

EMERGENCY RESPONSE PROCEDURES

Chubb

CICADA INNOVATIONS PTY LTD
2 – 4 CORNWALLIS STREET
NATIONAL INNOVATION CENTRE
EVELEIGH NSW 2015

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Prepared by Chubb Training Group in accordance with Australian Standard
AS3745 - 2010 Planning for emergencies in facilities.

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1.0 Introduction

1.1 Preliminary

1.1.1 Purpose of the Manual

The purpose of this manual is to document the Emergency Response Procedures for the facility including the actions to be taken by the Emergency Control Organisation (ECO) and the procedures for evacuation of the site. The procedures should not be considered as rigid but rather as flexible guidelines to be adapted to cope with any unanticipated emergency.

This manual and procedures herein have been formulated to comply with AS3745 – 2010 Planning for emergencies in facilities.

1.1.2 Scope of the Manual

This manual has been developed for **4 Cornwallis Street, National Innovation Centre** on behalf of **Cicada Innovations Pty Ltd**. Emergencies detailed in this manual are based on an assessment of potential emergencies likely to impact on the facility. These emergencies are listed in the contents section.

Whilst the procedures for discovery of fire, alarm activation and evacuation have been designed specifically for this facility, the procedures herein for other emergencies provide general information only.

These procedures do not address a Business Continuity Plan or Disaster Recovery Plan that would need to be implemented post-emergency and the threat to life safety has been removed.

1.1.3 Review

The Emergency Planning Committee (EPC) shall ensure that the Emergency Response Procedures remain viable and effective by reviewing and testing the Emergency Response Procedures at least annually.

1.1.4 Distribution

A copy of this document will be distributed to all EPC personnel. Sufficient information from the Emergency Response Procedures shall be distributed to members of the ECO to enable them to carry out their required duties and sufficient information shall be distributed to facility occupants to explain the actions they are to take with regard to an emergency.

A record of distribution shall be kept by the EPC.

1.2 Site Profile

| | |
|---------------------------|--|
| Site Name / Address: | 2 - 4 Cornwallis Street National Innovation Centre EVELEIGH NSW 2015 |
| Building Type: | Commercial |
| Number of Levels: | 3 levels – Ground, Level 1 and Level 2 |
| Occupant Numbers: | 400 approximately |
| Nominated Building Hours: | 8.00am – 6.00pm (Mon – Fri) |
| Nominated ECO Hours: | 9.00am – 5.00pm (Mon – Fri) |
| Closest Cross Street: | Boundary Street |

1.3 Human Resources

| | |
|-------------------------------|---|
| Site Management: | A.J. Miller Cicada Innovations Pty Ltd 2 - 4 Cornwallis Street Eveleigh NSW 2015 Ph: 02 9209 4208 |
| Emergency Planning Committee: | Cicada Innovations Pty Ltd |
| After Hours Contact: | A.J. Miller Ph: 0411 119 197 |
| Fire Services Provider: | Wormald |
| Security Provider: | South Eveleigh Security The Foundry Mitchell Way EVELEIGH NSW 2015 Note: Security on site 24 hours. |

Refer to Appendix A for a register of all ECO members.

1.4 Emergency Contacts & Websites

| | |
|------------------------------------|--|
| Police | 000 |
| Fire | 000 |
| Ambulance | 000 |
| Police Assistance Line | 131 444 |
| National Security Hotline | 1800 1234 00 |
| State Emergency Service | 13 25 00 |
| Poisons Information Service | 13 11 26 |
| Bureau of Meteorology | www.bom.gov.au |
| New South Wales websites | Fire & Rescue NSW www.fire.nsw.gov.au |
| | Rural Fire Service www.rfs.nsw.gov.au |
| | SES www.ses.nsw.gov.au |

1.5 Emergency Systems Summary

1.5.1 Alarm Systems

Fire Sprinkler Panel: The Fire Sprinkler Panel is located at the Rear Loading Dock. The Sprinkler Panel controls alarm systems and is where the Code Red is located.

Monitoring: Code Red (Chubb) monitors the fire alarm for this site and relays the information to the Fire Brigades. On activation of the alarm system, the Code Red panel sends a signal to the Fire Brigade.

Audibility: The Occupant Warning System (OWS) Panel is located inside the rear roller door, adjacent to the Fire Sprinkler Panel.

The OWS allows the Chief Warden to confirm the existence of an emergency with the Area Wardens prior to evacuation. This system consists of two tones: the Alert Tone is activated automatically by the Fire Sprinkler Panel or manually by the Chief Warden. When activated automatically the OWS system will sound the Alert tone throughout the building.

The Evacuation Tone is activated automatically after a preset time if the panel is not attended, or activated manually by the Chief Warden on confirmation of the need to evacuate the building.

A Public Address (PA) system is a feature of the OWS.

Communication: During an emergency, communication will be via PA, verbal means (runners), internal phone or mobile phone. It must be noted that the internal phone system is not a failsafe means of communication during a fire or other emergency. Mobile phones and two-way radios must not be used during a bomb threat, gas leak or suspicious package situation.

Master Emergency Control Point (MECP): The Master Emergency Control Point is located at the OWS.

An alternative Emergency Control Point, should the master point be untenable or unsuitable, is located at a safe distance from the front of the building. The Chief Warden will decide this location at the time of incident if required.

1.5.2 Detection Systems

Smoke Detectors: Smoke Detectors are located within Suite G06 and are **not** linked to the Fire Sprinkler Panel. These detectors are designed to detect particles that are the result of combustion. When activated a smoke detector will initiate an alarm within a suite locally but will not send a signal to the Suite's Fire Indicator Panel.

1.5 Emergency Systems Summary (Continued)

1.5.3 Suppression Systems

- Hydrant Systems: Fire Hydrants are located throughout the facility and are for the use of the Fire Brigade only.
- Fire Hose Reels: Located throughout the facility. Fire Hose Reels are designed to reach every area on each floor. Fire Hose Reels are operated by turning the main valve anti-clockwise or if a lever, pulling lever down, un-reeling enough portion of the hose, opening the nozzle and directing water at the base of the fire.
- Extinguishers: This site contains the following types of extinguishers:
- Carbon Dioxide (CO2)
 - Dry Chemical Powder (DCP)
 - Foam

1.5.4 Life Safety Systems

- Emergency Exits: Emergency exits provide egress from the building in an emergency. These exits are clearly indicated by illuminated exit signage.
- Emergency Lighting: Spitfire lights are installed throughout the building and will automatically illuminate in the event of a mains power failure.
- Illuminated Emergency Exit lighting is installed at every designated emergency exit. These lights are on at all times.
- Note: all emergency lighting has a limited battery endurance.
- Break Glass Door Release: Located beside some emergency exits are break glass door release devices which when activated will allow emergency egress.
- Assembly Areas:
1. Open grassed area near water tower, Cornwallis Street.
 2. Park at the corner of Marion and Rosehill Streets.

2.0 Emergency Planning and Control Structure

2.1 Emergency Planning Committee (EPC)

2.1.1 Formation

In accordance with AS3745 – 2010 an Emergency Planning Committee (EPC) shall be formed by the person or persons responsible for the facility or its occupants and visitors. Depending on the nature of the particular facility/ies, the EPC may be formed either for an individual facility, or a group of facilities. The EPC shall be appropriate for the particular facility/ies.

Those responsible for a facility or its occupants shall ensure that the EPC has adequate resources to enable the development and implementation of the Emergency Plan.

The EPC shall meet at least annually. A record of EPC meetings shall be made and retained in accordance with relevant Legislative requirements.

2.1.2 Duties and Responsibilities

The EPC, where necessary in collaboration with the facility owners, managers, occupiers and employers, shall be responsible for the development, implementation and maintenance of the Emergency Plan, Emergency Response Procedures and related training. This may be undertaken in conjunction with relevant external organisations.

The duties of the EPC shall include the following:

- (a) Identifying events that could reasonably produce emergency situations.
- (b) Developing an Emergency Plan in accordance with Section 3 of AS3745 - 2010.
- (c) Ensuring that resources are provided to enable the development and implementation of the Emergency Plan. NOTE: Resources include time, finance, equipment and personnel.
- (d) Nominating the validity period for the Emergency Plan and the Evacuation Diagram. NOTE: The validity period should not exceed 5 years but may be less than 5 yearly, depending on the requirements of a maintenance cycle, a major change to the facility or an accreditation regime.
- (e) Ensuring that the Emergency Plan is readily identifiable and available to the appropriate persons.
- (f) Establishing an ECO to operate in accordance with the Emergency Plan.
- (g) If deemed necessary, establishing a specialist Emergency Response Team (ERT).
- (h) Authorising, or having authorised, the release and implementation of the Emergency Plan.

The following shall apply to the implementation process:

- (i) **Awareness of the Emergency Response Procedures:** Information about the procedures shall be disseminated to occupants. The information shall be in a suitable format.
- (ii) **Training:** A formalised training schedule shall be developed to ensure that 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 AS3745 – 2010 Section 6.

2.1 Emergency Planning Committee (EPC)

(iii) **Testing the Emergency Response Procedures:** The EPC should ensure that the Emergency Response Procedures are tested within the first 12 months.

(iv) **Review of Procedures:** The effect of the procedures on an organisation should be monitored at all stages of the implementation process. Amendments shall be made to rectify any deficiencies or inaccuracies that are identified in the procedures.

- (i) Establishing arrangements to ensure the continuing operation of the ECO. For example, resignation, holidays, training of deputies.
- (j) Ensuring that the register of ECO members is current and readily available.
- (k) Establishing strategies to ensure visitors are made aware of Emergency Response Procedures.
- (l) Ensuring that the Emergency Response Procedures remain viable and effective by reviewing, and testing the Emergency Response Procedures at least annually.
- (m) Ensuring that 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.
- (n) Ensuring that a permanent record of events for each emergency is compiled and retained.
- (o) Identifying and rectifying deficiencies and opportunities for improvement in the Emergency Plan and Emergency Response Procedures.

2.1.3 Membership

The EPC shall consist of not less than two people who shall be representative of the stakeholders in a facility one of which shall be management, unless the facility is owned or occupied and operated by a single person, in which case the EPC may be the sole person who is the owner/occupier

At least one member of the EPC shall be a competent person as defined in Clause 1.4.5 of AS3745 - 2010. A competent person is one who has acquired through training, education, qualification, experience, or a combination of these, the knowledge and skill enabling him/her to correctly perform the required task.

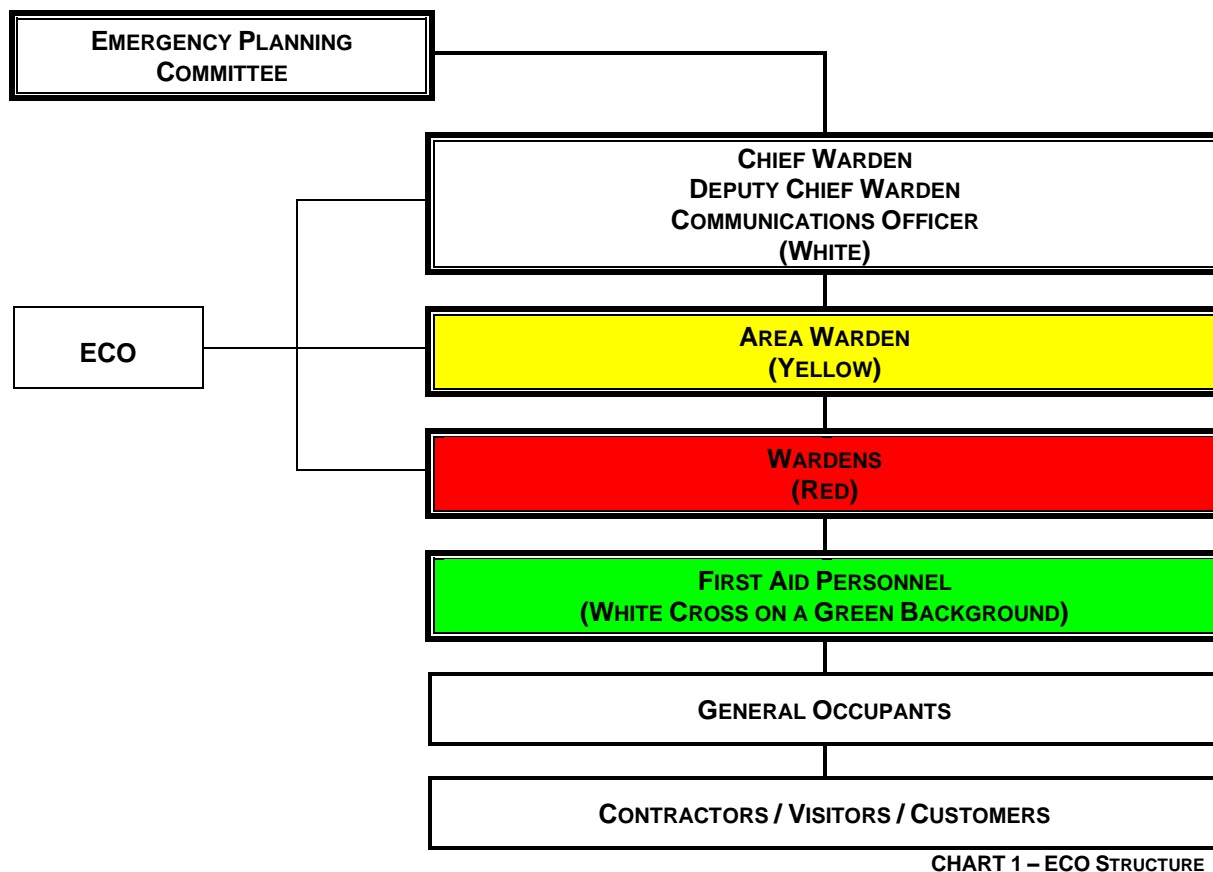
2.1.4 Indemnity

Facility owners, managers, occupiers and employers should obtain professional advice on the level of indemnity provided to EPC members. The EPC members should be advised of the level of indemnity provided as per AS3745 – 2010.

2.2 Emergency Control Organisation (ECO)

2.2.1 Structure and Identification

The following chart identifies the structure and identification of the Emergency Control Organisation (ECO) and its relation to the Emergency Planning Committee (EPC) and occupants.



ECO members shall be identifiable by the use of coloured apparel that shall be at least one of the following - helmets, caps, hats, vests or tabards.

Items of identification:

- Shall be consistent throughout the site,
- Shall use the colours indicated in Chart 1 – ECO Structure,
- Should be prominently marked with the wearer's ECO title.

2.2.2 ECO Authority and Indemnity

During emergencies, instructions given by the ECO personnel shall take precedence over the normal management structure.

Facility owners, managers, occupiers and employers should obtain professional advice on the level of indemnity provided to ECO members. The ECO members should be advised of the level of indemnity provided as per AS3745 – 2010.

2.3 ECO Selection Criteria

2.3.1 Chief Warden and Deputy Chief Warden

In accordance with AS 3745 – 2010, the Chief Warden shall:

- (a) be capable of performing their duties;
- (b) be capable of leading and taking command;
- (c) display effective decision-making skills;
- (d) demonstrate the capability to remain calm under pressure;
- (e) be available to undertake their appointed duties;;
- (f) be capable of effectively communicating with occupants and visitors;
- (g) be familiar with the facility; and
- (h) be able to undergo relevant training

2.3.2 Communications Officer

The person appointed as Communications Officer shall:

- (a) be capable of performing their duties;
- (b) display effective decision-making skills;
- (c) demonstrate the capability to remain calm under pressure;
- (d) be available on-site to undertake their appointed duties;
- (e) be capable of effectively communicating with occupants and visitors; and
- (f) be able to undergo relevant training.

2.3.3 Area Wardens

Area Wardens should be appointed consistent with the level of their day to day responsibilities. The Area Warden responsibilities should be attached to a specific position, to ensure where possible, that the person appointed to the position, in either a permanent or temporary capacity, carries out the necessary functions.

Persons appointed as Area Wardens should:

- (a) be capable of performing their duties;
- (b) have leadership qualities and the ability to command authority;
- (c) display effective decision-making skills;
- (d) demonstrate the capability to remain calm under pressure;
- (e) be available on-site to undertake their appointed duties;
- (f) be capable of effectively communicating with occupants and visitors;
- (g) be capable of deputising for other positions on the ECO; and
- (h) be able to undergo relevant training.

2.3.4 Wardens

Persons appointed as Wardens should:

- (a) be capable of performing their duties;
- (b) have leadership qualities and command authority;
- (c) be available to undertake their appointed duties;
- (d) be capable of communicating with occupants;
- (e) be capable of deputising for other positions; and
- (f) be able to undergo relevant training.

2.3.5 Deputies

The appointment of Deputies shall be considered, to ensure the functions of the ECO. Persons appointed as Deputies shall have the same capabilities and personal attributes as required for the substantive position.

2.4 ECO Responsibilities Pre-Emergency

2.4.1 General

The primary role of members of the ECO is to give top priority to the safety of the occupants and visitors of the facility during an emergency. Life safety shall take precedence over asset protection during an emergency.

2.4.2 Chief Warden / Deputy Chief Warden

The actions to be undertaken by the Chief Warden prior to an emergency event may include, but not be limited to:

- (a) Maintain a current roster of ECO members.
- (b) Replace ECO personnel when a position becomes vacant.
- (c) Conduct regular exercises.
- (d) Ensure the Emergency Response Procedures are kept up to date.
- (e) Attend meetings of the EPC as appropriate.
- (f) Attend training and emergency exercises as required by the EPC.
- (g) Ensure personal ECO identification is available.

The Deputy Chief Warden shall assume the responsibilities normally carried out by the Chief Warden if the Chief Warden is unavailable and otherwise assist as required.

2.4.3 Communications Officer

- (a) Ensure personal proficiency in operation of facility communication equipment.
- (b) Maintain records and logbooks and make them available for emergency response.
- (c) Ensure that ECO members are proficient in use of the facility communication equipment.
- (d) Ensure that emergency communication contact details are up to date.
- (e) Attend training and emergency exercises, as required by the EPC.

2.4.4 Area Warden

- (a) Confirm sufficient Wardens for Area of Responsibility.
- (b) Coordinate the completion of Personal Emergency Evacuation Plan (PEEP) documentation (5.5.2).
- (c) Report on deficiencies of emergency equipment.
- (d) Ensure that wardens have communicated the Emergency Response Procedures to all occupants within their nominated areas.
- (e) Coordinate safety practices (E.g. clear egress paths, access to first attack equipment and disposal of rubbish) by Wardens throughout their Area of Responsibility
- (f) Attend training and emergency exercises, as required by the EPC.
- (g) Ensure personal ECO identification is available.

2.4.5 Wardens

- (a) Ensure that all occupants are aware of the Emergency Response Procedures.
- (b) Carry out safety practices (E.g. clear egress paths, access to first-attack equipment and disposal of rubbish).
- (c) Ensure personal ECO identification is available.
- (d) Attend training and emergency exercises, as required by the EPC.

2.4 ECO Responsibilities Pre-Emergency (Continued)

2.4.6 Emergency Response Team

- (a) Attend regular training.
- (b) Practise use of specialised equipment.
- (c) Maintain specialised equipment as per manufacturers' specifications.
NOTE: Examples of specialised equipment include Spill Kits and Breathing Apparatus.
- (d) Ensure that personal protective equipment is maintained and available.
- (e) Ensure personal ERT identification is available.
- (f) Pre-emergency planning.
- (g) Attend training and emergency exercises, as required by the EPC.

2.5 ECO Responsibilities During an Emergency

2.5.1 Chief Warden

The Chief Warden on becoming aware of an emergency, shall take the following actions:

- (a) Respond and take control, as appropriate.
- (b) Ascertain the nature of the emergency and implement appropriate action.
- (c) Ensure that the appropriate Emergency Service has been notified.
- (d) Ensure that Area Wardens are advised of the situation, as appropriate.
- (e) If necessary, after evaluation of the situation and using all of the information, and resources available, initiate an action plan in accordance with the 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) Any other actions as considered to be necessary or as directed by Emergency Services.

2.5.2 Deputy Chief Warden

The Deputy Chief Warden shall assume the responsibilities normally carried out by the Chief Warden if the Chief Warden is unavailable, and otherwise assist as required.

2.5.3 Communications Officer

The Communications Officer on becoming aware of an emergency, shall take the following actions:

- (a) Ascertain the nature and location of the emergency.
- (b) Confirm that the appropriate Emergency Service has been notified.
- (c) Notify appropriate ECO members.
- (d) Transmit instructions and information.
- (e) Record a log of the events that occurred during the emergency.
- (f) Act as directed by the Chief Warden.

2.5 ECO Responsibilities During an Emergency (Continued)

2.5.4 Area Wardens

The Area Wardens on hearing an alarm or on becoming aware of an emergency, shall take the following actions:

- (a) Implement the Emergency Response Procedures for their floor or area.
- (b) Ensure that the appropriate Emergency Service has been notified.
- (c) Direct Wardens to check the floor or area for any abnormal situation.
- (d) Commence evacuation if the circumstances on their floor or area warrant this.
- (e) Communicate with the Chief Warden by whatever means available and act on instructions.
- (f) Advise the Chief Warden as soon as possible of the circumstances and action taken.
- (g) Co-opt persons as required to assist a Warden during an emergency.
- (h) Confirm that the activities of Wardens have been completed and report this to the Chief Warden or a senior officer of the attending Emergency Services if the Chief Warden is not contactable.

2.5.5 Wardens

Wardens shall carry out activities as set out in the Emergency Response Procedures and as directed by the Area Warden. Wardens' activities may include:

- (a) Act as Area Wardens.
- (b) Operate the communication system(s) in place.
- (c) Check that any fire doors and smoke doors are properly closed.
- (d) Close or open other doors in accordance with the Emergency Response Procedures.
- (e) Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated.
- (f) Ensure orderly flow of people into protected areas, for example, stairways.
- (g) Assist occupants with disabilities.
- (h) Act as leader of groups moving to nominated Assembly Areas
- (i) Report status of required activities to the Area Warden on their completion.

2.5.6 Emergency Response Team

Emergency Response Team members shall carry out the activities as set out in the Emergency Response procedures and the following:

- (a) Respond to the emergency as directed by the Chief Warden.
- (b) Communicate the status of the situation with the Chief Warden.
- (c) Hand over and brief Emergency Services on arrival.

2.5.7 General Occupants

All occupants are required to be familiar with their workplace emergency procedures, equipment and facilities by participating in emergency training and evacuation exercises.

General Occupant responsibilities include:

- (a) Being familiar with who their Area Wardens and Wardens are and their location,
- (b) Reporting incidents and emergencies,
- (c) Being familiar with the location of the Assembly Area/s,
- (d) Participate in training and exercises, as required by the EPC.

2.6 ECO Responsibilities Post Emergency

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

2.6.1 Chief Warden

- (a) When the emergency incident is rendered safe or the Emergency Service returns control, notify the ECO members to have occupants return to their facility, as appropriate.
- (b) Organise a debrief with ECO members and where appropriate, with any attending Emergency Services.
- (c) Compile a report for the EPC and management.

2.6.2 Communications Officer

- (a) Collate records of the event during the emergency for the debrief and ensure they are secured for future reference.

2.6.3 Area Wardens and Wardens

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

2.6.4 Emergency Response Team

- (a) Clean and service used specialised equipment.
- (b) Replace specialised equipment as necessary.

NOTE: the re-entry and post-emergency actions should be done in collaboration with the facility owners, managers, occupiers and employers.

3.0 Training, Safety and Risk Reduction

3.1 Training

3.1.1 General

A formalised training schedule shall be developed to ensure that relevant training is conducted for at least one member of the EPC, for the ECO and facility occupants.

3.1.2 EPC Training

In accordance with AS3745 – 2010, training shall be provided to EPC members to enable them to competently execute their obligations as outlined in Section 2.1.2.

3.1.3 Emergency Control Organisation

All ECO members, including nominated deputies, shall be trained to develop the skills and knowledge necessary to undertake the duties set out in the Emergency Response Procedures. The training shall include exercises and assessment.

Warden Training should comply with the National Competency Standard for Fire Emergency Response PUAFER005B Operate as part of an Emergency Control Organisation.

ECO members, including nominated deputies, shall attend a skills retention activity at intervals not greater than six months.

Where a specialist Emergency Response Team (ERT) has been deemed necessary, training specific to the emergencies identified in the Emergency Plan shall be developed and carried out. These occupants shall attend a skills retention activity at intervals not greater than one year.

In addition to the training for all ECO members, persons appointed to the duties of Chief Warden, Deputy Chief Warden & Communications Officer along with the nominated deputies for each position shall have additional training specific to further develop their understanding of their roles and responsibilities within the Emergency Plan.

3.1.4 Occupants

All occupants working at a facility shall receive training to enable them to act in accordance with the Emergency Response Procedures.

In workplaces, occupant training shall be conducted at intervals not greater than 12 months and comply with the National Competency Standard for Fire Emergency Response PUAFER004B Respond to Facility Emergencies.

New employees and casual staff should receive training at the commencement of their duties in a workplace or their occupancy of a structure.

Occupants of a facility who do not work at that facility should receive training, or have equivalent information provided, to enable them to act in accordance with the emergency response procedures.

Occupants who are visitors to a facility should be provided with appropriate information on the Emergency Response Procedures as determined by the EPC.

3.1 Training (Continued)

3.1.5. State Specific Legislation Pertaining to Emergency Procedures & Training

NSW Work Health & Safety Act 2011

Part 1 Preliminary

Division 3 Interpretation

Subdivision 2 Other important terms

5 Meaning of “person conducting a business or undertaking”

- (1) For the purposes of this Act, a person conducts a business or undertaking:
 - (a) whether the person conducts the business or undertaking alone or with others, and
 - (b) whether or not the business or undertaking is conducted for profit or gain.
- (2) A business or undertaking conducted by a person includes a business or undertaking conducted by a partnership or an unincorporated association.
- (3) If a business or undertaking is conducted by a partnership (other than an incorporated partnership), a reference in this Act to a person conducting the business or undertaking is to be read as a reference to each partner in the partnership.
- (4) A person does not conduct a business or undertaking to the extent that the person is engaged solely as a worker in, or as an officer of, that business or undertaking.
- (5) An elected member of a local authority does not in that capacity conduct a business or undertaking.
- (6) The regulations may specify the circumstances in which a person may be taken not to be a person who conducts business or undertaking for the purposes of this Act or any provision of this Act.
- (7) A volunteer association does not conduct a business or undertaking for the purposes of this Act.
- (8) In this section, **volunteer association** means a group of volunteers working together for one or more community purposes where none of the volunteers, whether alone or jointly with any other volunteers, employs any person to carry out work for the volunteer association.

Part 2 Health and safety duties

Division 2 Primary duty of care

19 Primary duty of care

- (1) A person conducting a business or undertaking must ensure, so far as is reasonably practicable, the health and safety of:
 - (a) workers engaged, or caused to be engaged by the person, and
 - (b) workers whose activities in carrying out work are influenced or directed by the person, while the workers are at work in the business or undertaking.

3.1 Training (Continued)

- (2) *A person conducting a business or undertaking must ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking.*
- (3) *Without limiting subsections (1) and (2), a person conducting a business or undertaking must ensure, so far as is reasonably practicable:*
- (a) *the provision and maintenance of a work environment without risks to health and safety, and*
 - (b) *the provision and maintenance of safe plant and structures, and*
 - (c) *the provision and maintenance of safe systems of work, and*
 - (d) *the safe use, handling, and storage of plant, structures and substances, and*
 - (e) *the provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities, and*
 - (f) *the provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking, and*
 - (g) *that the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from the conduct of the business or undertaking.*
- (4) *If:*
- (a) *a worker occupies accommodation that is owned by or under the management or control of the person conducting the business or undertaking, and*
 - (b) *the occupancy is necessary for the purposes of the worker's engagement because other accommodation is not reasonably available, the person conducting the business or undertaking must, so far as is reasonably practicable, maintain the premises so that the worker occupying the premises is not exposed to risks to health and safety.*
- (5) *A self-employed person must ensure, so far as is reasonably practicable, his or her own health and safety while at work.*

Note. *A self-employed person is also a person conducting a business or undertaking for the purposes of this section.*

Division 4 Duty of officers, workers and other persons

27 Duty of officers

- (1) *If a person conducting a business or undertaking has a duty or obligation under this Act, an officer of the person conducting the business or undertaking must exercise due diligence to ensure that the person conducting the business or undertaking complies with that duty or obligation.*
- (2) *Subject to subsection (3), the maximum penalty applicable under Division 5 of this Part for an offence relating to the duty of an officer under this section is the maximum penalty fixed for an officer of a person conducting a business or undertaking for that offence.*

3.1 Training (Continued)

- (3) *Despite anything to the contrary in section 33, if the duty or obligation of a person conducting a business or undertaking was imposed under a provision other than a provision of Division 2 or 3 of this Part or this Division, the maximum penalty under section 33 for an offence by an officer under section 33 in relation to the duty or obligation is the maximum penalty fixed under the provision creating the duty or obligation for an individual who fails to comply with the duty or obligation.*
- (4) *An officer of a person conducting a business or undertaking may be convicted or found guilty of an offence under this Act relating to a duty under this section whether or not the person conducting the business or undertaking has been convicted or found guilty of an offence under this Act relating to the duty or obligation.*
- (5) *In this section, **due diligence** includes taking reasonable steps:*
- (a) *to acquire and keep up-to-date knowledge of work health and safety matters, and*
 - (b) *to gain an understanding of the nature of the operations of the business or undertaking of the person conducting the business or undertaking and generally of the hazards and risks associated with those operations, and*
 - (c) *to ensure that the person conducting the business or undertaking has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking, and*
 - (d) *to ensure that the person conducting the business or undertaking has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information, and*
 - (e) *to ensure that the person conducting the business or undertaking has, and implements, processes for complying with any duty or obligation of the person conducting the business or undertaking under this Act, and*

Example. *For the purposes of paragraph (e), the duties or obligations under this Act of a person conducting a business or undertaking may include:*

- *reporting notifiable incidents,*
 - *consulting with workers,*
 - *ensuring compliance with notices issued under this Act,*
 - *ensuring the provision of training and instruction to workers about work health and safety,*
 - *ensuring that health and safety representatives receive their entitlements to training.*
- (f) *to verify the provision and use of the resources and processes referred to in paragraphs (c)–(e).*

28 Duties of workers

While at work, a worker must:

- (a) *take reasonable care for his or her own health and safety, and*
- (b) *take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons, and*
- (c) *comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act, and*

3.1 Training (Continued)

- (d) *co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.*

29 Duties of other persons at the workplace

A person at a workplace (whether or not the person has another duty under this Part) must:

- (a) *take reasonable care for his or her own health and safety, and*
- (b) *take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons, and*
- (c) *comply, so far as the person is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person conducting the business or undertaking to comply with this Act.*

Work Health & Safety Regulations 2017

Division 1 Information, training and instruction

39 Provision of information, training and instruction

- (1) *This clause applies for the purposes of section 19 of the Act to a person conducting a business or undertaking.*
- (2) *The person must ensure that information, training and instruction provided to a worker is suitable and adequate having regard to:*
 - (a) *the nature of the work carried out by the worker, and*
 - (b) *the nature of the risks associated with the work at the time the information, training or instruction is provided, and*
 - (c) *the control measures implemented.*

Maximum penalty:

- (a) *in the case of an individual – 70 penalty units, or*
- (b) *in the case of a body corporate – 345 penalty units.*

- (3) *The person must ensure, so far as is reasonably practicable, that the information, training and instruction provided under this clause is provided in a way that is readily understandable by any person to whom it is provided.*

Maximum penalty:

- (a) *in the case of an individual – 70 penalty units, or*
- (b) *in the case of a body corporate – 345 penalty units*

Division 4 Emergency plans

43 Duty to prepare, maintain and implement emergency plan

- (1) *A person conducting a business or undertaking at a workplace must ensure that an emergency plan is prepared for the workplace, that provides for the following:*
- (a) *emergency procedures, including:*
 - (i) *an effective response to an emergency, and*
 - (ii) *evacuation procedures, and*
 - (iii) *notifying emergency service organisations at the earliest opportunity, and*
 - (iv) *medical treatment and assistance, and*
 - (v) *effective communication between the person authorised by the person conducting the business or undertaking to coordinate the emergency response and all persons at the workplace,*
 - (b) *testing of the emergency procedures, including the frequency of testing,*
 - (c) *information, training and instruction to relevant workers in relation to implementing the emergency procedures.*

Maximum penalty:

- (a) *in the case of an individual – 70 penalty units, or*
- (b) *in the case of a body corporate – 345 penalty units.*

- (2) *A person conducting a business or undertaking at a workplace must maintain the emergency plan for the workplace so that it remains effective.*

Maximum penalty:

- (a) *in the case of an individual - 70 penalty units, or*
- (b) *in the case of a body corporate - 345 penalty units.*

- (3) *For the purposes of subclauses (1) and (2), the person conducting the business or undertaking must consider all relevant matters, including the following:*

- (a) *the nature of the work being carried out at the workplace,*
- (b) *the nature of the hazards at the workplace,*
- (c) *the size and location of the workplace,*
- (d) *the number and composition of the workers and other persons at the workplace.*

- (4) *A person conducting a business or undertaking at a workplace must implement the emergency plan for the workplace in the event of an emergency.*

Maximum penalty:

- (a) *in the case of an individual - 70 penalty units, or*
- (b) *in the case of a body corporate - 345 penalty units.*

3.1 Training (Continued)

3.1.6 Fire Equipment Training

AS2444-2001 Portable fire extinguishers and fire blankets – Selection and location

A3.4 To optimise effective use of fire extinguishers, personnel should be trained in their use.

AS 3745-2010 Planning for emergencies in facilities

6.3.3 Where first-attack firefighting by specific occupants is included in the emergency procedures, these occupants shall be trained to enable them to competently execute their duties.

6.5.3 These occupants shall attend a skills retention activity at intervals not greater than two years.

3.1.7 Communications System

All ECO members shall be instructed on the operation of the communication system (if installed).

3.2 Emergency Response Exercises

3.2.1 General

A program of site-specific Emergency Response Exercises shall be developed in collaboration with the facility owners, managers, occupiers and employers to determine the effectiveness of the Emergency Response Procedures, ECO actions and occupants' response, both when first developed and on an ongoing basis.

The following should apply for all Emergency Response Exercises

- (a) Emergency Response Exercises should be consistent with the identified emergencies in the Emergency Plan.
- (b) Simple objectives and outcomes for Emergency Response Exercises should be identified.
- (c) Observers should be appointed for all Emergency Response Exercises. The observers shall use a checklist to record the details of the Emergency Response Exercise.
- (d) Each Emergency Response Exercise should be prefixed by an announcement that it is an exercise only.
- (e) Debriefing sessions should be held immediately after the exercise with the ECO and other key participants.
- (f) A report shall be forwarded to the EPC following each Emergency Response Exercise. The report shall include any deficiencies in the evacuation exercise that were identified at the debriefing session.

3.2.2 Frequency

The Emergency Response Procedures should be tested, within the first 12 months of implementation of the Emergency Plan, as an evacuation exercise. On an ongoing basis, all areas of the facility shall participate in at least one Emergency Response Exercise in each 12 month period. All occupants of the floors or areas involved in the evacuation exercise shall take part, unless the EPC grants an exemption prior to conducting the exercise as per AS3745-2010.

When planning any Emergency Response Exercise, consideration shall be given to briefing the ECO prior to the exercise.

3.2 Emergency Response Exercises (Continued)

3.2.3 Observation Checklist & Debriefing

An Observer's Checklist is located at Appendix G. This checklist should provide the basis for discussion at the debriefing. A debriefing session shall be held with the ECO and other key participants after the exercise to identify any deficiencies in the procedures or equipment. A report shall be forwarded to the EPC on conclusion of the exercise. The EPC shall arrange the amendment of procedures where necessary and disseminate the information to ECO personnel.

3.2.4 Emergency during an Emergency Response Exercise

A pre-determined word or phrase for example "**NO DUFF**" shall be disseminated to all ECO members, for use when an actual emergency incident takes place during an Emergency Response Exercise. The word or phrase shall signify that the Emergency Response Exercise has been terminated and that the ECO are to stand by for further instruction.

3.2.5 Conduct of Emergency Response Exercises – Occupant Warning System (OWS)

1. Notify the Fire Brigade Communications Centre (not via '000') that an Emergency Response Exercise is being conducted and you will notify them once the exercise is complete.
2. On the OWS turn the key to manual mode and sound the Alert Tone in the desired locations for Area Wardens to initiate their procedures.
3. Activate the Evacuation Tone (note the time).
4. Wait at the Master Emergency Control Point for Area Wardens to advise when their Areas of Responsibility are "All Clear". Ask:
 - *Is anyone remaining or refusing to leave the area?*
 - *Where are occupants/visitors with disabilities located?*
 - *Are there any areas not searched?*
5. Note the time the Area of Responsibility was clear and any other information relevant.
6. Once staff and Wardens have attended the Assembly Area, the exercise can then be completed and the Chief Warden can authorise the re-occupancy of the facility.
7. The Chief Warden shall conduct a debriefing with all ECO members after the exercise utilising the Observation Checklist. Advise them of the time taken to clear their Areas of Responsibility and note any concerns or difficulties raised by the ECO.
8. Results, deficiencies and any recommendations on the procedures should be made to the EPC. The EPC shall arrange the amendment of the procedures and disseminate the information to all ECO members.

4.0 Procedure – Fire

4.1 Discovery of a Fire

4.1.1 Preliminary

This section refers to the discovery of a fire that has yet to activate an audible alarm or register on the FIP. For procedures upon activation of the alarm system, refer to Section 5 “**Procedure – OWS Activation**”.

The primary duty of occupants is to the best of their ability, and with the safety of themselves and others, remove people from immediate danger. Occupants who have been trained to competently use an extinguisher or other equipment may attempt to extinguish the fire if safe to do so.

Throughout these procedures, the indication to “**Raise the Alarm**” is a reference to this sub-section:

- Communicate to other staff in the near vicinity the existence of a fire – shout “**Fire Fire Fire**”.
- Contact the Chief Warden and advise of the location and nature of the emergency.
- Contact the Emergency Services by dialling **000**.

4.1.2 On discovery of a fire:

- Remove people from immediate danger,
- Close doors if possible to create compartmentation, slowing the progress of the fire,
- Raise the alarm,
- Ensure the Emergency Services have been called by dialling **000**,
- Commence evacuation of the building directing occupants to evacuate via the nearest safe exit to the Assembly Area,
- Ensure occupants/visitors with disabilities are assisted from the building or are located to a safe refuge with confident person. Refer Occupants / Visitors with Disabilities – Section 5.5.
- The location of occupants / visitors with disabilities should be reported to the Chief Warden.

4.2 Chief Warden Group

4.2.1 On being advised of a fire:

Chief Warden:

- Collect white identification, mobile phone any necessary keys and evacuation checklist,
- Ensure the Emergency Services have been notified by dialling **000**,
- Proceed to the Master Emergency Control Point and activate the building alarms if they are not already sounding,
- Begin Evacuation Procedures (Section 5).

Deputy Chief Warden:

- Collect white identification, mobile phone, any necessary keys and Evacuation Checklist,
- Proceed to the Master Emergency Control Point to meet with the Chief Warden,
- If the Chief Warden is absent, ensure the alarm has been raised and Emergency Services have been notified,
- Begin Evacuation Procedures (Section 5),
- If the Chief Warden is present, follow their direction.

Communications Officer:

- If advised of an onsite emergency, ensure the Chief Warden is notified,
- Proceed to the Master Emergency Control Point,
- Follow the directions of the Chief Warden.

4.3 Area Wardens and Wardens

4.3.1 On confirmation of a fire present in the area:

Area Warden:

- Proceed to the Emergency Control Point for their Area of Responsibility, collect yellow identification,
- Ensure with the Chief Warden that the Emergency Services have been notified by dialling **000**,
- Assign Wardens to remove people from immediate danger and confine the fire if possible,
- Contact the Chief Warden and advise of the need to evacuate and scope of the emergency,
- Follow Evacuation Procedures (**5.2.2**).

Wardens:

- Proceed to the Emergency Control Point for their Area of Responsibility, collect red identification,
- Follow directions from the Area Warden, such as evacuating persons in immediate danger and confining the fire if possible,
- Follow Evacuation Procedures (**5.2.2**)

NOTE: Any staff who have been trained to competently use an extinguisher or other equipment may attempt to extinguish the fire only if safe to do so.

4.4 First Attack Firefighting Procedures

4.4.1 Initial Response: R A C E

- **Remove**
 - Any persons in immediate danger to a safe area, evacuate if necessary.
- **Alert**
 - Raise the alarm.
 - Ensure personnel are aware of the emergency.
 - Ensure Wardens have been notified.
 - Ensure the Emergency Services have been notified.
- **Contain**
 - Decide on action*
 - Support – Do not attempt to fight the fire alone.
 - Size – Ensure the fire can be contained using the equipment at hand.
 - Surroundings – Check for danger such as the spread of fire, gas cylinders or chemicals.
 - Smoke, Gases, Fumes, and Heat – Ensure you remain below the smoke level at all times.
 - Equipment*
 - Check that you have the correct equipment for that class of fire.
 - If the appropriate extinguisher is not available, then contain the fire by closing doors.
 - Safety*
 - Test the equipment prior to approaching the fire.
 - Keep low – stay below the smoke level.
 - Safe escape route – when fire is in-doors, keep between the fire and the exit; when the fire is outdoors, approach the fire up hill and up wind.
 - If the fire cannot be controlled, close the doors if safe before leaving.
- **Evacuate**
 - Ensure you have a safe exit path and proceed to your Assembly Area. Do not return inside the building.

4.4 First Attack Fire Fighting Procedures (Continued)

4.4.2 Using an Extinguisher

Remember “**P A S S**”

- **P**ull the pin and test the equipment.
- **A**im the director or nozzle at the base of the fire.
- **S**queeze the operating handle.
- **S**weep the extinguishing agent from side to side.

4.4.3 After the Fire:

If the fire is extinguished prior to the arrival of the Emergency Services:

- Do not disturb the incident area.
- Keep away from the smoke and other affected areas.
- Ensure the Chief Warden is notified of the equipment used for replacement.
- Complete any Reporting Procedures.

4.5 After Hours Procedures (5.00pm – 9.00am)

4.5.1 On discovery of a fire:

- Remove people from danger,
- Close doors if possible to slow the progress of the fire and contain smoke,
- Raise the alarm,
- Ensure the Emergency Services has been called by dialling **000**,
- Commence evacuation of the immediate area leaving via the nearest safe exit and proceed to the Assembly Area – do not use lifts,
- Occupants /visitors with disabilities should be assisted from the building if possible or their safe location reported to the Emergency Services on their arrival (Section **5.5**).
- Delegate a representative to speak with the Emergency Services on their arrival.
- Do not re-enter the building until cleared by the Officer in Charge of the Emergency Service.

4.5.2 On being advised of a fire or hearing the Alert tone:

- Evacuate the building immediately via the nearest safe exit even if there is no evidence of a fire – do not use lifts.
- Proceed directly to the Assembly Area.
- Occupants /visitors with disabilities should be assisted from the building if possible or their safe location reported to the Emergency Services on their arrival (Section **5.5**).
- Ensure the Emergency Services has been called by dialling **000**.
- Delegate a representative to speak with the Emergency Services on their arrival.
- Do not re-enter the building until cleared by the Officer in Charge of the Emergency Service.

5.0 Procedure – OWS ACTIVATION

5.1 Chief Warden / Deputy Chief Warden

5.1.1 Alert Tone Procedures:

1. Collect white Chief Warden identification, mobile phone, necessary keys and Evacuation Checklist (Appendix B).
2. Proceed to the Master Emergency Control Point (Fire Indicator Panel). Ascertain the location of the activated detector.
3. Ensure Emergency Services are notified of the alarm activation by dialling **000**.
4. Ensure lifts have been shutdown.
5. Change the OWS Panel from “**Automatic**” to “**Manual**”.
6. Activate the **P.A** and make the following announcement:

***“Attention, Attention. There is an alarm activation in (state area). All staff stand-by for instructions. Area Wardens and Wardens report to your Emergency Control Point.*”**

I repeat. There is an alarm activation in (state area). All staff stand-by for instructions. Area Wardens and Wardens report to your Emergency Control Point.”

7. Cancel the **P.A** and ensure the **Alert Tone** is re-activated.
8. Contact the Area Warden in the area in alarm by phone and ask them to investigate for signs of fire, smoke or other emergency.

If communication cannot be established, make a P.A. announcement asking Area Wardens in the affected area to contact the Chief Warden AND/OR send a runner (Deputy Chief Warden) to investigate if considered safe.
9. If a fire or other emergency is confirmed, begin evacuation procedures. (5.1.2)
10. If no fire or other emergency is present, begin false alarm procedures. (5.1.4)

5.1 Chief Warden / Deputy Chief Warden (Continued)

5.1.2 Evacuation Procedures (Confirmed Emergency)

1. Activate the **Evacuation Tone**.
2. Activate the **P.A**; make the following announcement:

“Attention, Attention. We have a confirmed emergency onsite. Please evacuate the building via the nearest safe exit and proceed to the assembly area. Area Wardens assign Wardens to check all areas and report when your area is clear.

I repeat. We have a confirmed emergency onsite. Please evacuate the building via the nearest safe exit and proceed to the assembly area. Area Wardens assign Wardens to check all areas and report when your area is clear.”

3. Cancel the **P.A** and ensure the **Evacuation Tone** is re-activated.
4. Ensure the Receptionist or nominated person collects the visitors/contractors sign in book and staff list to account for occupants at the assembly area.
5. Despatch a nominated person to the site entrance to restrict vehicular entry to the facility and direct responding emergency services vehicles to the appropriate location.
6. Ensure neighbouring facilities are notified of the emergency on site.
7. Wait at the Master Emergency Control Point for Area Wardens to advise when their area is clear. Ask:
 - i. *Is anyone remaining or refusing to leave the area?*
 - ii. *Are there any occupants or visitors with disabilities, have their PEEP's been activated and where are they located?*
 - iii. *Are there any areas not searched?*

If it is not safe to remain at the Master Emergency Control Point, evacuate and reinstate the Emergency Control Point to a safe distance from the front of the building. Advise ECO by PA before leaving your post.

8. As Area Wardens report note down on the Evacuation Checklist (Appendix B) the area as being cleared, how many people remain, the number and location of occupants and visitors with disabilities and areas not searched (if any).
9. On arrival of the Emergency Services provide the Officer in Charge with the Evacuation Checklist detailing:
 - The nature and location of the emergency
 - Areas reported as Clear
 - Areas that are evacuating
 - Location of any remaining occupants and occupants/visitors with disabilities
 - Areas that have not been searched/cleared

5.1 Chief Warden / Deputy Chief Warden (Continued)

5.1.3 Post Evacuation Procedures

1. The Officer in Charge will advise that either:
 - The building is safe to re-enter,
 - Some areas may not be entered, or
 - The entire building may not be re-entered.
2. Proceed to the assembly area and advise staff of the situation.
3. Complete an Evacuation Incident Report (Appendix E).

5.1.4 False Alarm Procedures (If the Area Warden reports no Emergency):

1. Advise the Area Warden to wait in the area for the arrival of the Emergency Services.
2. Cancel the **Alert Tone**.
3. Activate the **P.A.**; make the following announcement:

“Attention, Attention. The alarm situation is under control / This has been a false alarm. You may resume normal activities.

I repeat. The alarm situation is under control / This has been a false alarm. You may resume normal activities.

4. Cancel the **P.A.**
5. Re-activate the lift.
6. Remain at the Master Emergency Control Point and wait for the arrival of the Emergency Services. Do not reset the Fire Indicator Panel until Fire Brigade have investigated the cause of the alarm.
7. After the Fire Brigade have either reset or isolated the cause of the alarm, change the OWS Panel from **“Manual”** to **“Automatic”**.
8. Complete a General Incident Report (Appendix F).

5.2 Area Wardens and Wardens

5.2.1 Alert Tone Procedures

1. Area Wardens wear yellow identification, Wardens wear red identification.
2. Collect mobile phone and proceed to the nominated Emergency Control Point in your Area of Responsibility and await communication from the Chief Warden. Listen for a PA announcement from the Chief Warden advising the area in alarm.
3. If a fire/smoke is present in the area, communicate with the Chief Warden by phone or by sending a runner to the Fire Indicator Panel (via a safe route) and advise of the situation and need to evacuate. Initiate Evacuation Procedures (5.2.2)
4. If no fire/smoke is present wait for the Evacuation Tone or instructions from the Chief Warden.
5. The Chief Warden will either:
 - a) Contact you by PA and/or phone and advise that the alarm is originating from your area. Send Wardens to check for signs of fire or smoke. When the Wardens return, report their findings to the Chief Warden via phone or send a runner.
 - b) Not contact you, but change the tone to the Evacuate Tone. Follow the Evacuation Procedures (5.2.2)
 - c) Not contact you, but cancel the tones and make a False Alarm announcement. Send Wardens to advise personnel of the false alarm and resume normal activity.

5.2.2 Evacuation Tone Procedures

1. Evacuate occupants and visitors from your Area of Responsibility beginning with the area in immediate danger and then surrounding areas. Ensure occupants and visitors evacuate via the nearest, safe exit and **do not use lifts**. Wardens should close, but not lock all doors during their search.

Note: Wardens should be aware of and prepared to direct occupants to alternative egress routes should primary paths become unsafe.
2. Ensure all areas have been searched (if safe to do so) with particular attention to:
 - a) blind passages, partitioned areas, offices and meeting rooms,
 - b) amenities such as toilets, tea rooms and resource sections.
3. Ensure PEEP's are activated for occupants and visitors with disabilities and that they are assisted from the building or are in a refuge accompanied by another person (Section 5.5).
4. The Area Warden will remain close by the Emergency Control Point to receive reports from the Wardens.
5. Wardens should report on:
 - a) The location of anyone refusing to leave
 - b) The location of occupants/visitors with a disability
 - c) Any areas unable to be checked
 - d) The condition of the area
6. When all Wardens have returned and all areas have been checked, leave via the nearest safe exit.
7. The Area Warden will report evacuation information (eg all clear, areas not able to be searched, the location of occupants and visitors with disabilities) to the Chief Warden in person at the Master Emergency Control Point.
8. Follow any further instructions from the Chief Warden and/or proceed to the Assembly Area.

5.2 Area Wardens and Wardens (Continued)

5.2.3 Post Evacuation Procedures

1. At the Assembly Area, congregate occupants and visitors together, from their Areas of Responsibility.
2. Ask occupants and visitors if they notice anyone who was present prior to the alarm now missing.
3. Notify the Chief Warden of anyone noticeably missing.
4. Ensure occupants and visitors do not re-enter the site until allowed by the Chief Warden.

5.3 First Aid Personnel

5.3.1 Alert Tone Procedures

1. Collect the nearest First Aid Kit, don green identification and locate the Area Warden at the Emergency Control Point.
2. Standby to assist occupants and visitors requiring first aid treatment.

5.3.2 Evacuation Tone Procedures

1. If more than one First Aider is available on the floor/area, leave via the nearest safe exit.
2. When the floor/area is clear of occupants and visitors, leave via the nearest safe exit.
3. Proceed directly to the Assembly Area and provide assistance where necessary.

5.3.3 Staying with a Casualty

If possible, First Aid Officers should encourage staff with minor injuries such as a bleeding finger, to leave the building as part of the evacuation and receive treatment outside. If the First Aid Officer is in any doubt that movement of a casualty could worsen a condition they should not move the casualty and should remain with them.

Where the First Aid Officer remains with a casualty they must advise (or arrange for someone else to advise) the Area Warden who will communicate this to the Chief Warden. This will ensure the Emergency Services are made aware of the situation and can take any appropriate action. The exception to this rule of remaining with the casualty in the building is where the risk posed by the danger is greater than that posed by the risk of moving the casualty, such as a spreading fire.

First Aid Officers should always bear in mind the rule of personal safety ahead of any other consideration.

5.4 Occupants

5.4.1 Alert Tone Procedures

1. Begin work shutdown procedures, such as shutting down computers, machinery and storing files. If away from your usual workstation, remain where you are and do not proceed through the building.
2. Pair up with another occupant in order to account for each other.
3. Wait for instruction by a Warden or for the Evacuation Tone to sound.

5.4.2 Evacuation Tone Procedures

1. Leave via the nearest safe exit – do not use lifts.
2. Do not take large items such as laptops or large bags.
3. Proceed directly to the Assembly Area.
4. Remain at the Assembly Area until cleared to re-enter the site by the Chief Warden.
5. If you notice anyone who was present prior to the evacuation now missing, report this to the Warden.

5.5 Occupant / Visitor with a Disability

5.5.1 Definition

As per the Commonwealth Disability Discrimination Act (DDA) 1992 an occupant/visitor with a disability is 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.

This also includes an associate of a person with a disability as defined in the DDA, or a companion animal.

This definition would include but not be limited to occupants and visitors who:

- (a) Are accompanied by an assistant;
- (b) Have a guide or companion animal;
- (c) Use alternative forms of information and communication;
- (d) Have an ambulatory disability;
- (e) Use a wheeled mobility appliance, including wheelchair or scooter;
- (f) Are easily fatigued;
- (g) Easily experience acute anxiety in an emergency; or
- (h) Easily experience extreme confusion in an emergency.

5.5.2 Personal Emergency Evacuation Plan (PEEP)

A current list of the names, workplaces and other necessary information about occupants with a disability should be kept at the Master Emergency Control Point – Appendix C. Suitable strategies should be discussed with those occupants regarding emergency evacuation and a PEEP developed for each of those persons. A template for developing a PEEP is included at Appendix D. The Area Wardens/ Wardens should be aware of the PEEP plan of persons in their area.

5.5.3 Assistance

In the event of an evacuation the Area Warden shall nominate a Warden or responsible person to assist the occupant with disabilities out of the immediate danger area in accordance with their PEEP.

5.5.4 Direct Evacuation

If direct evacuation from the building is possible, such as being located on a Ground Floor, the person with disabilities should be assisted to, but not obstructing, the nearest safe exit. When all occupants have been evacuated, assist the occupant/visitor with disabilities directly to the Assembly Area.

5.5.5 Refuges

Refuges are areas where occupants and visitors may wait for their delayed independent evacuation, or assisted evacuation by Emergency Services or other nominated personnel.

If evacuation directly from the building is not possible such as being located on an upper floor, the occupant/visitor with a disability should be assisted to but not obstructing the nearest safe Fire Rated Stairs. When all occupants have been evacuated, assist the person with disabilities onto the Fire Stair landing and ensure the Chief Warden has been notified. The door should be closed to provide isolation from the danger area. A Warden or responsible person shall wait with the occupant/visitor with a disability in the refuge until assisted by the Emergency Services.

5.5.6 Hearing Impaired / Vision Impaired Persons

Wardens are to be mindful of hearing impaired occupants or visitors who may not hear the alarms or your instruction to evacuate. If this appears the case, face the person so they can read your lips and ensure that person is aware of the need to evacuate. Maintain verbal communication with the visually impaired when moving around or over obstacles during evacuation.

5.6 Refusals to Evacuate

5.6.1 No Physical Force

At no time are ECO members, occupants or persons other than Emergency Services personnel to use physical force to remove someone who refuses to evacuate. Touching, poking or slapping a person who seems to be in a state of extreme fear or shock may cause a violent reaction.

5.6.2 Procedure

ECO members who encounter a person refusing to leave shall:

- Verbally attempt to persuade the occupant to evacuate by using the words: ***"An evacuation of the building is necessary. All occupants must leave the building by the nearest safe exit"***. If the occupant does not respond, repeat the above phrase and add ***"For your own safety and the safety of others, please leave the building immediately."***
- Continue evacuating your Area of Responsibility (closing the door on the room where the occupant is located if possible).
- If time and safety allows, make a secondary sweep the area and revisit the occupant repeating the above phrases.
- If the occupant still refuses, report the location of the person to the Area Warden, who will notify the Chief Warden.
- No personnel shall re-enter the building or cleared area to retrieve people who refuse to leave.

5.7 Unconscious Persons

5.7.1 Persons not in Immediate Danger

If the unconscious person is not in immediate danger, call for First Aid Officer assistance and ensure a responsible person remains with them until assistance arrives.

5.7.2 Persons in Imminent Danger

If the person is in imminent danger, ECO members may use implied consent to move the person to a safe area. Avoid moving the person more than is necessary as the extent of their injury is unknown.

5.8 Media Statements

5.8.1 Nominated Persons

Media statements should be provided, released and authorised by nominated persons only. No other persons should contact print or electronic media during the emergency.

5.9 Assembly Areas

5.9.1 Location

Assembly Area 1

Grassed area by the Water Tower north-east of the building near to Cornwallis Street.

Assembly Area 2

Park at the corner of Marion and Rosehill Street's (furthest point to the north-east up and over the hill).

5.10 Security Personnel (where present)

5.10.1 Role of Security Personnel

The role of security during evacuations is to ensure as far as practicable that no one other than Emergency Services personnel enter the building.

Security operates under the control of the Chief Warden during an emergency and provides assistance where necessary for such duties as:

- (a) Shutting down lifts
- (b) Closing car park or other entry doors
- (c) Providing first aid where other first aid personnel are unavailable
- (d) Investigating floors or areas where there has been no response from a Warden

Although Security personnel should be trained in the use of the buildings alarm systems, their main role is in the securing of the building and in the event of an emergency situation and/or an emergency evacuation, the prime role of Security personnel is to ensure the perimeter security of the building is not breached and that personnel do not enter the building while the emergency situation still exists. As such, the EPC should ensure that Security personnel are not called to occupy the position of Chief Warden or Communications Officer.

6.0 Fire Awareness

6.1 Fire Theory

6.1.1 The Cause of Fire

Fire is a series of rapid chemical chain reactions between combustible materials which are heated to the point of vaporisation and react with oxygen. Once the vapours from the combustible material either rapidly or slowly reach their ignition temperature, combustion then occurs.

In general terms, sufficient **HEAT** breaks down a **FUEL** which then reacts with **OXYGEN**. This can be represented in the following diagram:

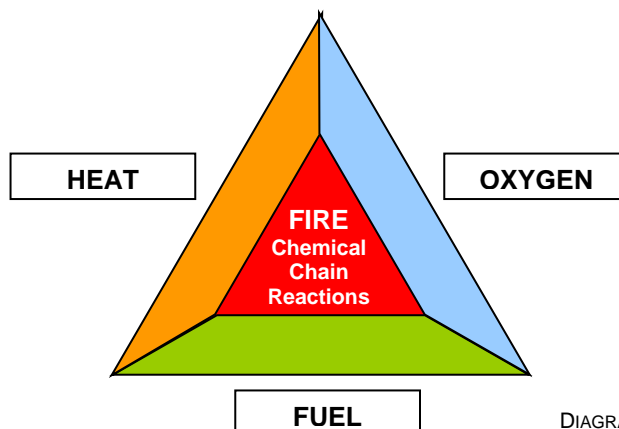


DIAGRAM 1 – THE FIRE TRIANGLE

6.1.2 Extinguishing Methods

As the fire relies on all three of the elements shown in The Fire Triangle diagram, by removing one or more of these elements will cause the fire to go out. Three extinguishing methods are:

Cooling: Reducing the temperature of the fuel so that it falls below fire point.
Example: Using water to cool the fuel.

Smothering: Excluding all or part of the oxygen from the area of the fuel.
Example: Smothering the fuel with a blanket, dispersing the oxygen with an inert gas (E.g. Carbon Dioxide)

Starving: The removal of the combustible material.
Example: Shutting off a gas cylinder, removing fuel from the path of the fire.

6.1.3 Spread of Fire – Heat Transfer

Convection is the transfer of heat within a liquid or a gas and is due to their difference in density. As a liquid or gas is heated, it expands and becomes lighter, thus rising and being replaced by the heavier liquid or gas. In this way, fire draws in oxygen to further continue the chemical chain reactions, with the heated gases rising and, transferring through the atmosphere. When exposed to other combustible material, pre-heating and vaporisation begins.

Conduction is the transfer of heat through solid materials (E.g. steel beams). Conduction enables sufficient heat to transfer to another location and if exposed combustible materials are located at the other location, they are then pre-heated and vaporisation begins.

Radiation is the transfer of heat through the atmosphere in waves causing exposed combustible materials to pre-heat and begin vaporisation.

6.1 Fire Theory (Continued)

6.1.4 Classification of Fire

Fires are classified according to the fuel type and any presence of electricity. The fire classes and most suitable extinguishing methods are detailed in the following table:

| Class | Fuel | Examples | Extinguishing Method |
|------------|-----------------------|--|-----------------------|
| A | Combustible Solids | Wood, paper, plastics textiles | Cooling |
| B | Flammable Liquids | Petrol, paint thinners, kerosene, engine oils | Smothering |
| C | Flammable Gases | LPG, Natural Gas, Butane | Starving (Switch off) |
| D | Combustible Metals | Magnesium, Iron Shavings | Smothering |
| (E) | Live Electrical Fires | Live Electrical Equipment | Smothering |
| F | Cooking Fats and Oils | Olive Oil, Vegetable Oil | Smothering |

TABLE 1 – FIRE CLASSIFICATION

6.1.5 Safety in Fire Situations

If confronted by heavy volumes of smoke, crawl to safety. The clearer atmosphere is nearest to the floor.

“GET BELOW THE SMOKE and LEAVE VIA THE NEAREST SAFE EXIT”

Should your clothing catch alight, do not run. Stop where you are, drop to the ground, cover your airways with your hands and roll to smother the flames. Only stop rolling when the fire is out.

“STOP, DROP, COVER and ROLL”

6.2 Extinguishing Equipment

6.2.1 Fire Extinguishers

Fire extinguishers are installed throughout the building. It is important that all occupants become familiar with the type of fire extinguishers provided and their locations. Only personnel who are trained in the use of extinguishers should attempt first attack firefighting. Refer to Section 4.4 – First Attack Firefighting Procedures.

The following table details types of extinguishers and their extinguishing method:







| Extinguisher | Identification | Extinguishing Method |
|-----------------------------------|--|---|
| Carbon Dioxide (CO ₂) | Black Band  | Smothering – Non electrically conductive |
| Dry Chemical Powder (DCP) | White Band  | Smothering – Non electrically conductive |
| Foam | Blue Band  | Smothering – Electrically conductive |

TABLE 2 – EXTINGUISHER TYPES

6.2 Extinguishing Equipment (Continued)

6.2.2 Extinguisher Suitability Guide

| EXTINGUISHER | TYPE OF FIRE, CLASS & SUITABILITY | | | | |
|--|-----------------------------------|--|-------------------------|---|-----------------------------|
| | A WOOD, PAPER & PLASTIC | B FLAMMABLE & COMBUSTIBLE LIQUIDS | C FLAMMABLE GASES | E ELECTRICALLY ENERGISED EQUIPMENT | F COOKING FATS & OILS |
| CARBON DIOXIDE (CO2)  | LIMITED | LIMITED | X | ✓ | X |
| DRY CHEMICAL POWDER (DCP)  | AB(E) * ✓ | ✓ | ✓ | ✓ | X |
| | B(E) * X | ✓ | ✓ | ✓ | ✓ |
| FOAM  | ✓ | ✓ | X | X | LIMITED |

NOTE: ANY CLASS C FIRE (FLAMMABLE GAS) SHOULD BE EXTINGUISHED BY SWITCHING OFF OR SHUT DOWN ONLY.

* Look carefully at the extinguisher to determine if it is ABE or BE as the capability of the extinguisher is different.

6.3 Fire Prevention

6.3.1 General Fire Prevention

Prevention of fire is as important as the development of an efficient means of fighting it, and to this end all occupants should be acutely aware of the need to avoid dangerous practices which can cause danger to life and property.

Occupants should take note and bring to the attention of the Chief Warden and/or respective Wardens, any poor safety practices such as:

- a) Unnecessary accumulation of rubbish (empty boxes, overflowing bins etc.)
- b) Unsafe storage of flammable liquids. If it is necessary for you to have flammable liquids stored on site, ensure they are kept in leak proof container; have only sufficient amounts on hand for use during the day and return to an approved flammable liquids cabinet or store properly at the end of each day.
- c) Placement of furniture, decoration or equipment which obstruct clear passage to fire fighting equipment, exits and fire stairs.
- d) Fire doors should be kept shut except during use, and not wedged or similarly fixed in an open position. The installation of door hold open devices (fire services approved) can overcome any offences in this area.
- e) Accidental discharge or faulty extinguishers should be reported immediately to the building supervisor.

The keeping of flammable liquids in general areas is not permitted except under special circumstances, in which case only minimal quantities are to be held in approved containers.

All occupants need to be encouraged to observe the greatest care in the use of matches, portable heaters, electrical appliances and other possible causes of ignition. Their immediate surrounding area should be kept neat and tidy.

Safety Data Sheets shall be kept where any Hazardous Materials and or Dangerous Goods are stored, used, and with the Emergency Plan.

6.3.2 Food Preparation Areas

These are high risk areas which require:

- a) To be kept clean and grease free.
- b) Oils, spirits and fats etc. to be stored in suitable containers away from possible flame sources.
- c) All staff to be aware of the location and operation of alarms, extinguishers and fire blankets.

7.0 Procedure – Bomb Threat

7.1 Introduction

7.1.1 Reasons for Bomb Threats

Bomb threats can be made against an organisation for a number of reasons. A bomb threat could be either a prank or a genuine warning of an impending bomb attack. The uncertainty creates a risk that cannot be ignored. Usually bomb threats are committed by individuals seeking to create a state of alarm and confusion in an organisation.

7.1.2 Evaluating the Threat

Threats can be categorised into two types, neither type shall be discredited, and all threats should be treated as genuine until proven otherwise:

Specific Threat: Less common but more credible. Detail may be provided which may describe the device, its placement, the reason, its time of activation, building name, address etc.

Non Specific Threat: Little or no useful information is provided before the call is terminated. A simple statement may be made to the effect that a device has been placed.

7.2 Receiving a Bomb Threat

7.2.1 Received via Mail or Delivery – Postal, Courier or Person Delivery

Once the letter is discovered to be a threat:

- Minimise further contact with the letter – use tweezers if available.
- Retain the envelope or packaging and protect it by placing the evidence in a paper envelope.
- Contact the nearest Area Warden or the Chief Warden immediately.
- Do not announce the receipt of the threat to other occupants.
- If there is signs of powder or residue:
 - Isolate the letter and envelope
 - Remove people from the immediate area
 - Segregate all persons who have come into contact with the item
 - Contact Police

7.2.2 Received Digitally – Facsimile, Email, Computer File

- If received electronically, print the document – Do not delete the file.
- Contact the nearest Area Warden or the Chief Warden immediately.
- Do not announce the receipt of the threat to other occupants.

7.2.3 Received Verbally – Telephone

- Remain calm.
- Complete Bomb Threat Checklist (Appendix H).
- Try to attract attention of another occupant to listen in on the call if possible.
- Do not hang up the phone even if the caller has terminated the call.
- Do not transfer the call.
- Contact the nearest Area Warden or Chief Warden immediately.
- Do not announce the receipt of the threat to other occupants.

7.3 Chief Warden

7.3.1 On Receipt of a Bomb Threat

- Contact the Police. Advise them of the nature and content of the threat. Police may not attend.
- Contact Executive Management and advise them of the nature and content of the threat. Management may provide information of similar or past instances.
- Collate information from the threat and the advice from Police and Management, then:
 - Categorise the threat as either Specific or Non Specific
 - Decide on course of action detailed below

7.3.2 Evacuation Options

After assessing all available information, there are four courses of action to consider. Each of these options will have advantages and disadvantages related to safety, speed of search, thoroughness, productivity and morale, and has to be assessed against the potential risk.

- a) *Take no further action*
Although this may be tempting when receiving a call from children or someone seemingly intoxicated, however if there is the slightest doubt then another course of action should be considered.
- b) *Discreet Search*
Considered if the threat has been assessed as low, this option consists of conducting a search of the premises without an evacuation of occupants. If an object is found, then an evacuation can be conducted. However, if nothing is found and there are no other significant factors, then the site can be declared safe. The Assembly Area and exits shall also be searched
- c) *Partial Evacuation and Search*
Considered if the threat is assessed as moderate but there is no reason to believe an explosion is imminent. This option consists of conducting a search of the exits and Assembly Area, evacuating all occupants except essential staff and search teams, then conducting a thorough search.
- d) *Full Evacuation*
Considered if the threat is assessed as high as in such cases as the possibility of an imminent explosion. This option consists of conducting a complete evacuation of all occupants. Prior to an evacuation, exits shall be searched and an alternate Assembly Area chosen and searched.

7.3.3 Search Procedures

Contact and brief Wardens of the situation. This can be done by calling ECO members to a meeting or individually via telephone depending on time restrictions. Never use loud speaker or PA system during bomb threat situations unless evacuating.

- Instruct ECO members to conduct a visual search of their designated areas and report back the results of their search in an agreed time frame.
- Organise a search of the exits, Assembly Area and alternate Assembly Area.
- Restrict access to and from the building while the search is being carried out.
- At the conclusion of the search a debrief with ECO members should be conducted.

7.3.4 On discovery of a suspicious object

- Follow procedures for Suspicious Objects (7.6)
- If necessary, conduct an evacuation (7.7)
- Contact Police and advise them of the location and description of the object found.

7.4 Area Warden and Warden

7.4.1 On receipt of a bomb threat

- Contact the Chief Warden or Deputy Chief Warden immediately
- If the Chief and Deputy Chief Wardens are not available, contact the police and follow the procedures for the Chief Warden (7.3)
- Ensure the occupants that received the threat are calm and not discussing the nature of the threat with other occupants.
- Ensure the procedures for Receiving a Threat (7.2) have been followed.

7.5 Search Procedures

7.5.1 General – Australian Bomb Data Centre (Bombs: Defusing the Threat)

Building Search Plans

The prime objective is to ensure a coordinated search is conducted in a safe, thorough, timely and effective manner. The search must be planned and rehearsed in advance. **Remember a planned and systemic search takes time.**

Responsibilities should be divided into sectors manageable by two searchers. Divide the enterprise into sectors, for example a set of offices, a department etc, including cloakrooms, stairwells, corridors and **especially evacuation routes to assembly Areas.**

Pertinent information is best recorded on a plastic-covered building plan with non-permanent markers. Record useful details such as sector information, search team composition and/or search progress during an incident.

What to Search For – Key Indicators (UFHO)

- **U**nusual in appearance
- **F**oreign to given setting
- **H**idden from view (this does not discount obvious items)
- **O**wnership or origin questionable

Other Considerations

- Package is labelled suspiciously.
- Similar to package described in threat.
- Foreign to premises.
- Suspicious in size, shape, weight and sound.
- Signs of footprints, scraps etc.
- Presence of pieces of tape, wire, string or explosive wrappings.
- Furniture or fittings tampered with.

7.5 Search Procedures (Continued)

Types of Searches

Essentially there are three methods for conducting a search: search by supervisors, occupants or special search teams. Each has advantages and disadvantages as detailed below.

(1) **Supervisory Search**

Discretely undertaken by supervisory staff without alerting other staff members to the threat. Each supervisor searches their own Area of Responsibility; however, because as this is only a superficial 'walkthrough' search, it is only 50 – 65 per cent effective.

(2) **Occupant Search**

Generally occupants are best qualified to search their respective areas and be readily able to assess items that do not belong. This type of search is relatively fast and efficient and may avoid privacy problems, but may require additional staff. Some staff may balk at the risk of searching if not adequately briefed and reassured. This form of search is gauged to be 80-90 per cent effective.

(3) **Trained Team Search**

Comprises a specialist search team, namely Police or Military personnel specifically trained in high-risk search procedures. Regardless of origin, the team needs formal search training and must apply discipline, logic and initiative to complete an effective search. Trained team search provides a high level of staff safety. The major advantage however, is it produces good results and is over 90 per cent effective.

NOTE: Regardless of the method used, a thorough search does take time. Fatigue or loss of concentration can adversely affect progress so plan rest breaks or rotation of staff/teams to maintain an effective search.

7.5.2 Search priorities

1. Area described in the threat (if applicable).
2. Exit routes and Assembly Area.
3. Unrestricted public access areas (Foyer / Reception areas).
4. Areas restricted to the public (Staff and escorted visitor areas).
5. Secured areas (Locked and restricted access areas).

7.5.3 Search methods – Internal

- Start and finish search at a common point.
- Searches should be conducted in pairs where possible.
- Search floor to waist level (under and on chairs, tables, in bins and cabinets etc).
- Search waist level to ceiling (behind drapes, window ledges, tops of cupboards etc).
- Do not turn on or off any lights or switches.
- Mark searched rooms with post-it note or drawn on a site map.

7.5.4 Search Methods – External

- Start and finish search at a common point.
- Searches should be conducted in pairs where possible.
- Search ground level from the base of the building out to a clear division such as gutter or wall (check leaves, refuse, shrubbery, bins, parked cars etc).
- Search side of building to a reasonable height (window ledges, air conditioning units, signs, building ornaments etc).

7.6 Suspicious Objects

7.6.1 Definition

A suspicious object can be anything. It may be something that should not be there, cannot be accounted for, is out of place or is similar to the original threat description (if given). The following questions provide a means of assessing if an item should be considered suspect:

- a) Is the item unidentified?
- b) Is the item unusual or foreign to its environment? Is the item typical for its environment?
- c) Is the item obviously a bomb?
- d) Is the item hidden or concealed in any way?
- e) Has there been any unauthorized access to the area?
- f) Has there been a perimeter breach?

7.6.2 On finding a suspicious object:

- Do not touch, cover, move or tamper with the item.
- Ask people in immediate area if they know.
 - who the item belongs to
 - can it be accounted for,
 - has it been seen before
- Move people away from the immediate area and isolate the area - leave doors open.
- Mark the location conspicuously (E.g. a paper trail to the nearest exit).
- Advise the Chief Warden of description and location.
- Continue searching to ensure there are not other suspect objects.
- The Chief Warden will contact Police and initiate evacuation procedures.

7.7 Evacuation Addendum

7.7.1 Adjustments to Evacuation Procedures

- Route of evacuation may need to be changed to avoid a suspect object – ECO members should be advised of the location of a suspect object prior to evacuating.
- As a minimum, evacuation routes, Assembly Areas and areas of access to the general public must be searched prior to any evacuation.
- Personnel should be requested to remove all personal belongings e.g. handbags, briefcases, shopping or carry bags when evacuating.
- Doors and windows should be kept open, not closed to lessen the impact of a bomb blast.
- Evacuation should be initiated no less than 30 minutes prior to any detonation deadline.
- Persons must not assemble in any location that is in line of sight to a possible danger area.
- An alternative assembly area should be considered and the ECO members advised prior to evacuating.
- Building re-entry should only be considered after a thorough search has been conducted by volunteers and after consultation with police, management and staff. Re-entry should not to be initiated less than 30 minutes after the detonation deadline has lapsed.

7.7.2 Evacuation Priority

- Immediate area of suspicious item.
- Entire area of the item.
- Rest of the building. Cascade the evacuation rather than clearing the full building at once.
- DO NOT announce the presence of a device.

7.7.3 Vehicle Movement

The removal of vehicles may be dangerous if the car park, or the passage of vehicles, is close to the reported suspicious object. If there is doubt above the safe movement of vehicles, the Chief Warden should close the car park and cease any vehicle movement on the site.

7.8 Mail Bomb

7.8.1 General

Mail and parcel bombs are victim activated, meaning that a person must tamper or open the device in order to detonate or release contents. This is to ensure the device reaches its target and is not activated through the delivery systems.

All occupants responsible for handling mail should be trained in the identification and subsequent handling of suspect mail items.

7.8.2 Activation

Activation of the device may occur from:

- Opening the package.
- A rough tearing apart of the envelope.
- The pulling of an envelope flap which has been tucked in.
- The action of using a letter opener.
- Withdrawal of string or tape.
- The removal of the contents.
- By accident:
 - Tampering or careless handling
 - Submersion in liquid
- Two-way radio or mobile phone transmission in vicinity.

7.8.3 Recognition Points

- Excessive weight for size.
- Stiffness of the envelope or package.
- Perforations or pinholes.
- Greasy marks.
- Restrictive markings.
- Poor typing or handwriting.
- Misspelling of common words.
- Incorrect title.
- Unknown source.
- Uneven balance.
- Protruding wires or strips.
- Noise of loose metal when moved.
- Strong smell of almonds or marzipan.
- Powder deposits.
- Excessive taping.
- Title but no name.
- Visual distractions.
- Excessive stamps.

7.8.4 On Discovery of a Suspicious Parcel

- Carefully place the item on the nearest level surface.
- Do not cover the item.
- Do not carry the item through congested areas.
- Do not handle any further.
- Evacuate the immediate vicinity.
- If there is signs of powder or residue:
 - Isolate the parcel and cover with an item such as a bin
 - Segregate all persons who have come into contact with the item
- Notify the Chief Warden.
- The Chief Warden will contact Police.

7.9 Action Upon Detonation or Explosion

7.9.1 General

There may be no warning prior to the detonation of an actual bomb or resulting explosion of plant.

7.9.2 In the Event of Explosion:

1. The Chief Warden will isolate gas, water and electricity.
2. ECO members are to evacuate all persons to a point of safety, beware there may be further detonations. Do not close doors and windows during evacuation.
3. Leave lights on.
4. Notify the Chief Warden and Emergency Services – dial **000**.
5. First Aid Officers should initiate treatment until relieved by Emergency Services personnel.
6. Where utilities are contributing to further hazards they should be shut down in accordance with instructions and direction of the Chief Warden.

NOTE: After shut down of plant and utilities, they shall not be restored except under the approval and direction of the Emergency Services.

8.0 Procedures – Other Emergencies

8.1 Building Damage

8.1.1 Preliminary

Generally, buildings in Australia can withstand a certain amount of damage without placing their occupants at risk. Recent experience however has shown that although rare, there is a remote possibility of building failure due to unexpected forces such as earthquakes. Other possible causes of failure may be explosions, internal failure and collision.

Where possible, evacuation should be discussed with the emergency services. Where exits are blocked or unusable, the Chief Warden should organise and announce alternate exit routes.

8.1.2 Chief Warden:

- If safe, proceed to the Master Emergency Control Point.
- Notify Emergency Services – dial **000**.
- Contact ECO members to organise injury and damage report.
- Organise a check of exits.
- Commence evacuation.

8.1.3 Area Wardens and Wardens:

- When safe to do so, make contact with the Chief Warden.
- Organise assessment of injury and damage on your floor.
- Submit damage report to Chief Warden
- Commence evacuation if required or as ordered by the Chief Warden.
- Ensure no one attempts to use lifts.

8.1.4 General Occupant:

- Take immediate refuge under desks or benches, door frames archways etc.
- Do not use lifts.
- Stay clear of filing cabinets, shelves and bookcases etc.
- Maintain refuge until structural safety checks are completed.

8.1.5 Security Personnel (these duties can be given to Wardens):

- Retrieve a portable First Aid Kit.
- Proceed to the Master Emergency Control Point and meet with the Chief Warden
- Follow the requests of the Chief Warden, which may include:
 - Providing First Aid to occupants
 - Securing exits to restrict public access
 - Shutting down lifts
 - Act as communications runner

8.2 Civil Disorder and Illegal Occupancy

8.2.1 Preliminary

Civil disturbances such as protests, blockades and forced entry can affect buildings for a variety of reasons including affairs of a political, economical and corporate nature. Rarely is advanced notice given to management of the organisation of protests, but where notice is given, an action plan should be devised by the ECO, Security and Management in order to minimise contact with the building occupants.

At all times throughout civil disturbance actions, the ECO and Security should be mindful of possible diversionary tactics by demonstrators to mask criminal activity.

8.2.2 Chief Warden

- Notify the Police and request assistance.
- Notify the Security Company (if applicable).
- Alert ECO members to initiate procedures
- Initiate security lockdown action:
 - Restrict entrance to the site (do not obstruct emergency exits)
 - Restrict / confine presence within the site if entry has occurred
 - Restrict contact between the demonstrators/illegal occupants and the building occupants (move occupants to safe areas within the building);
- Ensure cash, critical records, equipment and valuable items are secure.
- Remove any objects in accessible locations which could be used as weapons or missiles by aggressive trespassers.
- Notify nominated managers.

8.2.3 Area Wardens and Wardens

- Notify the Chief Warden and Security if the procedures have not been initiated.
- Initiate security lockdown action:
 - Restrict entrance to the Floor/Area (do not obstruct fire exits)
 - Restrict contact between the demonstrators/illegal occupants and the building occupants
- Ensure cash, critical records, equipment and valuable items are secure.
- Alert the Chief Warden of any entry breach by protestors.

8.2.4 General Occupants

- Follow instruction of the Wardens.
- Initiate shutdown procedures.
 - Shutdown machinery and work equipment
 - Secure cash, critical records and valuables
- Avoid any contact and communication with demonstrators/illegal occupants.
- Alert the Warden of any entry breach by demonstrators/illegal occupants.

8.2.5 Management

- Executive management may play a role in diffusing the situation if the protest is a result of corporate action or policy.
- Managers should supervise the lockdown of offices and securing of records and valuables.

8.2.6 Security Personnel – these duties can be given to Wardens

- Security Personnel shall report to the Chief Warden for assignment of duties such as:
 - Securing public access entryways
 - Securing valuables
 - Removing any objects in accessible locations which could be used as weapons or missiles by aggressive trespassers

8.3 Medical Emergency

8.3.1 Preliminary

The possibility of a medical emergency has to be considered during the course of a normal working day. Although not directly related to the operation of the building, management and staff must be prepared to take appropriate steps to assist the ill or injured.

8.3.2 Procedure

- Dial **000** and request an Ambulance.
- Provide the following detail as requested:
 - Address:
 - Nearest Cross Street:
 - Floor/Area
 - Details of Injury
 - Your Name
- Have someone remain with the injured person until help arrives.
- Despatch a trained First Aid Officer to the scene, if available.
- Based on their training, the First Aid Officer should render assistance to the injured and make them comfortable.
- If the injury has resulted from a fall, do not move the person and where possible do not leave them unattended.
- The First Aid Officer will remain with the injured person until arrival of the Ambulance.
- Ensure responding Emergency Services personnel have a clear path of access to the injured person.

8.4 Armed or Unarmed Hold-up / Intrusion

8.4.1 Preliminary

Managers should ensure cash and valuables are secured and kept to a minimum workable level. Employees who may be subject to such an incident should be given instruction to ensure their safety.

8.4.2 If confronted by an armed or unarmed intruder

- Obey the instructions.
- Try to remain calm and avoid staring directly at any weapon.
- Do not take any action to agitate the intruder.
- Hand over cash/valuables on request.
- Take a mental note of descriptive information, including:
 - Head – Hair, complexion, eyes, scars, facial hair, speech
 - Body – Build, shirt, arms, tattoos, weapons
 - Legs – Pants, shoes
 - Exit – Height, direction of travel, vehicle
- Contact police by dialling **000**.
- Contact Management and Chief Warden
- Complete the Offender Check List (Appendix I)

8.5 Air Conditioning Contamination

8.5.1 Procedure

- Contact the Chief Warden.
- Chief Warden shall:
 - Shutdown the air conditioning systems immediately, even if the contamination is minimal
 - Contact the Fire Brigade and request attendance if necessary
 - Advise occupants of the need for no naked flame
 - Follow Evacuation Procedures
 - Provide first aid if required.

8.6 Electrical Failure

8.6.1 Procedure

- Contact the Chief Warden.
- Chief Warden shall:
 - Contact the electricity provider for the site
 - Receive updates from the electricians on estimated time to electrical recovery
 - Make announcements to the occupants on the situation every 10 minutes
- Occupants may remain in the building but should vacate if the electricity has not been returned in 1 hour. The Emergency Lighting may begin to fail after this time.

8.6.2 Lifts

- If trapped in a lift, press the alarm call/emergency button for 5 seconds.
- Wait for a response from the Chief Warden. When the contacted, advise on the number of people in the lift.
- Remain calm.
- The Chief Warden shall
 - Contact occupants in lifts via the lift phone
 - Reassure people in the lift and provide an estimated time until the lifts will be operational.
 - Contact the Fire Brigade for manual lift operation if the electrical failure is predicted to be extensive.

8.7 Chemical, Biological or Radiological (CBR) Incident

8.7.1 Preliminary

Chemical, Biological or Radiological (CBR) incidents are a potential source of harm or danger that makes use of CBR produced substances, particularly bacteria or viruses that affect humans, animals, food crops and water supplies.

8.7.2 Procedure

- Immediately move away from the hazard.
- Tell others around you to also move away.
- Do not touch or interfere with the article.
- Immediately contact the Chief Warden.
- Immediately call the Fire Brigades – dial **000**.
- If safe to do so, close all windows and doors.
- Shut down the air conditioning system.
- Priority is to confine and quarantine. If substance has been touched or spilt, ensure contaminated person/s are separated from others. If safe and minimal risk of contamination spreading to other areas, have person/s wash hands and any other exposed skin.
- Area is to be kept clear until arrival of Emergency Services.

8.8 Gas Leak

8.8.1 In the event of a gas leak

1. Immediately turn off the gas if safe to do so.
2. Immediately contact Fire Brigade – dial **000**.
3. Establish scope of emergency and whether safe containment will be speedily achieved (if in doubt commence evacuation).
4. Ensure injured are moved to a place of safety and no one is exposed to further risk or injury.
5. Notify Area Wardens of the situation and ensure they are prepared for possible evacuation.
6. Ensure no open flames, welding, matches or smoking.
7. If evacuation does occur, ensure that the Assembly Area is located up hill and upwind of location of leak and that the Chief Warden is advised of the new Assembly Area location if changed from normal Assembly Area.

8.9 Localised Area Flooding

8.9.1 Should Flooding be Imminent – Prepare an Emergency Kit containing:

- A portable radio, torch and spare batteries.
- Stocks of fresh water.
- Matches, fuel lamp.
- A first aid kit, manual and masking tape for windows.

8.9.2 When Floods Hit

- Listen to your local radio station or www.bom.gov.au for warnings and advice.
- Don't use your phone unless it is essential.
- Prepare to move vehicles, outdoor equipment, garbage, chemicals and poisons to higher locations.
- Consider which indoor items you will raise (E.g. furniture) or empty refrigerators) if water threatens to enter.

8.9.3 If you need to Evacuate:

- Ensure you advise the Police or Emergency Services.
- Turn off the power, water and gas.
- Whether you leave or stay, put sandbags in toilet bowls and over all laundry/bath holes to prevent sewage back-flow.

8.9.4 After the Flood:

- Continue to listen to the local radio station for advice.
- Avoid entering floodwaters. If you do have to enter, wear solid shoes and check the depth and current with a stick. Stay away from drains and culverts.
- Don't use gas or electrical appliances that have been in floodwater until they have been checked for safety.
- Don't eat food that has been in floodwater.
- Boil tap water until water supplies have been declared safe.
- Inspect the building for damage to determine what repairs are needed.
- Clean up debris in and around the building and prepare for disposal.

8.10 Building / Premises Flooding

- Move lifts to the top of shaft and shut down (if applicable).
- Turn off electricity, water and gas.
- Move valuable equipment and documents above anticipated flood level.
- Evaluate the need to evacuate.
- Contact the Emergency Services – dial **000**.
- Treat any injuries as required.
- Upon the arrival of Emergency Services, consult as to whether the building or areas can be re-occupied safely.

8.11 Bush / Grass Fire

8.11.1 Preliminary

Should a *sudden* bush fire threaten the building, vehicles parked in the surrounding car park areas could fuel the fire making it impossible to exit the area safely. Staff, visitors and contractors should be encouraged to remain within the confines of the building should a sudden bush fire occur in the immediate vicinity.

The Emergency Services must be advised immediately, via **000**, of the situation by the Chief Warden. In the interim, all care must be taken to ensure the safety of the occupants until the arrival of the responding authorities.

8.11.2 In the event of a *sudden* bush fire, the Chief Warden will:

- Immediately alert the authorities of the location and nature of the fire emergency by dialling '000'. Advise the Fire Brigade of the number of persons on site.
- Establish the scope of the emergency and if necessary secure the building and place all staff members on alert.
- Advise the ECO and staff to be on standby. DO NOT attempt to combat the fire. Only personnel trained and competent in the use of first attack fire equipment should attempt to combat fires.
- Ensure all members of the ECO follow the instructions of the responding Emergency Services.

8.11.3 Fire Weather Warnings

Fire Weather Warnings are issued by the Bureau of Meteorology www.bom.gov.au and state fire authorities. The information contained in a fire weather warning will be:

- The office which issued the warning
- The local time, day and date that it was issued
- A description of the relevant meteorological conditions and fire danger
- The area affected
- The time period for which it will be in effect

A Total Fire Ban message is included if a ban is in force and action statements appropriate for the Fire Danger Ratings being forecast. These action statements are provided by the relevant fire authorities.

Fire Weather Warnings refer to the Fire Danger Ratings.

8.11.4 Fire Danger Rating

Fire Danger Ratings give you an indication of the consequences of a fire, if one was to start. The higher the fire danger rating, the more dangerous the conditions. The Fire Danger Ratings are to be used as a trigger for action the bush fire survival plan, such as leaving bush fire risk areas on days of Extreme or Catastrophic fire danger.

8.11 Bush / Grass Fire (Continued)

8.11.5 Fire Danger Rating - Potential Fire Behaviour and Impact

| FIRE DANGER RATING | WHAT YOU SHOULD DO |
|---------------------|---|
| CATASTROPHIC | <p>FOR YOUR SURVIVAL, LEAVE BUSH FIRE RISK AREAS</p> <ul style="list-style-type: none"> • These are the most dangerous conditions for a fire • Your life may depend on the decisions you make, even before there is a fire. • Stay safe by going to a safer location early in the morning or the night before. • Homes cannot withstand fires in these conditions. • You may not be able to leave, and help may not be available. |
| EXTREME | <p>TAKE ACTION NOW TO PROTECT YOUR LIFE AND PROPERTY</p> <ul style="list-style-type: none"> • These are dangerous fire conditions. • Check your bush fire plan and ensure that your property is fire ready. • If a fire starts, take immediate action. • If you and your property are not prepared to the highest level, go to a safer location well before the fire impacts. • Reconsider travel through bush fire risk areas. |
| HIGH | <p>BE READY TO ACT</p> <ul style="list-style-type: none"> • There's a heightened risk. Be alert for fires in your area. • Decide what you will do if a fire starts. • If a fire starts, your life and property may be at risk. The safest option is to avoid bush fire risk areas. |
| MODERATE | <p>PLAN AND PREPARE</p> <ul style="list-style-type: none"> • Stay up to date and be ready to act if there is a fire. |
| NO RATING | <ul style="list-style-type: none"> • Fire danger ratings are used on days when you need to take action. On days of minimal risk "No Rating" will be issued. |

8.11 Bush / Grass Fire (Continued)

8.11.6 Response

If the facility is close to the location of bush fires in the area, but not threatened, there are several problems that may arise:

- Smoke may be present causing respiratory problems for occupants. In order to minimise this, keep all doors and windows closed and the air-conditioning systems to the closed or recirculate positions. If this is not possible, the air-conditioning systems may need to be switched off.
- Power may be cut which may make it hard to continue services and some telephone systems require electricity to operate. Some investigation may be required to ensure that all hazards relating to power outage have been investigated and addressed.
- Water and sewerage may also be interrupted by a bush fire, water pressure can be very low and water quality can be affected.
- Roads out of the area may become hazardous due to the location of the fire.

Shut down and total evacuation of the facility should be considered if any of these problems arise. Keep in mind evacuation and closure of the facility may take some time and must be considered well in advance of any road closures; therefore decisions to evacuate have to be made well before an imminent threat.

Action statements appropriate for the Fire Danger Ratings will be available from the state fire authorities and broadcast through media channels. These action statements are provided by the relevant fire authorities and Management should follow the recommendations of these action statements in determining when full evacuation and closure of the facility is appropriate.

8.12 Hazardous Substances Incidents

8.12.1 Preliminary

Hazardous Materials and Dangerous Substances are to be stored on site in accordance with Legislative requirements and Advisory Standards.

Safety Data Sheets (SDS) for Hazardous Materials and Dangerous Goods are to be kept on site. These sheets detail the chemical and physical properties, health hazard information, precautions for use and safe handling information for each hazardous substance.

Telephone contacts and emergency numbers for further information are also listed.

8.12.2 Should an Incident Occur Involving a Hazardous Material or Dangerous Goods

- Refer to appropriate SDS and act accordingly to response procedures. Ensure the appropriate Emergency Services are contacted by **000** if required.
- **CONFIRM THE AREA IS SAFE TO APPROACH.** Do not enter any confined area where there is the slightest risk of being overcome by chemical fumes – appropriate personal protective equipment must be worn in accordance with SDS instructions.
- Evacuate the immediate danger area and ensure that persons assemble in a well ventilated area, uphill and upwind from the spill.
- Cordon off area, prevent access to unauthorised areas and do not allow any ignition sources or electrical equipment to be operated in the immediate vicinity.
- Notify any appropriate chemical expert/s as required.
- Establish scope of emergency and whether safe containment will be speedily achieved. Ascertain hazardous substance and chemicals involved.
- If it is ascertained that safe containment may be achieved retrieve spill kit (if available). Refer to the instructions on the spill kit and follow directions to contain the spill using the required personal protective equipment stated on SDS.
- The Emergency Services should be contacted if the spill is of a significant size, the substance is unknown or highly flammable/explosive/poisonous or if it has entered any drainage systems or other environment such as waterways – dial **000**.
- All waste shall be removed consistent with any regulatory requirements and the incident should be reported under applicable statutory requirements.

8.12 Hazardous Substances Incidents (Continued)

8.12.3 Exposure to Hazardous Materials or Dangerous Goods

- Isolate employees and others from the source of the exposure if safe to do so.
- Render immediate first aid, referring to the SDS for emergency treatment details and if necessary seek medical advice. If this is not available, telephone the Poisons Information Centre for first aid information (Tel: 13 11 26).
- Ensure any rescuers have the required personal protective equipment as stipulated by the SDS prior to making any rescue attempt or first aid treatment.
- Deal with the source of exposure in accordance with guidelines on the SDS – contact Emergency Services – dial **000**.
- Ensure that exposures do not re-occur.
- Review procedure effectiveness at the completion of the incident.

8.12.4 Disposal of Hazardous Materials / Dangerous Goods

- Ensure compliance with the requirements specified on the SDS and labels.
- Contact local council or governing organisation for additional information if needed.
- Contact the preferred contractor for disposal and record any disposal date on the Dangerous Goods Register.
- Do not use septic sewage systems for the disposal of any hazardous substances.

Do not dispose of chemicals and other hazardous substances in general rubbish bins. In emergency situations (E.g. large chemical spills), contact the Emergency Services – dial **000**.

8.13 Lockdown (Shelter in Place)

8.13.1 Preliminary

In some critical situations, e.g. Armed Intruder in the vicinity or Civil Disobedience, evacuation of persons from the building may not be the most appropriate response to safeguard lives. In these circumstances, the Chief Warden may initiate a Lockdown Procedure.

8.13.2 Chief Warden – Lockdown procedure

- Assign Security / Wardens to immediately lock all entrances to the building.
- Notify the Police and request assistance.
- Notify Management if they are not already aware of the situation.
- Respond to the Master Emergency Control Point.
- Using the Public Address (PA) on the OWS to broadcast the following announcement:

“Attention Please, Attention Please, all Wardens initiate Lockdown Procedures immediately and await further instructions”. Repeat.

- Keep occupants in the area away from windows.
- Area Wardens will contact the Chief Warden by internal phone to advise that lockdown in their area is complete. The Chief Warden will remain at or near the OWS panel (if safe) to receive these calls.

8.13.3 Area Wardens / Wardens – on hearing the Lockdown Procedure announcement:

- Area Wardens and Wardens should check toilets, storerooms along with other occupied areas and direct all occupants to a central location on the floor.
- Advise occupants that they must remain where they are and not move around the building or leave the building.
- Collate a list of names of those present on the floor.
- If deemed necessary, contact personnel away from the building (e.g. on lunchbreaks) and advise them to keep clear of the building until the situation has been resolved.
- When lockdown is complete in the Area of Responsibility, the Area Warden shall contact the Chief Warden or phone.
- All persons shall keep a low profile, out of sight and away from windows until the “All Clear” is given. This will be given via a PA announcement from the Chief Warden or Security.
- No person is to leave the lockdown area for any reason until this announcement.
- When the “All Clear” is given advise personnel away from the building that it is safe to return.

NOTE: It is imperative, in this type of emergency that ECO members and Management remain calm and promote an appearance of confidence at all times.

8.14 Water Leakage

8.14.1 Preliminary

Water damage occurring inside a building can be very disruptive and costly to occupants and building owners. Although an expedient response is critical, taking short cuts can have undesirable consequences such as mould growth; mould discoloured surfaces, and odour problems. Moulds and fungi may cause allergic reactions in susceptible individuals as well as other potential health problems.

8.14.2 Scope

This procedure applies to all situations where a water intrusion event has occurred. The event may impact various building construction materials such as, but not limited to, flooring materials, framing network, plasterboard, insulation, and ceiling components.

8.14.3 Procedure

1. Take immediate action to stop water flow e.g. turn off water at mains water supply if necessary or fire sprinkler system at the sprinkler valve set.
2. If required, contact Fire Brigade to attend – dial **000**.
3. If a leak is suspected but location cannot be determined, contact a plumber or business that specialises in water leak detection.
4. If the leak is coming from the fire sprinkler system, contact the sprinkler service company to rectify the fault.
5. Contact insurance company to assess the extent of the damage.
6. If necessary, contract the services of appropriate business to clean and repair any damage.

8.14.4 Clean Up Procedures

To pre-empt microbial growth, immediate action is required following a flood or water leak. The following list of considerations (if carried out quickly and carefully), should prevent or greatly limit microbial growth. NOTE: these duties may be carried out by appropriate contractors.

1. If applicable, shovel out the worst of the mud and silt before it dries. Use a hose if necessary.
2. Before the area has dried out, scrub the floors and woodwork with a stiff brush, plenty of water, a detergent, and a disinfectant. A solution of 1/4 -cup liquid chlorine bleach per one gallon of water makes an adequate disinfectant. Test a small area for colourfastness. Remove the mud and silt from corners, cracks, and crevices.
3. Clean glued-down carpet in place before attempting to pull it up. Use a wet/dry vacuum to extract the water and then shampoo the carpet with detergent. Glued-down carpet may be adhered to asbestos-containing flooring material; confer with WH&S before pulling up the carpet. If the carpet is not glued down, roll up the carpet and move it to another location for cleaning. Remove and discard the spongy carpet padding. After the carpets are rinsed, quickly dry them by turning on the heat and using dehumidifiers. Wet carpet should be thoroughly dried within 48 hours; if this is not possible, discard the carpet. Materials contaminated with sewage or gray water (i.e. contaminated water) must be completely discarded.
4. If a professional carpet cleaner is retained, a steam cleaning method (hot-water extraction) is preferred.

8.14 Water Leakage (Continued)

5. After the carpet is thoroughly dried, vacuum the area. Give floors a thorough final washing with a non-sudsing cleaning product. Repeat the drying process. Vacuum again. Until the floors are thoroughly dried, runners should be placed on tile, or other slippery floors to help prevent slips and falls. The musty smell can be reduced by following these procedures:
 - Sprinkle baking soda over the carpet, working it in with a broom or sponge mop.
 - Leave the baking soda treatment on overnight.
 - Vacuum the baking soda out. Vacuum twice, moving back and forth in a different direction the second time.
6. Walls may wick up and retain water. Water may also accumulate in the interstitial spaces between walls. Prior to disturbing wall systems (plasterboard, baseboard), confer with WH&S to determine if asbestos is an issue. Remove all wet baseboards and drill holes between studs a few inches above the floor to drain these areas. Inspect the plasterboard and the interstitial spaces to determine if it is wet. Use a moisture meter to determine the extent of penetration.
7. Wet walls must be removed to at least the flood level, or dried by cutting holes at strategic locations to increase air circulation. Serious fungi contamination can occur on the back of the plasterboard if left wet. Cut several inspection holes in the walls to determine if the wall interior is wet.
8. Walls containing fibreglass insulation must be removed. Check the metal track for water accumulation.
9. Wet ceiling tiles must be dried or discarded.
10. Water can flow a considerable distance on hard ceilings. Thoroughly inspect hard ceilings that may be wet. Dry or remove all wet ceiling gypsum board.
11. The area under floor-mounted cabinets is difficult to dry out. The cabinets must either be lifted or panels removed from the cabinet to allow for water removal and drying.
12. Paper products and boxes must be completely dried or discarded.
13. Electrical circuits in the walls under the floors and in ceilings may be wet. These should be inspected by a qualified electrician.
14. Computers and other electronic equipment should be inspected by a qualified technician before they are re-energized.

Good ventilation is essential to the rapid removal of water vapour. Open windows and doors and/or adjust the ventilation equipment to provide as much air exchange to the outside as possible or use blowers and dehumidifiers until the carpet is dried. Use a dehumidifier to extract water out of the room air and maintain relative humidity to less than 70 % (less than 60 % is desirable).

APPENDICES
APPENDIX A ECO Register

| Level | Position | Name | Email Address | Contact Number |
|------------------|------------------------|-------------|----------------------|-----------------------|
| | Chief Warden | | | |
| | Deputy Chief Warden | | | |
| | Communications Officer | | | |
| Ground | Area Warden | | | |
| | Warden | | | |
| Level One | Area Warden | | | |
| | Warden | | | |
| Level Two | Area Warden | | | |
| | Warden | | | |
| | First Aid Officer | | | |
| | First Aid Officer | | | |

APPENDIX B Evacuation Checklist

| Evacuation Checklist | | | | | |
|-----------------------------|------------------------|--|--------------------------------|--------------------------------|-----------------|
| Area | Clear ✓ / ✗ | Occupant/Visitors with Disabilities | Refusal to Evacuate | Medical Emergencies | Comments |
| | | | | | |
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APPENDIX D Personal Emergency Evacuation Plan Template

Personal Emergency Evacuation Plan (PEEP)

| | |
|--|--------------------|
| Occupants Name | _____ |
| Location | |
| Building / Facility | _____ |
| Floor | _____ |
| Room Number | _____ |
| Is an assistance animal involved? | Yes _____ No _____ |
| Are you trained in the emergency response procedures (including the evacuation procedures)? | Yes _____ No _____ |
| Preferred Method of Receiving Updates to the emergency response procedures (e.g. text, email, Braille etc) | _____ |
| Preferred Method for Notification of Emergency: (e.g. visual alarm, personal vibrating device, text etc) | _____ |
| | |
| Type of Assistance Required: | _____ |
| | |
| | |
| Equipment required for evacuation: | _____ |
| | |
| Egress Procedure: | _____ |
| | |
| | |
| | |
| | |

Designated assistants and contact details: _____

Are your designated assistants trained in the emergency response procedures (including the evacuation procedures)? Yes_____ No_____

Are your designated assistants trained in the evacuation equipment? Yes_____ No_____

Diagram of preferred route for assisted evacuation:

| | | |
|--------------------|--------------|-------|
| Issue Date: | Review Date: | |
| Occupant Approved: | signature | Date: |
| Chief Warden: | signature | Date: |

APPENDIX E Evacuation Incident Report

Evacuation Incident Report

To be completed in the event of partial or complete evacuation of the building

Evacuation comments

Debrief Wardens on the movement of persons:

Name of building: _____

Address of premise: _____

Date of evacuation: _____

Time of evacuation: _____

Floors involved: _____

Cause of evacuation, ie. fire, bomb threat, false alarm, malicious, drill?

From each floor _____

Did the Fire Brigade attend?

In the fire stairs

Did the following system operate correctly: (tick ✓ or cross X)

Emergency signals of all floors

Public Address System (audible) available on all floors

Visual indicators on FIP

Sprinkler system

Fire alarm system

Fire brigade automatically notified

A/C shut down

Stairs pressurisation

In the Assembly Area/s

Any casualties

Estimate time taken to fully evacuate

Comments

Any other comments

APPENDIX F General Incident Report

General Incident Report

| Occurrence Details | |
|---------------------------|-------|
| Date: | Time: |
| Site Address: | |
| | |
| Occupier / Unit: | |
| | |

| Type of Emergency | | |
|--|---|--|
| <input type="checkbox"/> Fire / Smoke | <input type="checkbox"/> Structural Damage | <input type="checkbox"/> IED / Bomb Threat |
| <input type="checkbox"/> Explosion | <input type="checkbox"/> Chemical Spill or Threat | <input type="checkbox"/> Hazardous Material Incident |
| <input type="checkbox"/> Biological Threat | <input type="checkbox"/> Terrorism | <input type="checkbox"/> Intrusion / Security Breach |
| <input type="checkbox"/> Hostage | <input type="checkbox"/> Civil Disturbance | <input type="checkbox"/> Vehicle Accident |
| <input type="checkbox"/> Land Storm / Gale | <input type="checkbox"/> Medical Emergency | <input type="checkbox"/> External Services |
| <input type="checkbox"/> Hold-up / Robbery | <input type="checkbox"/> Bush Fire | <input type="checkbox"/> Other (Details Below): |
| Details: | | |
| | | |
| | | |
| | | |
| | | |

| Equipment Used | | | | |
|------------------------|-----------------------------------|----------|-------------------------------|----------|
| Extinguishers | Type | Quantity | Type | Quantity |
| | <input type="checkbox"/> CO2 | | <input type="checkbox"/> AFFF | |
| | <input type="checkbox"/> DCP | | <input type="checkbox"/> SWP | |
| | <input type="checkbox"/> Wet Chem | | <input type="checkbox"/> VL | |
| Fire Hose Reels | Location | | Location | |
| | | | | |
| | | | | |
| Other | Details / Location | | Details / Location | |
| | | | | |
| | | | | |

| |
|-------------------------|
| Alarm Activation |
| Building: |
| FIP Alarm Zones: |

| Evacuation | | |
|---|---|--------------------------|
| Site (Multi-Building) | Building Evacuation | Partial Evacuation Areas |
| <input type="checkbox"/> Complete Site Evacuation | <input type="checkbox"/> Complete Evacuation | Location of Evacuation: |
| <input type="checkbox"/> Partial Site Evacuation | <input type="checkbox"/> Partial Evacuation | |
| Buildings Evacuated: | Floors/Areas Evacuated: | |
| <input type="checkbox"/> OWS <input type="checkbox"/> Alarm <input type="checkbox"/> Verbal | <input type="checkbox"/> OWS <input type="checkbox"/> Alarm <input type="checkbox"/> Verbal | |

| Initial Response (Extinguishers, First Aid, Services Called etc) |
|--|
| |
| |
| |
| |
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| |

| Emergency Services in Attendance | | | |
|---------------------------------------|------------------------------------|---------------------------------|--------------------------------|
| <input type="checkbox"/> Fire Brigade | <input type="checkbox"/> Ambulance | <input type="checkbox"/> Police | <input type="checkbox"/> Other |
| Senior Officer Rank/Names: | | | |
| | | | |

| Casualties | | |
|------------|--------|----------|
| Name | Injury | Hospital |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

APPENDIX G Observers Checklist (For emergency response exercises)

| | | | | | |
|---|-----------|--|--|--|------------|
| Site Name: | | Site Contact Name: | | | |
| Site Address: | | | | | |
| In accordance with the Site Emergency Procedures and Australian Standards AS3745, an Evacuation Exercise has been conducted onsite which includes the following results, observations and recommendations: | | | | | |
| Site / Building Type: <input type="checkbox"/> High rise building (over 10 floors) <input type="checkbox"/> Low rise building (under 10 floors) <input type="checkbox"/> Multiple building estate/precinct Facilities: <input type="checkbox"/> Fire rated stairs <input type="checkbox"/> Stair pressurisation <input type="checkbox"/> EWIS intercom systems | | Building Operations: <input type="checkbox"/> Commercial – Office / Administration <input type="checkbox"/> Industrial – Production / Factory / Warehouse <input type="checkbox"/> Retail – Shopping Centre / Shopfronts <input type="checkbox"/> Combination – Office / Warehouse <input type="checkbox"/> Combination – Office / Retail <input type="checkbox"/> Residential – Care homes / Hostels / Hotels <input type="checkbox"/> Public – Cinema / Community Club / Bar | | Occupancy Type: <input type="checkbox"/> Multi-Tenant / Building Managed <input type="checkbox"/> Single Tenant / Owner-Occupier <input type="checkbox"/> Partial Building Area Procedures: <input type="checkbox"/> Emergency Procedure Manual Available <input type="checkbox"/> Evacuation Plans and Schematics Current | |
| Date of Exercise: | | Time Commenced: | | Time Complete: | |
| Type of Exercise: <input type="checkbox"/> Fire <input type="checkbox"/> Bomb Threat <input type="checkbox"/> Other | | Type of Evacuation: <input type="checkbox"/> Full Building <input type="checkbox"/> Partial Building <input type="checkbox"/> ECO Only | | Alarm State: <input type="checkbox"/> Two Stage (EWIS/EWS) <input type="checkbox"/> One Stage (Bell/Siren) <input type="checkbox"/> One Stage (No Alarm/Verbal) | |
| Floor/Area | Evac Time | Clear Time | Floor/Area | Evac Time | Clear Time |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| <input type="checkbox"/> No further individual floor/area time results required (building under 10 floors/areas) <input type="checkbox"/> Individual floor/area time results in the attached report (building over 10 floors/areas) | | | | | |
| General Observations: <input type="checkbox"/> Wardens were wearing correct identification <input type="checkbox"/> Wardens met to assign search areas <input type="checkbox"/> First Aid personnel were present (not as Wardens) <input type="checkbox"/> The emergency location was identified <input type="checkbox"/> Entry to the building was restricted <input type="checkbox"/> Lifts disabled (if applicable) <input type="checkbox"/> Reports to the CW were clear <input type="checkbox"/> Persons with disabilities accounted for <input type="checkbox"/> No further observation notes required <input type="checkbox"/> Further observation notes in the attached report | | | Were there any areas or personnel who refused to participate in the exercise? Y / N | | |
| Debrief Notes: <i>Note any feedback from ECO personnel:</i> <input type="checkbox"/> Tones/Alarms can be heard clearly in all areas <input type="checkbox"/> Communication methods works effectively <input type="checkbox"/> Exit routes are clear of obstructions <input type="checkbox"/> Exit doors / fire doors in working order <input type="checkbox"/> There were sufficient Wardens in all areas <input type="checkbox"/> All evacuated people went to the assembly area <input type="checkbox"/> No further debriefing notes required <input type="checkbox"/> Further debriefing notes in the attached report | | | | | |
| Recommendations and Variations to Procedures: <input type="checkbox"/> Service required to equipment/facilities <input type="checkbox"/> Warden identification to be reviewed <input type="checkbox"/> General review of procedures required <input type="checkbox"/> Site plans require review <input type="checkbox"/> Training for Chief Wardens requires review <input type="checkbox"/> Training for Floor/Area Wardens requires review <input type="checkbox"/> Training for Occupants requires review <input type="checkbox"/> No further recommendations or variations required <input type="checkbox"/> Further recommendations in the attached report | | | | | |
| Trainer/Observer: | | | Client: | | |
| Signature: | | | Signature: | | |

APPENDIX H Bomb Threat Checklist

| BOMB THREAT CHECKLIST (In accordance with Australian Bomb Data Centre) | |
|--|---|
| REMEMBER – KEEP CALM DO NOT HANG UP | <u>NOTES FOR AFTER THE CALL</u> |
| IMPORTANT QUESTIONS TO ASK | CALLERS VOICE |
| Where did you put it? | Accent _____ |
| When is the bomb going to explode? | Any impediment _____ |
| What does it look like? | Voice (loud, soft etc) _____ |
| Exact wording of the threat: | Speech (fast, slow etc) _____ |
| | Diction (clear, muffled etc) _____ |
| | Manner (calm, emotional etc) _____ |
| | Did you recognise the voice? _____ |
| | If so, who do you think it was? _____ |
| | Was caller familiar with the area? _____ |
| GENERAL QUESTIONS TO ASK | THREAT LANGUAGE |
| How will the bomb explode? | Well spoken _____ |
| or | Incoherent _____ |
| How will the substance be released? | Irrational _____ |
| Did you put it there? | Taped _____ |
| Why did you put it there? | Msg read by caller _____ |
| | Abusive _____ |
| | Other _____ |
| BOMB THREAT QUESTIONS | BACKGROUND NOISES |
| What type of bomb is it? | Street /House Noises _____ |
| What is in the bomb? | Aircraft _____ |
| What will make the bomb explode? | Voices _____ |
| Is the substance a liquid, powder or gas? | Music _____ |
| | Machinery _____ |
| | Local Call noise <input type="checkbox"/> |
| | STD Call <input type="checkbox"/> |
| CHEMICAL / BIOLOGICAL THREAT QUESTIONS | OTHER |
| What kind of substance is in it? | Sex Of Caller: _____ |
| How much of the substance is there? | Estimated Age: _____ |
| How will the substance be released? | |
| Is the substance a liquid, powder or gas? | |
| OTHER QUESTIONS TO ASK | CALL TAKEN |
| What is your name? | Duration of Call: _____ |
| Where are you? | Number Called: _____ |
| What is your address? | |
| | RECIPIENT |
| | Name: _____ |
| | Telephone Number: _____ |
| | Date call Received: _____ |
| | Time Received: _____ |
| | Signature: _____ |

REPORT CALL IMMEDIATELY TO THE CHIEF WARDEN / SUPERVISOR

APPENDIX I Offender Checklist

Offender Checklist (1)
 To be completed in the event of a Hold-up, robbery or intrusion

Witness Name: _____

Address: _____

Occupation: _____ **Phone:** _____

Offenders: 1 2 3 4 5

Sex: Male Female Transgender Unknown

Race: Caucasian Asian Mediterranean Indian/Pakistani Negroid
 Maori Aboriginal Islander Unknown _____

Age: 5 – 7 7 – 12 12 – 15 16 – 17 18 – 19
 20 – 22 22 – 25 25 – 30 30 – 35 35 – 40
 45 – 50 50 – 55 55 – 60 Elderly Unknown

Height: 4' / 122cm 4'6" / 137 5' / 152 5'6" / 168 5'8" / 173
 5'10" / 178 6' / 183 6'2" / 188 6'4" / 193 Unknown

Weight: 8-9 St / 51-57kg 9-10 / 57-64 10-11 / 64-70 11-12 / 70-76 12-13 / 76-83
 13-14 / 83-94 14-15 / 94-99 Unknown Very Short Very Tall

Build: Thin Slim Medium Heavy Muscular
 Stout Overweight Obese

Hair: Black Brown Light Brown Dirty-Blond Blond
 White Grey/Silver Auburn Red _____
 Straight Wavy Curly Afro Dreadlock
 Long Shoulder Neck Short Spiked
 Bald Balding (Thin) Balding (Top) Shaved Mohawk
 Flat-top Mullet Wig Dirty Neat
 Tied Back Unknown _____

Eyes: Black/Dark Brown Hazel Green Blue
 Grey Mixed Unknown _____

Glasses: Sunglasses Black Lens Silver Lens Colour Lens _____
 Prescription Bi-focal Thick Lens Square Oval/Circle
 Plastic Frame Wire Frame Rimless _____

Complexion: Pale Fair Medium Olive Tanned
 Sun Exposed Brown Dark Acne Freckled
 Scarred Dirty Fresh _____ _____

Facial Hair: Full Beard Beard Only Moustache Sideburns Goatee
 Un-kept Stubble _____ Colour: _____

Speech: Normal Impediment Uneducated Well-spoken Husky
 Slurred Swearing Deep Tone High Tone Squeaky
 Quiet Loud Accent Type: _____

Peculiarities: _____

Offender Checklist (2)

To be completed in the event of a Hold-up, robbery or intrusion

Jewellery:

| | | | | |
|----------------|--------------------------------------|-----------------------------------|---------------------------------------|-----------------------------------|
| Earrings: | <input type="checkbox"/> Metal Studs | <input type="checkbox"/> Stones | <input type="checkbox"/> Sleeper | <input type="checkbox"/> _____ |
| Nose Rings: | <input type="checkbox"/> Metal Studs | <input type="checkbox"/> Stones | <input type="checkbox"/> Sleeper/loop | <input type="checkbox"/> _____ |
| Necklace: | <input type="checkbox"/> Gold | <input type="checkbox"/> Silver | <input type="checkbox"/> Leather | <input type="checkbox"/> _____ |
| | <input type="checkbox"/> Jewel | <input type="checkbox"/> Pendant | <input type="checkbox"/> Symbol | <input type="checkbox"/> _____ |
| Rings: | <input type="checkbox"/> Gold | <input type="checkbox"/> Silver | <input type="checkbox"/> Wedding | <input type="checkbox"/> Jewelled |
| | <input type="checkbox"/> Chunky | <input type="checkbox"/> Fine | <input type="checkbox"/> Coloured | <input type="checkbox"/> _____ |
| Bracelet: | <input type="checkbox"/> Gold | <input type="checkbox"/> Silver | <input type="checkbox"/> Leather | <input type="checkbox"/> Plastic |
| | <input type="checkbox"/> Jewelled | <input type="checkbox"/> Engraved | <input type="checkbox"/> Medic Alert | <input type="checkbox"/> _____ |
| Anklet: | <input type="checkbox"/> Gold | <input type="checkbox"/> Silver | <input type="checkbox"/> Leather | <input type="checkbox"/> _____ |
| Other Details: | _____ | | | |

Tattoos:

| | | | | |
|---------------------------------------|--|--|-----------------------------------|--------------------------------------|
| <input type="checkbox"/> Shoulder L/R | <input type="checkbox"/> Upper Arm L/R | <input type="checkbox"/> Lower Arm L/R | <input type="checkbox"/> Hand L/R | <input type="checkbox"/> Fingers L/R |
| <input type="checkbox"/> Thigh L/R | <input type="checkbox"/> Upper Leg L/R | <input type="checkbox"/> Lower Leg L/R | <input type="checkbox"/> Foot L/R | <input type="checkbox"/> Toes L/R |
| <input type="checkbox"/> Face | <input type="checkbox"/> Neck | <input type="checkbox"/> Torso | <input type="checkbox"/> Back | <input type="checkbox"/> _____ |
| Description: | _____ | | | |

Clothing:

| | | | | |
|---------------------|---------------------------------------|--|--|---|
| Head | <input type="checkbox"/> Balaclava | <input type="checkbox"/> Beanie | <input type="checkbox"/> Stocking | <input type="checkbox"/> Baseball Cap |
| | <input type="checkbox"/> Akubra | <input type="checkbox"/> Straw | <input type="checkbox"/> Scarf/Bandana | <input type="checkbox"/> _____ |
| Style: _____ | | | Colour: _____ | |
| Upper | <input type="checkbox"/> Singlet | <input type="checkbox"/> T-Shirt | <input type="checkbox"/> Polo Short | <input type="checkbox"/> Collared Shirt |
| | <input type="checkbox"/> Flannelette | <input type="checkbox"/> Vest | <input type="checkbox"/> Jumper | <input type="checkbox"/> Cardigan |
| | <input type="checkbox"/> Jacket | <input type="checkbox"/> Windcheater | <input type="checkbox"/> Track Suit | <input type="checkbox"/> Business Suit |
| | Style: _____ | | | Colour: _____ |
| Logo/Pattern: _____ | | | Tears/Marks: _____ | |
| Lower | <input type="checkbox"/> Shorts | <input type="checkbox"/> Long Shorts | <input type="checkbox"/> Cut-offs | <input type="checkbox"/> Jeans |
| | <input type="checkbox"/> Slacks | <input type="checkbox"/> Track Suit | <input type="checkbox"/> Cord pants | <input type="checkbox"/> Swimmers |
| | <input type="checkbox"/> Short Skirt | <input type="checkbox"/> Long Skirt | <input type="checkbox"/> Full Dress | <input type="checkbox"/> _____ |
| | Style: _____ | | | Colour: _____ |
| Logo/Pattern: _____ | | | Tears/Marks: _____ | |
| Belt: _____ | | | Other Features: _____ | |
| Shoes | <input type="checkbox"/> None | <input type="checkbox"/> Runners | <input type="checkbox"/> Thongs | <input type="checkbox"/> Boots |
| | <input type="checkbox"/> Slippers | <input type="checkbox"/> Leather Shoes | <input type="checkbox"/> High Heels | <input type="checkbox"/> _____ |
| | Colour: _____ | | | Logo/Pattern: _____ |
| | <input type="checkbox"/> Scuffs/Marks | <input type="checkbox"/> Missing Laces | <input type="checkbox"/> Tears/Holes | <input type="checkbox"/> Clean/Tidy |
| Gloves | <input type="checkbox"/> Cotton | <input type="checkbox"/> Leather | <input type="checkbox"/> Motorbike | <input type="checkbox"/> Gardening |
| | <input type="checkbox"/> Rubber | <input type="checkbox"/> Washing | <input type="checkbox"/> Cut Fingers | <input type="checkbox"/> _____ |
| | _____ | | | |

Accessories:

| | | | | |
|------------------------------------|-----------------------------------|--------------------------------------|--------------------------------|--------------------------------|
| <input type="checkbox"/> Sport Bag | <input type="checkbox"/> Hand Bag | <input type="checkbox"/> Plastic Bag | <input type="checkbox"/> Scarf | <input type="checkbox"/> _____ |
| Specific Details: | _____ | | | |
| Make-up | _____ | | | |

Disguises:

| | | | | |
|-------------|--------------|--------------|---------------|------|
| Balaclava | Stocking | Handkerchief | Bandana | Veil |
| Rubber Mask | Plastic Mask | Sun Glasses | Detail: _____ | |

Weapon:

| | | | | |
|--------------------|---|---|--|---|
| Handgun/Pistol | <input type="checkbox"/> Automatic | <input type="checkbox"/> Revolver | <input type="checkbox"/> Long Barrel | <input type="checkbox"/> Short Barrel |
| | <input type="checkbox"/> Blue/Black | <input type="checkbox"/> Chrome/Silver | <input type="checkbox"/> Coloured | <input type="checkbox"/> _____ |
| Rifle | <input type="checkbox"/> Bolt Action | <input type="checkbox"/> Pump Action | <input type="checkbox"/> Automatic | <input type="checkbox"/> Leaver Action |
| | <input type="checkbox"/> Long Barrel | <input type="checkbox"/> Short Barrel | <input type="checkbox"/> Magazine | <input type="checkbox"/> Tele' Sight |
| | <input type="checkbox"/> Blue/Black | <input type="checkbox"/> Chrome/Silver | <input type="checkbox"/> Wood Stock | <input type="checkbox"/> Plastic Stock |
| | <input type="checkbox"/> Camouflage | <input type="checkbox"/> Coloured | <input type="checkbox"/> _____ | |
| Shotgun | <input type="checkbox"/> Single Barrel | <input type="checkbox"/> DB Side/Side | <input type="checkbox"/> DB Under/Over | <input type="checkbox"/> Full Length |
| | <input type="checkbox"/> Sawn Barrel | <input type="checkbox"/> Sawn Stock | <input type="checkbox"/> Blue/Black | <input type="checkbox"/> Chrome/Silver |
| | <input type="checkbox"/> Wood Stock | <input type="checkbox"/> Plastic Stock | <input type="checkbox"/> _____ | |
| Knife | <input type="checkbox"/> Pocket/folding | <input type="checkbox"/> Sheathed/fixed | <input type="checkbox"/> Kitchen Knife | <input type="checkbox"/> Carving Knife |
| | <input type="checkbox"/> Retractable | <input type="checkbox"/> Multi-blade | <input type="checkbox"/> Decorative | <input type="checkbox"/> Serrated Blade |
| | <input type="checkbox"/> Blue/Black | <input type="checkbox"/> Chrome/Silver | <input type="checkbox"/> Wood Handle | <input type="checkbox"/> Plastic Handle |
| | Blade Length: _____ | | | Handle Length: _____ |
| Blade Width: _____ | | | Other Detail: _____ | |

Offender Checklist (3)

To be completed in the event of a Hold-up, robbery or intrusion

| | | | | | |
|-----------------|-----------------|--|---------------------------------------|---|--------------------------------------|
| Vehicle: | Body: | <input type="checkbox"/> Sedan | <input type="checkbox"/> Wagon | <input type="checkbox"/> Coupe | <input type="checkbox"/> Panel Van |
| | | <input type="checkbox"/> Ute | <input type="checkbox"/> Sports car | <input type="checkbox"/> 4WD | <input type="checkbox"/> Custom |
| | | <input type="checkbox"/> Motorbike | <input type="checkbox"/> Moped | <input type="checkbox"/> Bicycle | <input type="checkbox"/> _____ |
| | Make | <input type="checkbox"/> Holden | <input type="checkbox"/> Ford | <input type="checkbox"/> Nissan | <input type="checkbox"/> Toyota |
| | | <input type="checkbox"/> Mitsubishi | <input type="checkbox"/> Hyundai | <input type="checkbox"/> Subaru | <input type="checkbox"/> Mercedes |
| | | <input type="checkbox"/> Volkswagen | <input type="checkbox"/> Land Rover | <input type="checkbox"/> Daewoo | <input type="checkbox"/> _____ |
| | | <input type="checkbox"/> Harley Davidson | <input type="checkbox"/> Suzuki | <input type="checkbox"/> Honda | <input type="checkbox"/> Unknown |
| | Model | <input type="checkbox"/> Commodore | <input type="checkbox"/> Barina | <input type="checkbox"/> Falcon | <input type="checkbox"/> Lazer |
| | | <input type="checkbox"/> WRX | <input type="checkbox"/> Rav 4 | <input type="checkbox"/> Excel | <input type="checkbox"/> Celica |
| | | <input type="checkbox"/> Mini | <input type="checkbox"/> Beetle | <input type="checkbox"/> Patrol | <input type="checkbox"/> _____ |
| | Colour | <input type="checkbox"/> Blue | <input type="checkbox"/> Red | <input type="checkbox"/> Black | <input type="checkbox"/> White |
| | | <input type="checkbox"/> Green | <input type="checkbox"/> Silver | <input type="checkbox"/> Metallic Paint | <input type="checkbox"/> Undercoat |
| | | <input type="checkbox"/> Multi Colour | <input type="checkbox"/> Change Tone | <input type="checkbox"/> Vinyl Roof | <input type="checkbox"/> _____ |
| | Damage/Fittings | <input type="checkbox"/> Bonnet | <input type="checkbox"/> Front Right | <input type="checkbox"/> Front Left | <input type="checkbox"/> Roof Damage |
| | | <input type="checkbox"/> Boot | <input type="checkbox"/> Rear Right | <input type="checkbox"/> Rear Left | <input type="checkbox"/> _____ |
| | | Details: _____ | | | |
| | Accessories | <input type="checkbox"/> Phone Aerial | <input type="checkbox"/> CB Aerial | <input type="checkbox"/> Broken Aerial | <input type="checkbox"/> Towball |
| | | <input type="checkbox"/> Bull Bar | <input type="checkbox"/> Roof Racks | <input type="checkbox"/> Bike Racks | <input type="checkbox"/> Spotlights |
| | | <input type="checkbox"/> Sunroof | <input type="checkbox"/> Alloy Wheels | <input type="checkbox"/> Rear Spoiler | <input type="checkbox"/> _____ |
| | Registration | State: _____ | No.: _____ | <input type="checkbox"/> Yellow/Black | <input type="checkbox"/> Black/White |
| | | <input type="checkbox"/> Premier Plates | <input type="checkbox"/> White/Green | <input type="checkbox"/> White/Blue | <input type="checkbox"/> _____ |

Other Details: _____

Witness Signature: _____ Date: _____

Person assisting the completion of this form: _____

Signature: _____ Date: _____

APPENDIX J Training Programme Records

| Training Programme | | | | |
|--------------------|-----------------|----------------|--------------|----------|
| Training Activity | Date Programmed | Date delivered | Delivered by | Comments |
| | | | | |
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Activity Options;

- Warden Training
- Evacuation exercise
- First attack fire fighting
- Other emergency exercise
- EPC Training

Evacuation Diagrams

