   Fire blankets, which shall be coloured red.
(j)   Fire indicator panel (FIP), if provided.
(k)   Refuges, if present.
(l)   Validity date.
(m)   Location of assembly area(s), either stated in words or pictorially represented.
(n)   A legend, which shall reflect the symbols used.

Source: Australian Standard AS 3745-2010: Planning for Emergencies in Facilities, p. 18