



# EMERGENCY MANAGEMENT PLAN

## ROYAL PERTH YACHT CLUB



Site Address: Australia II Drive, Crawley, WA, 6009  
Effective date: 09/12/2021  
Review Date: 09/12/2026  
Revision: A  
Developed by: **Fire Block Plans Pty Ltd**



## CONTENTS

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CONTENTS	2
GENERAL INFORMATION	3
EMERGENCY PHONE NUMBERS	3
AMENDMENTS	4
PURPOSE	5
TYPES OF EMERGENCIES TO BE REPORTED	5
IN CASE OF EMERGENCY	6
FACILITY & SITE DESCRIPTION	7
EVACUATION ROUTES	8
ASSEMBLY AREAS	8
HIERARCHY	10
LIST OF EMERGENCY CONTROL ORGANISATION (ECO) MEMBERS	11
EMERGENCY EQUIPMENT	12
EMERGENCY PLANNING TEAM	16
EMERGENCY CONTROL ORGANISATION (ECO)	19
SELECTION CRITERIA FOR ECO MEMBERS	21
PRIMARY ROLES AND DUTIES OF THE ECO	23
TRAINING	26
EMERGENCY RESPONSE EXERCISES	28
EMERGENCY RESPONSE PROCEDURES	29
TYPES OF EMERGENCIES – SPECIFIC PROCEDURES	32
APPENDIX 1: EMERGENCY RESPONSE DRILLS REGISTER	39
APPENDIX 2: EMERGENCY DRILL OBSERVER RECORD	40
APPENDIX 3: INCIDENT & ACCIDENT REPORT TEMPLATE	41
APPENDIX 4: PERSONAL EMERGENCY EVACUATION PLAN	42
APPENDIX 5: BOMB THREAT CHECKLIST	45
GLOSSARY	47
EVACUATION DIAGRAMS	50



## GENERAL INFORMATION

<b>FACILITY NAME</b>	Royal Perth Yacht Club
<b>FACILITY PHONE NO.</b>	(08) 9389 1555
<b>FACILITY ADDRESS</b>	Australia II Drive, Crawley, WA, 6009
<b>DATE PREPARED</b>	09/12/2021
<b>VALIDITY PERIOD</b>	5 years
<b>REVIEW DATE</b>	09/12/2026

## EMERGENCY PHONE NUMBERS

**IN AN EMERGENCY CALL: 000**

<b>FIRE DEPARTMENT AMBULANCE POLICE</b>	<b>000</b>
<b>SECURITY</b>	ICP Security (08) 9371 1111
<b>GENERAL MANAGER</b>	Rick Coate

### FIRE WARDENS

Estelle Bradley	Rick Coate
Travis Burtenshaw	Neil Smith

### FIRST AID OFFICERS

Estelle Bradley	(08) 9389 1555
Travis Burtenshaw	(08) 9389 1555

### GOVERNMENT ASSISTANCE

<b>LOCAL COUNCIL</b>	City of Nedlands (08) 9273 3500
<b>WORKSAFE WA</b>	1300 307 877
<b>WA HEALTH</b>	1800 022 222
<b>PARKS &amp; WILDLIFE (report environmental incident)</b>	(08) 9219 9000 (Office Hours) (08) 9278 0981 (After Hours)



## AMENDMENTS

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The Emergency Planning Team (EPT) will undertake a regular review of the Emergency Management Plan to ensure the information contained within is as accurate and up to date as possible.

If there is no Emergency Planning Team established for your organisation, it is the responsibility of senior management to review and maintain this Emergency Management Plan.

### USER REQUIREMENT:

To ensure this plan is effective, it is incumbent upon the user to bring to the attention of the Emergency Planning Team, any new information of either staff or procedural changes that may need inclusion or amendment in this plan.

### DOCUMENT CONTROL:

It is the responsibility of the Emergency Planning Team to ensure document control is maintained for the Emergency Management Plan documentation for this facility.

### AMENDMENT REGISTER:

NO.	DATE	PAGES	BY	COMMENTS
1.	28/06/2023	3,5.11,	Estelle Bradley	Updated new GM and Fire Wardens after training
2.				
3.				
4.				
5.				

### ANNUAL REVIEW:

NO.	DATE	EPT REPRESENTATIVE	SIGNATURE
1.			
2.			
3.			
4.			
5.			



## DISTRIBUTION:

A copy of this plan has been distributed to:

NAME	POSITION & ORGANISATION	DATE SENT	EMAIL ADDRESS
Rick Coate	General Manager	29/06/2023	genman@rpyc.com.au
Estelle Bradley	Operations Manager	29/06/2023	operations@rpyc.com.au
Neil Smith	Financial Controller	29/06/2023	fincontroller@rpyc.com.au
Travis Burtenshaw	Boating Operations Manager	29/06/2023	boatingoperations@rpyc.com.au

## PURPOSE

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This Emergency Management Plan sets out procedures to be followed in the event of an Emergency. The Emergency Plan shall also consist of Evacuation Diagrams which will be in the form of a detailed drawing containing the facility plan, items of Emergency equipment, evacuation routes, and Emergency instructions.

These Evacuation Diagrams shall be securely fixed to a nominated location or locations in the facility. The Emergency Management Plan provides the structure and directions that will prevent injury to staff, clients, visitors and neighbouring people and premises in the event of an Emergency.

## TYPES OF EMERGENCIES TO BE REPORTED

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- Building Fire
- Hazardous Materials Emissions (including chemical spill or gas leak)
- Intruder / Armed or Aggressive Person/s
- Severe Weather
- Earthquake
- Bomb or Substance Threat
- Medical Emergency
- Power Failure

Further information regarding the process to be followed in the above types of emergencies can be found in [Types of Emergencies – Specific Procedures](#).



IN CASE OF EMERGENCY

# IN AN EMERGENCY

**CALL:**

**Police**  
**Ambulance**  
**Fire Service**

**000**

**FOR ADVICE,**

**CALL:**

**General Manager**

**Rick Coate**  
**(08) 9389 1555**

**CONVENE YOUR:**  
**Emergency Control Organisation**



## FACILITY & SITE DESCRIPTION

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### FACILITY DETAILS

<b>FACILITY NAME:</b>	Royal Perth Yacht Club
<b>ADDRESS:</b>	Australia II Drive, Crawley, WA, 6009
<b>HOURS OF OCCUPANCY:</b>	9:00am – 7:00pm
<b>NUMBER OF FLOORS:</b>	3
<b>NUMBER OF LIFTS:</b>	1

### CHEMICAL SPILL EQUIPMENT LOCATIONS

<b>SPILL CONTAINMENT &amp; SECURITY EQUIPMENT:</b>	Fuel Jetty & Etchell Yard
<b>PERSONAL PROTECTIVE EQUIPMENT (PPE):</b>	RPYC Workshop
<b>MATERIAL SAFETY DATA SHEETS (MSDS):</b>	RPYC Workshop



## EVACUATION ROUTES

Evacuation diagrams showing evacuation routes have been posted within common areas around the workplace. Evacuation diagrams shall be displayed in locations where occupants and visitors are able to view the diagrams.

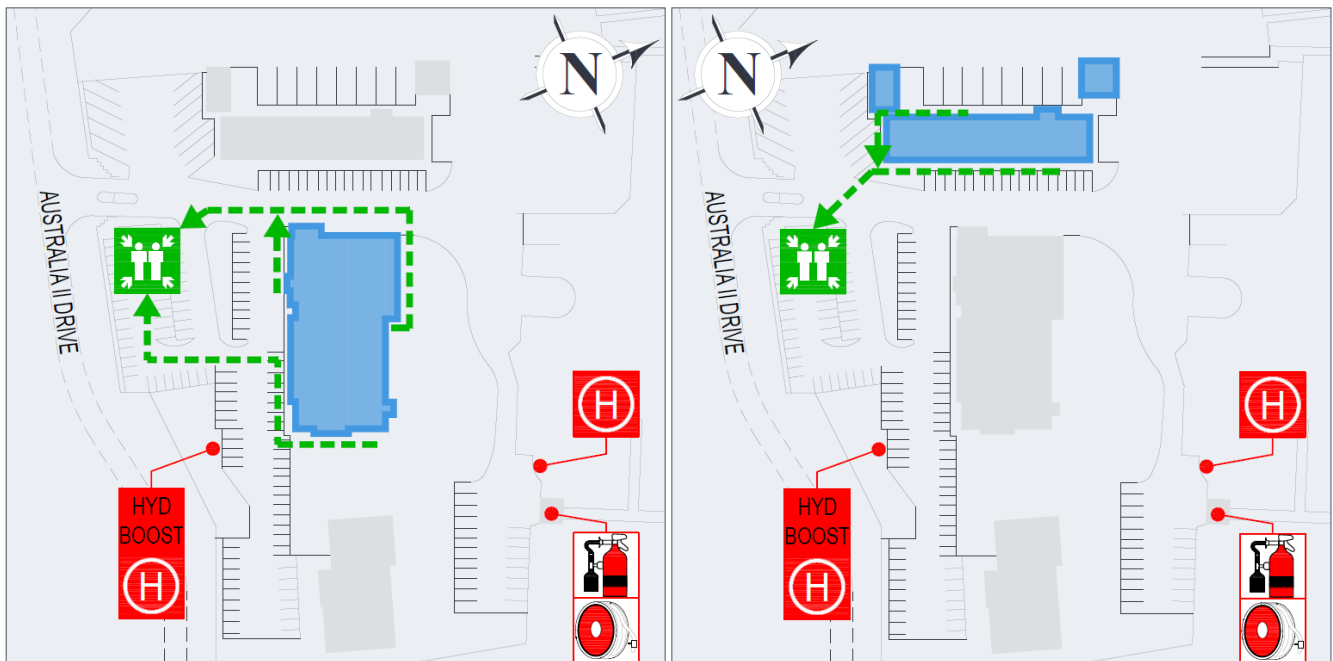
The location within the facility and number of evacuation diagrams shall be determined by the Emergency Planning Team (EPT).

The following information is marked on the evacuation diagrams.

- Emergency exits
- The 'YOU ARE HERE' location.
- Evacuation routes
- Locations of fire extinguishers, hose reels and hydrants
- Manual call point locations & Fire Indicator Panel
- Emergency Assembly Area(s)
- Site personnel should know at least two evacuation routes.

## ASSEMBLY AREAS

The Assembly Area is the gathering point in the event of an evacuation. The assembly areas for this property are marked on the Evacuation Diagrams.







## **PRIMARY ASSEMBLY AREA**

Whilst an Assembly Area is stipulated above, depending on the nature and extent of the emergency it may be necessary to utilise an alternative Assembly Area. Assembly Area(s) shall, so far as is reasonably practicable, be sufficiently distant from the emergency to allow for the protection of the evacuees.

The Assembly area will:

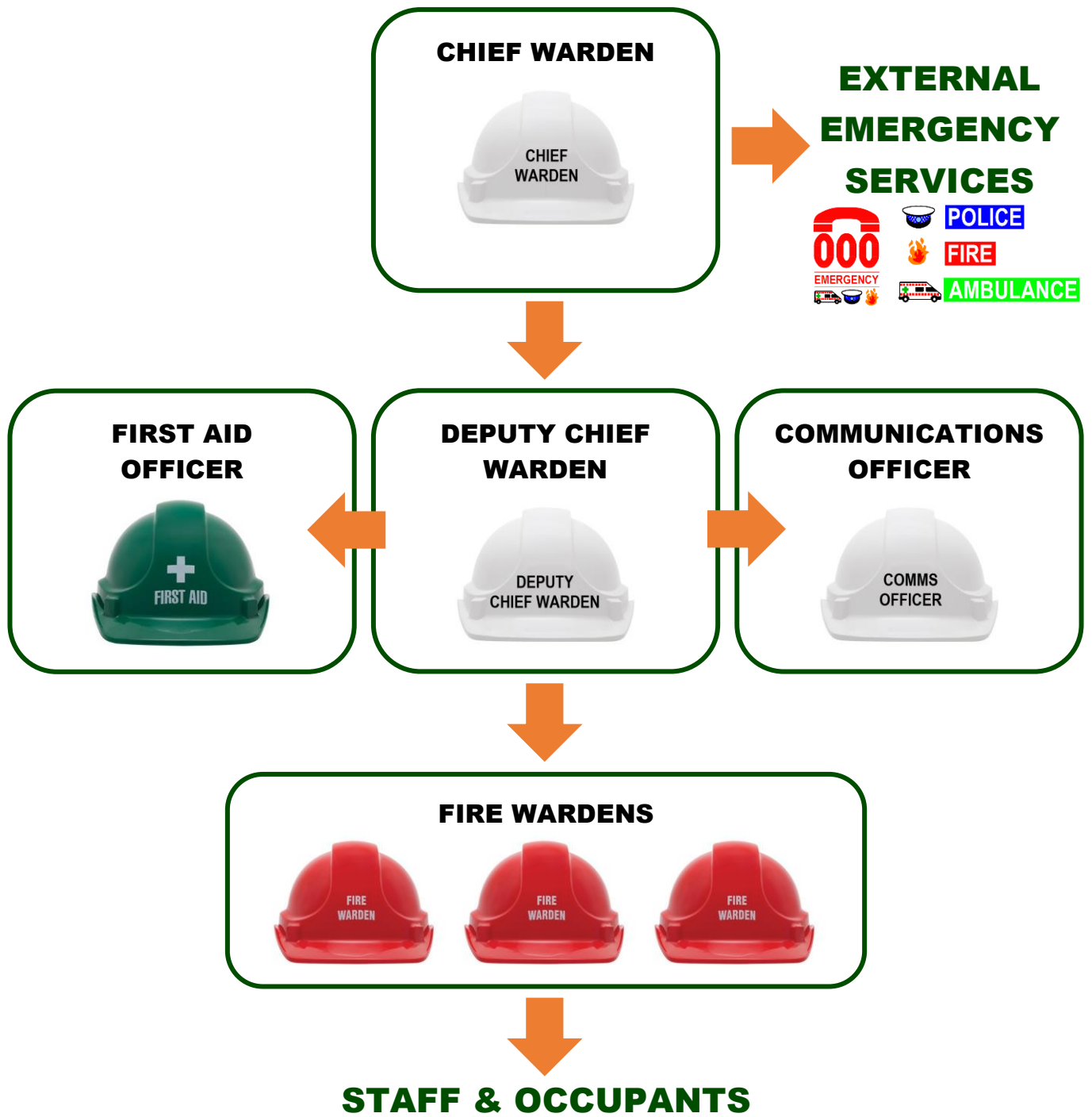
- Be managed by the wardens collectively
- Facilitate communication with evacuees
- Stage First Aid Officers with First Aid kits in an accessible and prominent area
- Communicate with the Chief Warden via mobile phone, or a runner

## **SECONDARY ASSEMBLY AREA**

The Secondary Assembly Area will be advised by the Chief Warden if and when necessary; or Wardens may use their discretion based upon the circumstances at the time of the emergency.

Factors that may necessitate relocation include:

- Riots, civil unrest or other community activities such as festivals etc.
- Road closures due to civil works
- Wind direction or adverse weather





## LIST OF EMERGENCY CONTROL ORGANISATION (ECO) MEMBERS

CHIEF WARDEN	AREA	CONTACT NO.
Rick Coate	All Areas	0439 808 850

FIRE WARDENS			
<b>CHIEF WARDEN</b>	Rick Coate	All Areas	0439 808 850
<b>DEPUTY WARDEN</b>	Estelle Bradley	All Areas	0433 464 826
<b>WARDENS</b>	Neil Smith	Ground Floor	0418 670 252
	Travis Burtenshaw	Boating & Tennant Building	0488 058 207
	Cathal Grealish	Wardroom & Function Rooms (1 <sup>st</sup> Floor) Bond Room	0405 238 884
	Simon George	Kitchen & Back of House areas (both floors)	0418 230 878
	Byron Vik-Smith	Hardstand	0457 000 314
	Keith Bradley	Grounds	0431 870 291
<b>COMMUNICATIONS OFFICER</b>	Gillian Tosh		0419 934 744

FIRST AID OFFICERS		
Estelle Bradley	Operations Manager	0433 464 826
Travis Burtenshaw	Boating Operations Manager	0488 058 207
Keith Bradley	Groundsperson	(08) 9389 1555
Simon George	Head Chef	(08) 9389 1555
Cathal Grealish	Food and Beverage Manager	(08) 9389 1555
Danny Gavin	Harbour Master – Fremantle	(08) 9389 1555
Dan Hacket	Bosun	(08) 9389 1555
Ray Taylor	Maintenance Officer	(08) 9389 1555
Zoe Clarke	Event Sales Coordinator	(08) 9389 1555
Louise Satterthwaite	Accounts Officer	(08) 9389 1555

## EMERGENCY EQUIPMENT

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Types of emergency response equipment available at your facility are listed below:

### FIRST AID KIT

Should be identified with a white cross on a green background.

For use by First Aid Officers to provide medical assistance in line with their training and skills.



Located:

- Clubhouse Ground Floor: Staff lunch room
- Clubhouse Ground Floor: Outside the cool room
- Clubhouse Ground Floor: Outside the cold store near the Catalina Bar
- Clubhouse Level 1: At the top of the middle stairway
- Workshop Ground Floor: In the workshop area.

### AUTOMATIC EXTERNAL DEFIBRILLATOR



Should be identified with green signage with white writing “AED” “AUTOMATED EXTERNAL DEFIBRILLATOR”

For use by First Aid Officers to provide medical assistance in line with their training and skills, and at the advice of Emergency Response personnel.

Located externally beside the Northern entry lobby.

### FIRE HYDRANT



Hydrants provide a pressurised supply of water to extinguish a fire. Fire hydrants are to be used by trained members of Fire & Rescue only.

Located externally within the carpark and throughout the jetty area.

Fire hydrants should be kept clear of obstructions like cleaning materials and building debris to ensure Fire & Rescue will have clear and unobstructed access in the event of a fire.

### FIRE BLANKET



Safe to use on cooking or fat fires and clothing fires.

The fire blanket should be placed over the fire, to remove the oxygen and smother the fire until it is extinguished.

Located in the Clubhouse Ground Floor & Level 1 kitchens.

## FIRE HOSE REEL

Safe to use on Class A fires, such as:

**Class A:** Normal combustibles (e.g., wood, paper, cloth, plastic)

Located:

- Clubhouse Ground Floor: Externally beside the fitness centre entrance.
- Clubhouse Ground Floor: In the entrance hallway.
- Clubhouse Level 1: In the entrance lobby.
- Externally within the carpark and throughout the jetty area.



Hose Reels provide a reasonably accessible and controlled supply of water to a fire to extinguish it.

Should NOT be used on Type B, C, D, E & F fires:

**Class B:** Combustible liquids (e.g., petrol, oil, paint, solvents)

**Class C:** Combustible gases (e.g., LPG, natural gas, acetylene)

**Class D:** Combustible metals (e.g., aluminium shaving, magnesium)

**Class E:** Electrical equipment (e.g., motors, switchboards, appliances)

**Class F:** Cooking oils & fats

## FIRE EXTINGUISHERS

To use extinguishers:

- P** Pull pin and test extinguisher
- A** Aim at base of fire
- S** Squeeze trigger
- S** Sweep side to side at the base of fire

### ABE DRY CHEMICAL POWDER FIRE EXTINGUISHER



Identifiable as a red cylinder with a WHITE band.

Safe to use on Class A, B, C, E fires:

**Class A:** Normal combustibles (e.g., wood, paper, cloth, plastic)

**Class B:** Combustible liquids (e.g., petrol, oil, paint, solvents)

**Class C:** Combustible gases (e.g., LPG, natural gas, acetylene)

**Class E:** Electrical equipment (e.g., motors, switchboards, appliances)

Located throughout the Clubhouse and Workshop.

Should only be used if safe to do so.

Should NOT be used on Type D fires:

**Class D:** Combustible metals (e.g., aluminium shaving, magnesium)

## CARBON DIOXIDE CO2 FIRE EXTINGUISHER



Identifiable as a red cylinder with a BLACK band.

Safe to use on Class B & E fires, such as:

**Class B:** Combustible liquids (e.g., petrol, oil, paint, solvents)

**Class E:** Electrical equipment (e.g., motors, switchboards, appliances)

Located throughout the Clubhouse and Workshop.

Should only be used if safe to do so.

Should NOT be used on Class C, D & F fires:

**Class C:** Combustible gases (e.g., LPG, natural gas, acetylene)

**Class D:** Combustible metals (e.g., aluminium shaving, magnesium)

**Class F:** Cooking oils & fats

## FOAM FIRE EXTINGUISHER



Identifiable as a red cylinder with a BLUE band.

Safe to use on Class A & B fires:

**Class A:** Normal combustibles (e.g., wood, paper, cloth, plastic)

**Class B:** Combustible liquids (e.g., petrol, oil, paint, solvents)

Located in the workshop area outside the paint store and within the props store.

Should only be used if safe to do so.

Should NOT be used on Class C, D, E & F fires:

**Class C:** Combustible gases (e.g., LPG, natural gas, acetylene)

**Class D:** Combustible metals (e.g., aluminium shaving, magnesium)

**Class E:** Electrical equipment (e.g., motors, switchboards, appliances)

**Class F:** Cooking oils & fats

## WATER FIRE EXTINGUISHER



Identifiable as a red cylinder with a RED band.

Safe to use on Class A fires:

**Class A:** Normal combustibles (e.g., wood, paper, cloth, plastic)

Located in the Clubhouse Level 1 dining room, beside the kitchen entry.

Should only be used if safe to do so.

Should NOT be used on Class B, C, D, E & F fires:

**Class B:** Combustible liquids (e.g., petrol, oil, paint, solvents)

**Class C:** Combustible gases (e.g., LPG, natural gas, acetylene)

**Class D:** Combustible metals (e.g., aluminium shaving, magnesium)

**Class E:** Electrical equipment (e.g., motors, switchboards, appliances)

**Class F:** Cooking oils & fats

## WET CHEMICAL FIRE EXTINGUISHER



Identifiable as a red cylinder with a YELLOW band.

Safe to use on Class A & F fires:

**Class A:** Normal combustibles (e.g., wood, paper, cloth, plastic)

**Class F:** Cooking oils & fats

Located in the Clubhouse Ground Floor & Level 1 kitchens.

Should only be used if safe to do so.

Should NOT be used on Class E fires:

**Class E:** Electrical equipment (e.g., motors, switchboards, appliances)

It is important that your site has been provided with the most suitable fire extinguishers. Here is a selection guide to help you protect your facility:

Class	A	B	C	D	E	F	Comments
Type of Extinguisher - Colour	Wood, Paper, Plastic	Flammable, Combustible Liquids	Flammable Gasses	Combustible Metals	Electrically Energised Equipment	Cooking Oils & Fats	
Water	✓	✗	✗	✗	✗	✗	Dangerous if used on Class E and Class F fires
Carbon Dioxide	-	-	✗	✗	✓	✗	Not suitable for large Class A fires
Dry Chemical Powder	✓	✓	✓	✗	✓	✓	Fine dust particles may cause respiratory discomfort
Foam	✓	✓	✗	✗	✗	-	Dangerous if used on Class E fires
Wet Chemical	✓	✗	✗	✗	✗	✓	Dangerous if used on Class E fires
Fire Blanket	-	-	✗	✗	✗	✓	Single use



## EMERGENCY PLANNING TEAM

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### GENERAL

An Emergency Planning Team (EPT) shall be formed for this facility by the person or persons responsible for the facility or its occupants and visitors.

Depending on the nature of the particular facility, the EPT may be formed either for an individual facility, or group of facilities. The EPT shall be appropriate for the particular facility.

Those responsible for the facility or its occupants shall ensure that the EPT has adequate resources to enable the development and implementation of the emergency plan.

- The EPT should ensure applicable legislative requirements are met.
- Those responsible for a facility or its occupants should ensure that leases include obligations to participate in emergency activities, including evacuation exercises.
- Resources include time, finance, equipment and personnel.
- Building/facility owners, agents, occupiers, lessors, or employers are typically those responsible for a facility or its occupants.
- Due to regulatory and other local factors, it may not be appropriate to form an EPT covering a group of facilities in different States/Territories.
- The EPT should consider the need for appointment of specialist advice.

### RESPONSIBILITIES

The EPT, where necessary in collaboration with 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 organizations.

**NOTE:** If the EPT becomes aware of features of the facility that could jeopardize the evacuation of the occupants and visitors, the EPT should notify the persons responsible for the facility.

The duties of the EPT shall include the following:

- Identifying events that could reasonably produce emergency situations.
- Developing an emergency plan.
- Ensuring that resources are provided to enable the development and implementation of the emergency plan.
- 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 every 5 years.
- Ensuring that the emergency plan is readily identifiable and available to the appropriate persons.
- Establishing an emergency control organization (ECO) to operate in accordance with the emergency plan.
- If deemed necessary, establishing a specialist emergency response team (ERT).
- Authorizing, or having authorized, the release and implementation of the emergency plan.





- Ensuring that the emergency response procedures remain viable and effective by reviewing, and testing the emergency response procedures at least annually.
- 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.
- Ensuring that a permanent record of events for each emergency is compiled and retained.
- Identifying and rectifying deficiencies and opportunities for improvement in the emergency plan and emergency response procedures.

## GENERAL SAFETY REQUIREMENTS

It is recommended that you examine your site on a regular basis to ensure that:

- Common areas remain clear of obstructions.
- Egress paths and Exit doors remain clear and unlocked at all times.
- Excess quantities of combustible materials are not permitted to accumulate anywhere on the premises.
- Extra care is taken in the use and the maintenance of heating equipment.
- There is not an accumulation of litter which may increase the danger of fire.
- There is correct storage of flammable liquids. The keeping of flammable liquids on a floor is permitted only in special circumstances and then only in minimal quantities
- Installed fire safety equipment is regularly maintained and tested.
- Fire and smoke doors are kept shut except during use; self-closing mechanisms are in operational order; doors close automatically and are not being held open with wedges or chocks.
- Emergency stairs are kept clear at all times and are not used for storage or doors left or chocked open.
- Installed hose reel cupboards are not to be used for storage.
- All occupants are encouraged to observe the greatest care in the use of naked flames, matches, portable heaters, electrical appliances and other possible sources of ignition. Their immediate surroundings must be kept clear of combustible materials.

## MEMBERSHIP

The EPT 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 EPT may be the sole person who is the owner/occupant.

At least one member of the EPT shall be a competent person.

## MEETINGS

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

**NOTE:** This may include minutes of meetings, communication, financial position, reports and specialist advice.



## **INDEMNITY**

Facility owners, managers, occupiers and employers should obtain professional advice on the level of indemnity provided to EPT members. The EPT members should be advised of the level of indemnity provided.



## **EMERGENCY CONTROL ORGANISATION (ECO)**

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The Emergency Control Organisation (ECO) shall be appropriate to the facility and to the emergency response procedures as determined by the EPT.

An Emergency Control Organisation (ECO) is a structured organisation of persons to organise and supervise the safe movement from danger of occupants and visitors of a facility in an emergency. The Emergency Control Organisation is comprised of Wardens drawn from the occupants of the building.

An up-to-date register of all ECO personnel shall be kept readily available.

Qualified first aid personnel and security staff, may be allocated particular roles in the emergency procedures and within the ECO.

### **RESPONSIBILITIES OF THE ECO**

The responsibilities of the ECO during an emergency are to:

- Conduct an orderly evacuation of the building's occupants, including members of the public who may be in the building at the time, to a safe place of assembly.
- Operate portable firefighting equipment if trained to do so as long as it is safe to do so.
- Assist the Emergency Services.

It should be clearly understood that the primary role of the ECO is not to directly combat emergencies but to ensure, as far as practicable, the safety of occupants and visitors of the facility and their orderly evacuation from the facility. The ECO is to give top priority to the safety of the occupants and visitors during an emergency. ECO members are to ensure that life takes precedence over asset protection.

### **AUTHORITIES OF THE ECO**

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

This authority is intended to ensure that, during an emergency situation, life safety takes precedence over asset protection, environmental considerations, production operations and business continuity.

### **INDEMNITY OF THE ECO**

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.

### **ECO POSITIONS**

The ECO shall consist of a Chief Warden as a minimum. The following positions shall be included if they are deemed necessary by the EPT and in accordance with the requirements of the facility:

- Deputy Chief Warden.
- Communications Officer and Deputy.



- Floor/Area Wardens and Deputies.
- Wardens and Deputies.

Other ECO positions may be incorporated into the ECO, for example, runners, stair wardens, roll call wardens, traffic wardens, section wardens.

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



## SELECTION CRITERIA FOR ECO MEMBERS

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### CHIEF WARDEN

The person appointed as Chief Warden should:

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

### COMMUNICATIONS OFFICER

The person appointed as communications officer should:

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

### AREA WARDENS

Area Wardens should be appointed consistent with the location 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 role or duty.

Persons appointed as Area Wardens should:

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



## **WARDENS**

Persons appointed as Wardens should:

- be capable of performing their duties;
- have leadership qualities and command authority;
- be available to undertake their appointed duties;
- be capable of communicating with occupants and visitors;
- be capable of deputising for other positions; and
- be able to undergo relevant training.

## **DEPUTIES**

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



## PRIMARY ROLES AND DUTIES OF THE ECO

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### GENERAL

The primary role of the ECO is to give top priority to the safety of the occupants and visitors of the facility during an emergency. The ECO is to ensure that life safety takes precedence over asset protection during an emergency.

### REQUIRED NUMBER OF ECO MEMBERS

The number of ECO members shall be determined in accordance with:

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

The positions and number of ECO members shall be considered by the EPT.

**NOTE:** A sufficient number of ECO members need to be appointed to ensure that whenever the facility is occupied, ECO members are available to respond to a facility emergency and to enable the facility to be checked and evacuated quickly and efficiently without compromising any occupants' and visitors' safety.

The number of ECO members required for a facility will vary depending upon the facility's structural and occupant/visitor characteristics.

### IDENTIFICATION FOR MEMBERS OF THE ECO

- The members of the ECO shall be identifiable in accordance with the following:
- ECO members shall be identifiable by the use of coloured apparel that shall be at least one of the following:
  - Helmets.
  - Where in-house first aid personnel respond with the ECO, they shall be identified by a white cross on a green background.
  - Identification apparel should be prominently marked with the wearer's ECO title.
  - The type of identification used for each ECO designation shall be consistent throughout the facility.

### PRE-EMERGENCY

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

#### **Chief Warden:**

- Maintain a current register of ECO members.
- Replace ECO members when a position becomes vacant.
- Conduct regular exercises.



- Ensure the emergency response procedures are kept up-to-date.
- Attend meetings of the EPT, as appropriate.
- Attend training and emergency exercises, as required by the EPT.
- Ensure personal ECO identification is available.

#### Communications officer:

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

#### Area Warden:

- Confirm sufficient Wardens for area of responsibility.
- Coordinate the completion of PEEP documentation.
- Report on deficiencies of emergency equipment.
- Ensure that Wardens have communicated the emergency response procedures to all occupants within their nominated areas.
- Ensure that occupants are aware of the identity of their Wardens.
- Coordinate safety practices (e.g., clear egress paths, access to first-attack equipment and disposal of rubbish) by Wardens throughout their area of responsibility.
- Attend training and emergency exercises as required by the EPT.
- Ensure personal ECO identification is available.

#### Wardens:

- Ensure that all occupants are aware of the emergency response procedures.
- Carry out safety practices (e.g., clear egress paths, access to first-attack equipment and disposal of rubbish).
- Ensure personal ECO identification is available.
- Attend training and emergency exercises as required by the EPT.

#### Emergency Response Team:

Members of the Emergency Response Team shall carry out activities as set out in the emergency response procedures and the following:

- Respond to the emergency as directed by the chief warden.
- Communicate the status of the situation with the chief warden.
- Hand over and brief Emergency Services on arrival.
- Practice uses of specialized equipment.
- Maintain specialised equipment as per manufacturers' specifications.
- Ensure that personal protective equipment is maintained and available.
- Ensure personal ERT identification is available.
- Ensure that up to date Pre-emergency planning is carried out.
- Attend training and emergency exercises as required by the EPT.





## POST-EMERGENCY

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

### Chief Warden:

- 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.
- Organize a debrief with ECO members and, where appropriate, with any attending Emergency Service/s.
- Compile a report for the EPT and management.

### Communications Officer:

Is to collate records of events during the emergency for the debrief, and ensure they are secured for future reference.

### Floor/Area wardens and Wardens

- Compile a report of the actions taken during the emergency for the debrief. Emergency response team:
- Clean and service used specialised equipment.
- Replace specialized equipment as necessary.



## TRAINING

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### EMERGENCY PLANNING TEAM (EPT)

Training provided to EPT members is to enable them to competently execute the following, but not necessarily be limited to the following:

- Developing, managing and maintaining an emergency plan.
- The duties of the EPT and ECO as described in the emergency response procedures and emergency plan.
- The conduct of site-specific emergency identification and analysis.
- Establishing and managing the ECO
- The management of appropriate documentation.
- The management and development of assessment activities.
- The development and implementation of training activities including emergency exercise management.
- Emergency mitigation, emergency preparedness and emergency prevention.
- The installed fire safety systems, for example, sprinkler systems, fire doors and installed emergency communications, notifications and warnings.
- Liaison with Emergency Services.
- Post-evacuation management.

### EMERGENCY CONTROL ORGANISATION (ECO)

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 guidelines. There shall be sufficient personnel trained in all positions within the ECO to allow for projected absences.

**NOTE:** Re-training should be conducted following a revision of the emergency response procedures.

### EMERGENCY RESPONSE TEAM (ERT)

Where a specialist ERT has been deemed necessary, training specific to the emergencies identified in the emergency plan shall be developed and carried out.

### VISITORS TO A FACILITY INCLUDING CONTRACTORS

Visitors to the facility are to be provided with appropriate information on the emergency response procedure guidelines as determined by the EPT.



## TRAINING CHECKLIST

### WHICH TRAINING HAVE YOU COMPLETED?

- |  |   |
|--|---|
| <input type="checkbox"/> Emergency Planning Team (EPT) | <input type="checkbox"/> Emergency Control Organisation (ECO) |
| <input type="checkbox"/> Emergency Response Team (ERT) | <input type="checkbox"/> Visitor / Contractor                 |
| <input type="checkbox"/> Other (Please specify below)  |   |

<b>NAME:</b>		<b>DATE:</b>	
<b>POSITION &amp; ORGANISATION:</b>		<b>HIERARCHY ROLE: (IF APPLICABLE)</b>	
<b>DO YOU FEEL CONFIDENT IN EXECUTING THE REQUIREMENTS OF YOUR ROLE?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A



## EMERGENCY RESPONSE EXERCISES

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The following should apply for all emergency response exercises:

- Emergency response exercises will be consistent with the identified emergencies in this emergency plan.
- Simple objectives and outcomes for emergency response exercises will be identified.
- Observers will be appointed for all emergency response exercises. The observers shall use a checklist to record the details and results of the emergency response exercise.
- Each emergency response exercise should be prefixed by an announcement that it is an exercise only.
- Debriefing sessions should be held prior to the commencement and as soon as possible following an exercise.
- A report will be forwarded to the EPT following each emergency response exercise.
- The report shall include any deficiencies in the evacuation exercise that were identified at the debriefing session.

### NOTE:

- Emergency response exercises should be conducted during the operating hours of the facility to appropriately test the ECO, emergency response procedures and responses of the occupants and visitors.
- The objectives of an emergency response exercise are to gauge ECO response and to identify and correct any deficiencies in communication system(s), training, emergency response procedure guidelines, or their implementation.
- A checklist will be completed for each evacuation exercise and will provide the basis for discussion at the debriefing.

## EMERGENCY RESPONSE EXERCISE DEBRIEFING SESSIONS

Immediately after an emergency response exercise, the ECO and other key participants shall attend a debriefing session conducted by the Chief Warden. Where an evacuation exercise is conducted, the observer's checklist shall be analysed during debriefing sessions and any deficiencies shall be reported to the EPT.

The EPT shall arrange the amendment of the procedures where necessary, and disseminate the information to all ECO members.

## AN EMERGENCY INCIDENT DURING AN EMERGENCY RESPONSE EXERCISE

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

**NOTE:** When the phrase is used in an actual emergency incident, the phrase shall be repeated in groups of three by the Chief Warden or Communications Officer to overcome background noise and other distractions.



## EMERGENCY RESPONSE PROCEDURES

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### EVACUATION PROCEDURE

When it has been deemed unsafe for persons to remain inside the facility, the Chief Warden will take charge and alert the ECO:



#### PREPARE

- Call 000 and inform emergency services of the nature of the emergency
- Determine which of the facility's assembly areas is the most appropriate to use

#### ACT

- Assemble all staff, contractors and visitors at the assembly area
- Take sign on sheet, first aid kit and copy of this FEP to the assembly area
- Once at assembly area, ensure all persons are accounted for
- Ensure evacuees with medical or other needs are supported including any PEEP

#### COMMUNICATE

- Ensure communications with emergency services are maintained
- Wait for emergency services to arrive or provide further information
- Confirm with emergency services that it is safe to re-enter the facility

#### RECORD

- Maintain a record of actions and decisions undertaken

Actions after evacuation:

#### RE-ENTER

- Identify any new hazards upon re-entry
- Seek advice from your facility manager if required

#### DEBRIEF

- Undertake operational debrief with ECO and EPT
- Complete appropriate documentation, for example an incident report



## SHELTER IN PLACE PROCEDURE

When an incident occurs **outside of the facility** and emergency services or the Chief Warden determines the **safest course of action is to keep persons inside the designated building** (as evacuation might expose occupants to greater levels of danger), the Chief Warden will take charge and advise the ECO members:



### PREPARE

- Call 000 and inform emergency services of the nature of the emergency
- Seek and follow advice

### ACT

- Move all staff, contractors and visitors to a suitable safe place within the building
- Take sign on sheet, first aid kit and copy of this FEP to the emergency control point inside the facility
- Ensure all persons are accounted for
- Ensure persons with medical or other needs are supported including any PEEP

### COMMUNICATE

- Ensure communications with emergency services are maintained
- Wait for emergency services to arrive or provide further information
- Confirm with emergency services that it is safe to exit the shelter in place location

### RECORD

- Maintain a record of actions and decisions undertaken

Actions after shelter in place:

### EXIT SHELTER IN PLACE

- Identify any new hazards upon re-entry
- Seek advice from your facility manager if required

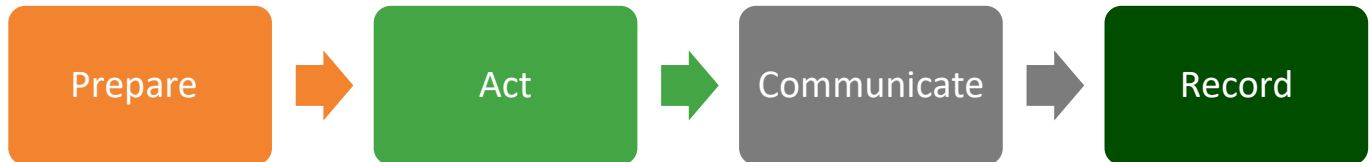
### DEBRIEF

- Undertake operational debrief with ECO and EPT
- Complete appropriate documentation, for example an incident report



## LOCKDOWN PROCEDURE

When an external and immediate danger is identified and it is determined that persons should be kept securely inside the building, the Chief Warden will notify the ECO:



### PREPARE

- Call 000 and inform emergency services of the nature of the emergency
- Seek and follow advice

### ACT

- Initiate the lock down and provide instructions to staff, contractors and visitors (for example “Remain indoors, sit below window level and move into an area designated as safe by the chief warden”)
- Check all external doors and windows are locked
- Ensure telephone lines and public address systems are kept free
- Ensure all persons are accounted for
- Ensure persons with medical or other needs are supported including any PEEP

### COMMUNICATE

- Ensure communications with emergency services are maintained
- Wait for emergency services to arrive or provide further information
- Confirm with emergency services that it is safe to exit the lockdown location

### RECORD

- Maintain a record of actions and decisions undertaken

Actions after lockdown procedure:

### EXIT LOCKDOWN

- Identify any new hazards upon re-entry
- Seek advice from your facility manager if required

### DEBRIEF

- Undertake operational debrief with ECO and EPT
- Complete appropriate documentation, for example an incident report

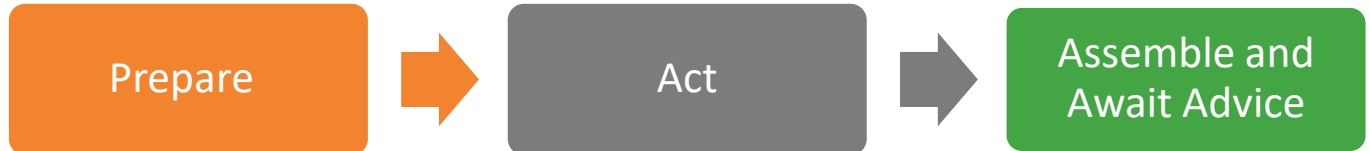


## TYPES OF EMERGENCIES – SPECIFIC PROCEDURES

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For specific emergencies outlined below it is assumed that the ECO will carry out appropriate activation, communication, recording and debriefing activities outlined as part of each ECO member's roles and responsibilities.

### BUILDING FIRE



#### PREPARE

- Call 000 for emergency services, seek and follow their advice
- Activate the fire alarm

#### ACT

- If appropriate follow the Evacuation Procedure
- Report the emergency immediately to the Chief Warden who will convene the ECO
- Extinguish fire ONLY IF:
  - Emergency services have been called
  - The fire is small and not spreading to other areas
  - It is possible to leave the area quickly by backing up to the nearest exit
  - The fire extinguisher is in working order and staff are trained in using it correctly
- Confine the fire by closing doors and windows as you leave
- Direct all staff, contractors and visitors to the assemble area
- Arrange assistance for persons with additional needs and persons with PEEP

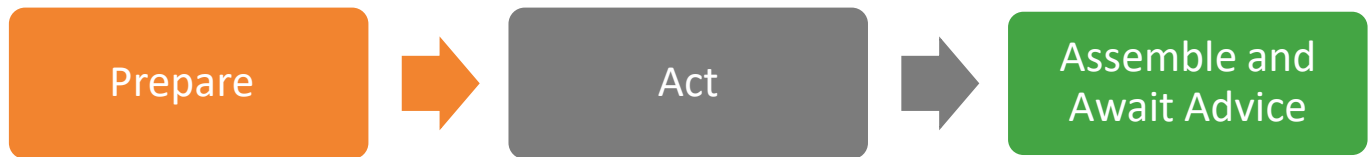
#### ASSEMBLE AND AWAIT ADVICE

- Upon reaching the assembly area, check that all persons in your area of responsibility are accounted for, alert the Chief Warden immediately if any persons are missing
- Follow advice from the Chief Warden





## HAZARDOUS MATERIALS EMISSIONS (INCLUDING GAS LEAK)



### PREPARE

- Call 000 for emergency services
- Seek and follow their advice

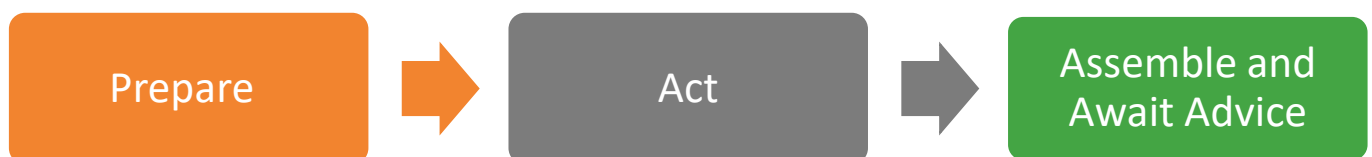
### ACT

- Report the emergency immediately to the Chief Warden who will convene the ECO
- Evacuate all persons to designated safe area upwind from the hazardous material
- Obtain Safety Data Sheets (SDS)
- If safe to do so, stop the hazardous substance escaping by isolating the substance (shut valves, emergency stop buttons, lift tipped bottle)
- If unable to isolate the substance, contain if possible (use spill kit, drain blocker, close doors)
- Attend to injured personnel and call medical emergency number, if required.
- Keep all persons away from hazardous materials

### ASSEMBLE AND AWAIT ADVICE

- Await specialist emergency services attendance.
- Follow advice from emergency services and the Chief Warden

## INTRUDER/ARMED OR AGGRESSIVE PERSON/S



### PREPARE

- Call 000 for emergency services
- Report emergency immediately to the Chief Warden

### ACT

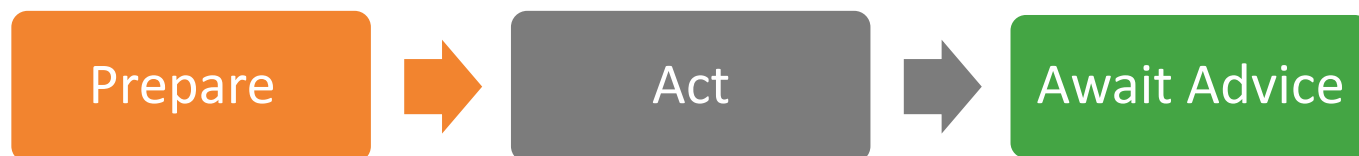
- Do not say anything to the person to encourage irrational behaviour
- Initiate action to confine or isolate the person from yourself and other persons
- Avoid physical confrontation wherever possible

### ASSEMBLE AND AWAIT ADVICE

- Await emergency services attendance
- Follow advice from emergency services and the Chief Warden



## SEVERE WEATHER WARNING



### PREPARE

- Call 000 for emergency services
- Seek and follow advice
- Report emergency immediately to the Chief Warden
- If possible, before the weather event store or secure external loose items such as tables, chairs and bins

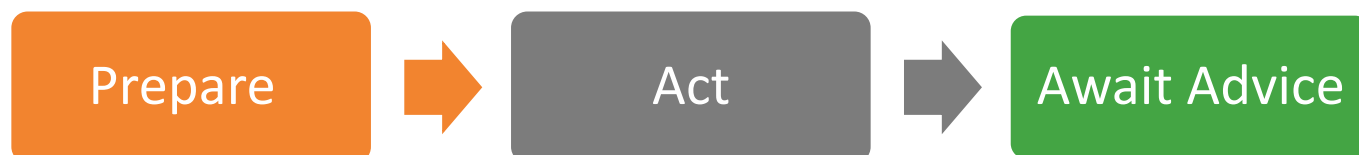
### ACT

- If possible, before the weather event secure doors and windows, close curtains and blinds, tape windows and glass, use sandbags if available and required
- Advise all persons to remain inside the building, away from windows
- Disconnect electrical equipment and move away from windows

### AWAIT ADVICE

- Listen to local radio or TV broadcasts for warnings, advice and updates
- Follow advice from emergency services and the Chief Warden

## EARTHQUAKE



### PREPARE

- During the earthquake advise all persons to take cover under a solid object and hold on until shaking stops
- Call 000 if emergency services are required and seek and follow their advice
- Report emergency immediately to the Chief Warden

### ACT

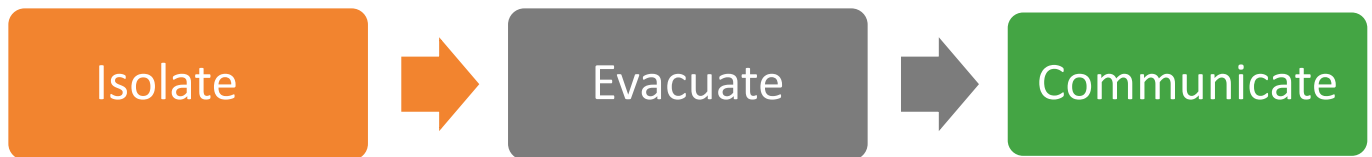
- Seek advice from the Chief Warden on actions required which may include; extinguish fires, shut off gas and electricity supplies, evacuate and move to an open space being aware of debris, fallen power lines and unstable structures
- Provide first aid as required

### AWAIT ADVICE

- Account for all staff, contractors and visitors
- Report any unaccounted persons to the Chief Warden
- Follow advice from the Chief Warden



## BOMB OR SUBSTANCE THREAT



### Isolate

- Immediately clear and cordon off area
- Call 000 for Police and seek and follow advice
- Report emergency immediately to the Chief Warden
- Do not approach, touch, tilt or tamper with object

### Evacuate

- Ensure no persons are directed to evacuate past the suspicious object
- Alert neighboring services/tenancies
- Account for all persons in your area of responsibility
- Report any unaccounted persons to the Chief Warden
- Restrict access to the site but ensure no barriers will restrict access for emergency services

### Communication

- Provide Police with details of the situation and actions you have taken or intend to take.
- Follow any advice given by Police
- Await all clear from Police before returning to the facility

If bomb or substance threat is received by telephone:

- DO NOT HANG UP
- Keep caller on phone for as long as possible
- Follow phone threat checklist



## MEDICAL EMERGENCY



### CHECK

- Check for immediate danger to yourself and others.
- Call 000 for emergency services and provide the following information:
  - Your name
  - Exact Location including street name and number, nearest cross street
  - Type of emergency/injuries
  - Sex and approximate age
  - Unconscious and breathing
  - Unconscious and not breathing
- Report emergency immediately to the Chief Warden and First Aid Officer

### ASSESS AND STABILISE

- Render assistance to the injured and make them comfortable.
- If the injury has resulted from a fall, DO NOT move the person(s) and, where possible, do not leave them unattended.
- Follow instructions of the Fire Aid Officer until the arrival of the emergency services personnel.

### COMMUNICATE

- Ensure the Emergency Services (Ambulance) are advised.
- Always seek expert advice and report all accidents and emergencies.
- Have a Warden or Security personnel meet the ambulance officers on arrival at the building entrance, and escort them to the floor/level.

### **NOTE:**

- Do not move victim unless absolutely necessary
- Ensure first aid kits are stocked and maintained regularly.



## ALPINE EMERGENCY



### PREPARE

- Call 000 for emergency services
- Seek and follow advice
- Report emergency immediately to the Chief Warden
- If possible, before the alpine event store or secure external loose items such as tables, chairs and bins

### ACT

- If possible, before the alpine event secure doors and windows, close curtains and blinds, tape windows and glass, use sandbags if available and required
- Advise all persons to remain inside the building, away from windows
- Disconnect electrical equipment and move away from windows

### AWAIT ADVICE

- Listen to local radio or TV broadcasts for warnings, advice and updates
- Follow advice from emergency services and the Chief Warden



## POWER FAILURE

The event of a major electrical failure occurring in the building can pose various issues that require attention from the ECO as both staff and visitors will be affected.

Depending on the cause of the power failure the situation may last a relatively short time or can become a protracted event.

During the electrical outage the following systems should revert to backup electrical supplies:

- Emergency lighting & Exit lighting
- Fire detection systems and the Fire Indicator Panel
- Emergency Warning Intercommunication System
- Security system
- Emergency Generator (where installed)

Where these systems rely on battery electrical supply the duration of use will be measured in hours.

In the event of an electrical failure various issues may need to be dealt with such as:

- People trapped in lifts
- Injured people on escalator/s
- People within a darkened area
- People suffering from panic attacks or anxiety
- Unsecured tenancies
- Power surge on re-commencement of electrical supply



## APPENDIX 1: EMERGENCY RESPONSE DRILLS REGISTER

TARGET DATE	TYPE OF DRILL	PERSON RESPONSIBLE	DATE DRILL PERFORMED	OBSERVER'S RECORD COMPLETE
1/08/2023	Fire Warden Drill	Estelle Bradley		
8/08/2023	Evacuation Drill	Estelle Bradley		



## APPENDIX 2: EMERGENCY DRILL OBSERVER RECORD

<b>TYPE OF DRILL</b>	
<b>DATE AND TIME OF DRILL</b>	
<b>ADDRESS OF DRILL</b>	
<b>OBSERVER'S NAME</b>	
<b>OBJECTIVE OF DRILL</b>	

**DEPENDING ON THE TYPE OF DRILL CONDUCTED, IT IS RECOMMENDED YOU ADVISE EMERGENCY SERVICES AND MEMBERS OF THE COMMUNITY WHO MAY BE AFFECTED AHEAD OF THE EXERCISE.**

ITEM	YES	NO	N/A
Did the designated or replacement Incident Controller take charge?			
Was the (simulated) call to emergency services done promptly?			
Was the (simulated) call to the region done promptly?			
Was someone appointed to liaise with the emergency service/s?			
Was someone appointed to liaise with the parents/community?			
Were instructions given by the Incident Controller/Chief Warden followed by children/students, staff, visitors and contractors?			
Were floor areas checked / isolated areas searched by Wardens?			
Was a roll call conducted for:			
➤ Students			
➤ Staff			
➤ Visitors			
➤ People with special needs			
Was the Emergency Kit readily available?			
Did the Emergency Kit contain all the items listed in the EMP template checklist?			
Did anyone re-enter/leave the premises before the "all clear" was given?			
Did anyone refuse to leave the building/site?			
Was the relevant procedure in our EMP followed?			
Was the EMP communication tree followed?			

SERIES OF EVENTS	COMMENT	TIME
Alarm sounded		
Wardens respond		
Wardens check area		
Evacuation commenced		
Wardens report area cleared		
Arrival at assembly area		
Wardens confirm all present		
All persons safe and accounted for		
Evacuation complete		
Exercise completed		





## APPENDIX 3: INCIDENT & ACCIDENT REPORT TEMPLATE

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<b>REPORTED BY</b>		<b>SIGNATURE</b>	
<b>DATE OF INCIDENT</b>		<b>TIME OF INCIDENT</b>	
<b>TYPE OF INCIDENT</b>			
<input type="checkbox"/> Fire	<input type="checkbox"/> Environmental	<input type="checkbox"/> Other (Please specify below)	
<input type="checkbox"/> Accident	<input type="checkbox"/> Theft		
<input type="checkbox"/> Injury	<input type="checkbox"/> Hazard		
<input type="checkbox"/> Death	<input type="checkbox"/> Near miss		
<b>DETAILS (What happened? To whom?)</b>			
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>			
<b>CORRECTIVE ACTIONS (What has been done? What should be done?)</b>			
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>			
<b>MANAGER / ESCALATION ACTION</b>			
<b>MANAGER NAME</b>		<b>SIGNATURE</b>	
<b>OUTCOME</b>		<b>DATE</b>	



## APPENDIX 4: PERSONAL EMERGENCY EVACUATION PLAN

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### SAFETY FIRST

Members of the ECO should only respond to an emergency if it is safe to do so.

#### PERSONAL EMERGENCY EVACUATION PLAN DETAILS

<b>PERSON</b>		<b>PHONE NO.</b>	
<b>BUILDING</b>		<b>FLOOR</b>	
<b>ROOM</b>		<b>OFFICE</b>	
<b>RELEVANT FLOOR WARDEN</b>		<b>PHONE NO.</b>	
<b>DATE OF FIRST ISSUE OF PEEP</b>		<b>REVIEW CYCLE</b>	
<b>DO YOU HAVE ANIMAL ASSISTANCE</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, provide description below

#### HAVE YOU BEEN TRAINED IN OR BEEN MADE AWARE OF EMERGENCY PROCEDURES

- Location Area Induction  Personalised Evacuation Procedure
- Have you practiced the egress procedure

#### ALERT TO EMERGENCY

##### HOW WOULD YOU LIKE TO BE INFORMED OF A BUILDING EVACUATION

- Existing alarm system  Pager/vibrating device
- In person communication  Visual alarm system
- Mobile phone  SMS
- Other (Please specify below)

##### HOW WOULD YOU LIKE TO RECEIVE EVACUATION PROCEDURE UPDATES

- Email  Braille
- In person communication  SMS
- Other (Please specify below)



### TYPE OF ASSISTANCE REQUIRED

#### WHAT EQUIPMENT DO YOU REGULARLY USE

- Walking guidance or aid  Wheelchair assistance
- Other (Please specify below)

#### WHAT EQUIPMENT SHOULD EMERGENCY SERVICES BE AWARE OF

- Manual wheelchair  Harness
- Other (Please specify below)

### EGRESS PROCEDURE

#### WHAT EVACUATION ROUTES AND BY WHAT METHOD WILL YOU BE EVACUATED

Provide step-by-step details and add steps if required.

- |    |  |
|----|--|
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

#### WHAT IS YOUR ALTERNATIVE SAFE REFUGE

#### ATTACH A DIAGRAM OF PREFERRED ROUTE FOR ASSISTED EVACUATION

Show location of person requiring assistance, alternative safe refuge, and path of travel to a place of safety.



DESIGNATED ASSISTANCE			
<b>NAME</b>		<b>ROOM</b>	
<b>ASSISTANCE PROVIDED</b>		<b>PHONE</b>	
<b>NAME</b>		<b>ROOM</b>	
<b>ASSISTANCE PROVIDED</b>		<b>PHONE</b>	
HAVE THE DESIGNATED ASSISTANTS COMPLETED TRAINING			YES NO N/A
Emergency response procedures			
Transfer procedure			
Method of guidance			
Egress procedure and route			
Aware of safe refuge			

## MONITORING AND REVIEW

MONITORING AND REVIEW		
REVIEW DUE DATE	REVIEWER	REVIEW COMPLETED DATE

## RECORDS

A copy of this PEEP should be retained by:

- The PEEP owner;
- Building Warden;
- A management representative:
- Supervisor;
- Building Manager;
- Safety Officer;
- Designated assistants.



## APPENDIX 5: BOMB THREAT CHECKLIST

### STAY CALM

<b>DATE</b>		<b>TIME CALL RECEIVED</b>	AM / PM	<b>TIME CALL ENDED</b>	AM / PM
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**EXACT WORDING OF THREAT:**

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**CALLER'S PHONE NUMBER**

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### DON'T HANG UP - KEEP THE CALLER THINKING

#### ASK THE CALLER

When is the bomb going to explode?	
Where is the bomb?	
What will make the bomb explode?	
What kind of bomb is it?	
What does the bomb look like?	
Why did you place the bomb here?	
Where are you now?	
What is your name?	
What is your address?	
When was the bomb placed here?	
Who placed the bomb?	

### DON'T HANG UP – EVEN IF THE CALLER DOES



### CALL DETAILS

<b>DID YOU RECOGNIZE THE CALLER?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, who do you think it was?
<b>WAS THE CALL:</b>	<input type="checkbox"/> Robotic/Automated <input type="checkbox"/> In Person <input type="checkbox"/> Pre-recorded	
<b>ESTIMATED AGE OF CALLER:</b>		<b>DID THE CALLER SEEM FAMILIAR WITH THE SITE?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

### CHARACTERISTICS OF CALLER

VOICE	SPEECH	MANNER	BACKGROUND NOISES	TELEPHONE
<input type="checkbox"/> Man	<input type="checkbox"/> Fast	<input type="checkbox"/> Hesitant	<input type="checkbox"/> Music	<input type="checkbox"/> Mobile
<input type="checkbox"/> Woman	<input type="checkbox"/> Slow	<input type="checkbox"/> Calm	<input type="checkbox"/> Talking/voices	<input type="checkbox"/> Landline
<input type="checkbox"/> Child	<input type="checkbox"/> Well spoken	<input type="checkbox"/> Angry	<input type="checkbox"/> Typing	<input type="checkbox"/> Overseas
<input type="checkbox"/> Muffled	<input type="checkbox"/> Impeded	<input type="checkbox"/> Emotional	<input type="checkbox"/> Children	<input type="checkbox"/> Unknown
<input type="checkbox"/> Unknown	<input type="checkbox"/> Stutter	<input type="checkbox"/> Loud	<input type="checkbox"/> Traffic/street	
	<input type="checkbox"/> Nasal	<input type="checkbox"/> Soft	<input type="checkbox"/> Machinery	
	<input type="checkbox"/> Uneducated	<input type="checkbox"/> Pleasant	<input type="checkbox"/> Aircraft	
	<input type="checkbox"/> Lisp	<input type="checkbox"/> Raspy	<input type="checkbox"/> Trains	
	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Railway crossing	
	<input type="checkbox"/> Slurred	<input type="checkbox"/> Irrational	<input type="checkbox"/> Construction	
	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	

<b>PHONE NUMBER CALL RECEIVED ON:</b>	
<b>WHO DID YOU REPORT THE THREATENING CALL TO?</b>	
<b>DATE:</b>	<b>TIME:</b>
<b>YOUR NAME:</b>	<b>ORGANISATION:</b>



## GLOSSARY

<b>Area Warden</b>	A person who, during an emergency, assumes control over a particular floor, area or zone. Usually identified by the wearing of a yellow-coloured helmet, hat, cap, tabard or vest. (This role can interchange with Floor Warden)
<b>Assembly Area(s)</b>	The designated place or places where people assemble during the course of an Evacuation
<b>Bomb</b>	A device fabricated that contains explosive, chemical, incendiary, or noxious contents designed to, or capable of, causing unlawful injury or damage.
<b>Bomb Threat</b>	A threat, written or verbal, delivered by electronic, oral or other medium, threatening to place or use an improvised explosive, chemical, biological or radiological device at a time or date or place, or against any specific person. It is not necessary for any other action to be taken by the offender.
<b>Chief Warden</b>	The person selected to take control of the Emergency Control Organisation. Usually identified by the wearing of a white coloured helmet/hat/cap/vest or tabard
<b>Control</b>	The overall direction of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency plan.
<b>Debriefing</b>	The process of sharing the good and bad points of the response to an incident as a means to improve any future planning and responses.
<b>Egress</b>	A path or opening for going out, an exit
<b>Emergency</b>	Any event, which arises internally or from an external source which may adversely affect the occupants or visitors in a facility, and which requires an immediate response
<b>Emergency Lighting</b>	A battery powered lighting system that will automatically illuminate in the event of a mains power failure.
<b>Emergency Mitigation</b>	Measures taken to decrease the likelihood of emergencies occurring and the associated impacts upon people, the facility and the environment
<b>Emergency Plan</b>	The written documentation of the arrangements for a facility, generally made during the planning process. It consists of the preparedness, prevention and response activities and includes the agreed emergency roles, responsibilities, strategies, systems and arrangements.
<b>Emergency Preparedness</b>	The arrangements made to ensure that, should an emergency occur, all those resources and services that are needed to cope with the effects can be efficiently mobilized and deployed
<b>Emergency Prevention</b>	The measures taken to eliminate the incidence of emergencies. These include the regulatory and physical measures to ensure that emergencies are prevented.
<b>Emergency Planning Team</b>	(EPT) An organisation consisting of members responsible for the development, implementation and maintenance of the emergency plan, emergency response procedures, appointing members to the Emergency Control Organisation and related training, in accordance with Australian Standard AS 3745:2010 <i>Planning for emergencies in facilities</i> .
<b>Emergency Response Exercise</b>	A site-specific exercise implemented to determine the effectiveness of the emergency response procedures
<b>Emergency Response Procedures</b>	A documented scheme of assigned responsibilities, actions and procedures within a designated section of the emergency plan, to respond to and manage emergencies.
<b>Emergency Response Team (ERT)</b>	Specialist personnel, appointed to attend specific incidents, to contain, control or eliminate the emergency using emergency response equipment
<b>Emergency Services</b>	An agency responsible for the protection and preservation of life and property from harm resulting from incidents and emergencies.



<b>Evacuation</b>	The orderly movement of people from a place of danger
<b>Evacuation Diagram</b>	Emergency and evacuation information about the facility, comprising a pictorial representation of a floor or area and other relevant emergency response information
<b>Evacuation Exercise</b>	An emergency response exercise in which the exercise simulates an emergency that requires an evacuation
<b>Exercise</b>	Simulation of emergency management events, through discussion or actual deployment of personnel for training, review or testing procedures.
<b>Exit</b>	A passage or way out, also see 'Egress'
<b>Extinguisher</b>	A portable device containing a fire-fighting medium for the express use of fire fighting.
<b>Facility</b>	A building, structure or workplace that is, or may be, occupied by people (occupants)
<b>Fire</b>	A rapid, persistent chemical change that releases heat and light and is accompanied by flame, especially the exothermic oxidation of a combustible substance.
<b>Fire Blanket</b>	A non-combustible sheet used to smother small fires and can be used to douse persons on fire.
<b>First Aid</b>	Immediate and temporary care given on site to the victims of an accident or sudden illness in order to avert complications.
<b>Floor Warden</b>	A person who, during an emergency, assumes control over a particular floor, area or zone. Usually identified by the wearing of a yellow-coloured helmet, hat, cap, tabard or vest.
<b>Hose Reel</b>	Fire hose reels are designed to reach every part of a floor area. Hose reels are operated by turning the control valve anti-clockwise, unreeling the hose, opening the nozzle and directing water at the base of the fire.
<b>Hydrants</b>	Fire hydrants are large capacity water connection points provided for Fire Brigade use only.
<b>Incident</b>	An event, accidentally or deliberately caused, which requires a response from one or more of the statutory emergency response agencies
<b>Isolated Stairwells</b>	A stairwell encompassed by fire rated doors and construction, so as to provide safe egress in the result of an emergency
<b>Lifts</b>	During fire emergencies lifts should not be used as a means of egress. Lifts will be grounded as part of the evacuation procedures.
<b>Safety Data Sheet (SDS)</b>	(SDS) A document that describes the properties and uses of a substance, that is, identity, chemical, and physical properties, health hazard information, precautions for use and safe handling information.
<b>Occupant</b>	A person attending a facility on a permanent or temporary basis, such as an employee, contractor, student or resident, but not a visitor
<b>Personal Emergency Evacuation Plan (PEEP)</b>	An individualized emergency plan designed for an occupant with a disability who may need assistance during an emergency
<b>Procedures</b>	Pre-planned detailed directions for dealing with specific occurrences.
<b>Public Address System (PA)</b>	A portable or permanent device for the amplification and announcement of voice messages
<b>Refuge</b>	An area on a floor or area that is specifically designed to protect people from heat, smoke and toxic gasses and which provides direct access to an exit
<b>Response</b>	Measures taken in anticipation of, during and immediately after an emergency to ensure its effects are minimised.
<b>Runner</b>	Person used to deliver messages between the Chief Warden and Wardens.





<b>Sprinkler system</b>	A system designed to activate once a determined temperature is attained at the sprinkler head and suppresses a fire with water sprays.
<b>Terrorism</b>	The calculated use of violence or the threat of violence to attain goals that are political, religious or ideological in nature.
<b>Visitor</b>	A person who is within a facility who is temporarily visiting the facility and is not employed at or for the facility, either on a permanent casual, temporary, contracting basis; or an inmate or resident; or studying at the facility
<b>Warden</b>	A person or persons who, during an emergency, assists as requested the Area or Floor Warden in the safe evacuation of their floor or area of responsibility. Usually identified by the wearing of a red coloured helmet, hat, cap, tabard or vest.
<b>Workplace</b>	Any place where work is, or is to be, performed by a person engaged for work for gain or reward, or on a voluntary basis including a person conducting a business or undertaking as defined by the Commonwealth, State and Territory occupational health and safety statutes for the definition of 'workplace'

***Copies of this manual are authorised and issued by the Emergency Planning Team. Electronic (soft-copy) and print (hard-copy) copies of this manual will be documented and held on record in the Emergency Plan and will be administered by the Emergency Planning Team. No unauthorised copies of this manual are to be made.***



# EVACUATION DIAGRAMS

## EVACUATION DIAGRAM

**FBP**

**IN CASE OF FIRE EMERGENCY PROCEDURES**

- REMOVE PEOPLE**  
IF IN DANGER TO THE EMERGENCY ASSEMBLY AREA
- ALERT THE FIRE SERVICE**  
NEARBY RESIDENTS AND MEMBERS OF THE PUBLIC
- CONFINE FIRE & SMOKE**  
CLOSE ALL WINDOWS & DOORS (IF SAFE TO DO SO)
- EXTINGUISH**  
AND CONTROL THE FIRE (IF SAFE TO DO SO)

**000 EMERGENCY** **POLICE** **FIRE** **AMBULANCE**

**LEGEND**

- ABC FIRE EXTINGUISHER
- CO2 FIRE EXTINGUISHER
- WATER EXTINGUISHER
- FOAM EXTINGUISHER
- WET CHEMICAL EXTINGUISHER
- FIRE HOSE REEL
- FIRE HYDRANT
- FIRE BLANKET
- HYDRANT BOOSTER
- ELECTRICAL SWITCHBOARD
- EMERGENCY SPILL KIT
- FIRST AID
- AUTOMATIC EXTERNAL DEFIBRILLATOR
- DESIGNATED EXIT
- ASSEMBLY AREA
- PRIMARY EXIT PATH
- SECONDARY EXIT PATH

**ROYAL PERTH YACHT CLUB**  
6 AUSTRALIA II DRIVE, CRAWLEY, WA, 6009  
**WORKSHOP - GROUND FLOOR**

Date : 03.12.21  
Revision : A  
Valid Until : 03.12.28

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## EVACUATION DIAGRAM

**FBP**

**IN CASE OF FIRE EMERGENCY PROCEDURES**

- REMOVE PEOPLE**  
IF IN DANGER TO THE EMERGENCY ASSEMBLY AREA
- ALERT THE FIRE SERVICE**  
NEARBY RESIDENTS AND MEMBERS OF THE PUBLIC
- CONFINE FIRE & SMOKE**  
CLOSE ALL WINDOWS & DOORS (IF SAFE TO DO SO)
- EXTINGUISH**  
AND CONTROL THE FIRE (IF SAFE TO DO SO)

**000 EMERGENCY** **POLICE** **FIRE** **AMBULANCE**

**LEGEND**

- ABC FIRE EXTINGUISHER
- CO2 FIRE EXTINGUISHER
- WATER EXTINGUISHER
- FOAM EXTINGUISHER
- WET CHEMICAL EXTINGUISHER
- FIRE HOSE REEL
- FIRE HYDRANT
- FIRE BLANKET
- HYDRANT BOOSTER
- ELECTRICAL SWITCHBOARD
- EMERGENCY SPILL KIT
- FIRST AID
- AUTOMATIC EXTERNAL DEFIBRILLATOR
- DESIGNATED EXIT
- ASSEMBLY AREA
- PRIMARY EXIT PATH
- SECONDARY EXIT PATH

**ROYAL PERTH YACHT CLUB**  
6 AUSTRALIA II DRIVE, CRAWLEY, WA, 6009  
**CLUBHOUSE - GROUND FLOOR**

Date : 03.12.21  
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Valid Until : 03.12.28

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# EVACUATION DIAGRAM

## IN CASE OF FIRE EMERGENCY PROCEDURES

**REMOVE PEOPLE**  
IF IN DANGER TO THE EMERGENCY ASSEMBLY AREA

**ALERT THE FIRE SERVICE**  
NEARBY RESIDENTS AND MEMBERS OF THE PUBLIC

**CONFINE FIRE & SMOKE**  
CLOSE ALL WINDOWS & DOORS (IF SAFE TO DO SO)

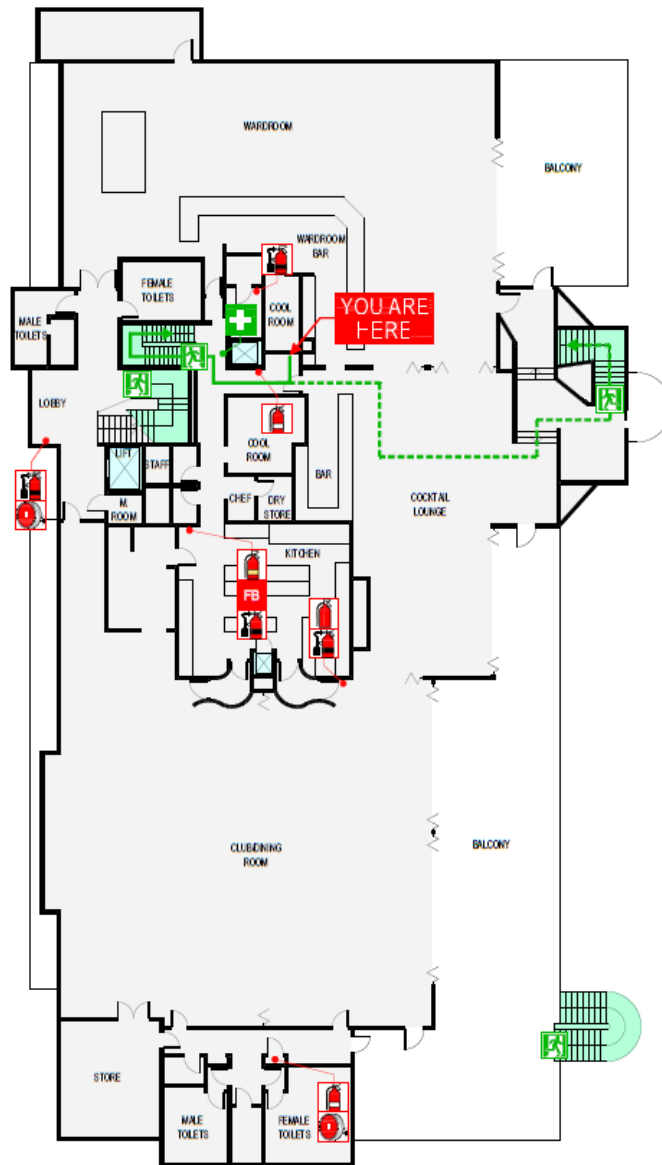
**EXTINGUISH**  
AND CONTROL THE FIRE (IF SAFE TO DO SO)



### LEGEND

- ABE FIRE EXTINGUISHER
- CO2 FIRE EXTINGUISHER
- WATER EXTINGUISHER
- FOAM EXTINGUISHER
- WET CHEMICAL EXTINGUISHER
- FIRE HOSE REEL
- FIRE HYDRANT
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**ROYAL PERTH YACHT CLUB**  
6 AUSTRALIA II DRIVE, CRAWLEY, WA, 6009  
CLUBHOUSE - LEVEL 1



### SITE PLAN



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