

CAMPS

EMERGENCY PLAN

Howmans Gap Alpine Discovery Camp 2587 Bogong High Plains Rd, Falls Creek VIC 3699



Date of Issue: April 2025

Date of Expiry: April 2028

Note: The Emergency Planning committee (EPC) shall determine the nominated validity period for the Emergency Plan, the validity period shall not exceed 5 years.

i. EMERGENCY PLAN - REVIEW AND AMENDMENT SHEET

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

Revisions are to be recorded in the table below.

Ensure that the footer version number is updated with each review

Revision No.	Revision Date	Sections Amended	Brief Description of Amendment	Revised By
1	April 2025		Check through everything	Warren Sanders
2				
3				
4				
5				

Document prepared by

Name	David Cullis	Position:	HSE Manager
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Authorisation of Document

Authorised By	David Cullis	Position:	HSE Manager
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ii. EMERGENCY PLAN – DISTRIBUTION

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

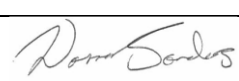
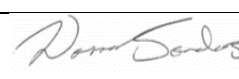
Name	Position	Copy No.	Date	Signature
Chris Stack	Camp Manager	1	29/04/2025	Chris Stack
Warren Sanders	Director of Operations	1	29/04/2025	
Warren Sanders	HSO	1	29/04/2025	

Table of Content

I.	EMERGENCY PLAN - REVIEW AND AMENDMENT SHEET	2
II.	EMERGENCY PLAN – DISTRIBUTION	2
1.	FOREWORD	7
1.1	PURPOSE & SCOPE	7
1.2	SITE IDENTIFICATION	8
1.3	BUILDING FIRE SAFETY, EMERGENCY AND SAFETY FEATURES OVERVIEW	9
1.4	BUILDING EMERGENCY CONTACTS	10
1.5	YMCA CONTACT NUMBERS	11
1.6	BUILDING EMERGENCY LOCATIONS.....	12
1.7	WORKPLACE EMERGENCY MANAGEMENT	13
1.8	INDEMNITY	13
1.9	VALIDITY PERIOD.....	13
1.10	BUILDING MAINTENANCE MANUAL	14
1.11	MANAGEMENT IN USE PLAN	15
1.12	DESCRIPTION OF INSTALLED FIRE SAFETY EQUIPMENT.....	16
2.	EMERGENCY IDENTIFICATION & ANALYSIS	23
2.1	EMERGENCY RISK ASSESSMENT	23
2.2	RISK ASSESSMENT OUTCOMES	25
2.3	EMERGENCY RISK ASSESSMENT FOR SURROUNDING AREAS.....	26
3.	EMERGENCY RESPONSE PROCEDURES.....	27
3.1	EMERGENCY CONTROL ORGANISATION	27
3.2	EMERGENCY COLOUR CODES	27
3.3	FIRE AND/OR SMOKE EMERGENCY PROCEDURE – CODE RED.....	28
3.4	MEDICAL EMERGENCY PROCEDURE – CODE BLUE	32
3.5	MEDICAL EMERGENCY PROCEDURE – CODE BLUE – SPINAL INJURIES	34
3.6	MEDICAL EMERGENCY PROCEDURE – CODE BLUE – FALL FROM HEIGHTS	35
3.7	BOMB THREAT EMERGENCY PROCEDURE– CODE PURPLE	38
3.8	SUSPICIOUS ITEM EMERGENCY PROCEDURE– CODE PURPLE.....	40
3.9	INTERNAL EMERGENCY - CODE YELLOW – AQUATIC RESCUE.....	41
3.10	INTERNAL EMERGENCY - CODE YELLOW – EXPLOSION	43
3.11	INTERNAL EMERGENCY - CODE YELLOW – CHEMICAL SPILL.....	45
3.12	INTERNAL EMERGENCY - CODE YELLOW – GAS LEAK	47
3.13	INTERNAL EMERGENCY - CODE YELLOW – POWER FAILURE	49
3.14	INTERNAL EMERGENCY - CODE YELLOW – MISSING PERSONS.....	51

3.15	INTERNAL EMERGENCY - CODE YELLOW – BUILDING/STRUCTURAL COLLAPSE.....	53
3.16	INTERNAL EMERGENCY - CODE YELLOW – WATER INUNDATION.....	55
3.17	EXTERNAL EMERGENCY PROCEDURE – CODE BROWN – MOTOR VEHICLE ACCIDENT	57
3.18	EXTERNAL EMERGENCY PROCEDURE – CODE BROWN – SEVERE WEATHER.....	58
3.19	EXTERNAL EMERGENCY PROCEDURE – CODE BROWN – LOCKDOWN/SHELTER IN PLACE.....	60
3.20	EXTERNAL EMERGENCY PROCEDURE – CODE BROWN – BUSHFIRE.....	62
3.21	PERSONAL EMERGENCY PROCEDURE – CODE BLACK- PERSONAL THREAT.....	71
3.22	EVACUATION EMERGENCY PROCEDURE – CODE ORANGE.....	74
4.	ORGANISATIONAL ARRANGEMENTS	75
4.1	EMERGENCY PLANNING COMMITTEE (EPC).....	75
4.2	EMERGENCY CONTROL ORGANISATION (ECO)	76
4.3	MEDIA STATEMENTS	79
4.4	IDENTIFICATION	79
4.5	SITES EMERGENCY CONTROL ORGANISATION STRUCTURE	79
5.	EVACUATION DIAGRAMS	81
6.	TRAINING ARRANGEMENTS & SKILLS RETENTION	83
6.1	EPC TRAINING	83
6.2	ECO TRAINING.....	83
6.3	OCCUPANTS AND VISITORS	84
6.4	SKILLS RETENTION	84
6.5	OCCUPANTS AND VISITORS WITH A DISABILITY	85
7.	EMERGENCY RESPONSE EXERCISES	86
8.	REVIEW AND ROUTINE SERVICING	86
8.1	EMERGENCY PLAN.....	86
8.2	COMMUNICATION SYSTEM	86
	DEFINITIONS	87
	LIST OF ABBREVIATIONS	89
	APPENDICES.....	90
APPENDIX A	CRITICAL EMERGENCY EVACUATION SYSTEM ELEMENTS AND RECORDS.....	91
APPENDIX B	EMERGENCY EVACUATION EXERCISE OBSERVERS CHECKLIST	92
APPENDIX C	BOMB THREAT CHECKLIST	93
APPENDIX D	INTRUDER CHECKLIST	94
APPENDIX E	PERSONAL EMERGENCY EVACUATION PLAN (PEEP)	95
APPENDIX F	FIRST AID PROTOCOL	96
APPENDIX G	FIRST AID KIT CHECKLIST – SAMPLE CONTENTS LIST	97
APPENDIX H	AUTOMATIC EXTERNAL DEFIBRILLATOR (AED)	98
APPENDIX I	FIRE EXTINGUISHER CHART.....	99
APPENDIX J	INCIDENT LOG.....	100
APPENDIX K	CHIEF WARDEN ACTIVITY CHECK SHEET.....	101

APPENDIX L	CHIEF WARDEN ANNOUNCEMENT EXAMPLES	102
APPENDIX M	EMERGENCY PLANNING COMMITTEE MEETING TEMPLATE	103
APPENDIX N	BUSHFIRE PREPARATION CHECKLIST	106
APPENDIX O	EMERGENCY PLAN REFERENCE GUIDE	107



USE OF TEMPLATE

Workplace Emergency Management has developed this template in conjunction with
YMCA Victoria.

YMCA Victoria has exclusive use of this template to assist YMCA centres and programs to
develop site-specific emergency plans.

This document should be used with the Emergency Plan Reference Guide – Appendix O.
The Emergency Plan Reference Guide details instructions to update and develop the site-specific Emergency Plan.

1. FOREWORD

1.1 Purpose & Scope

The purpose of this Emergency Plan is to document the organisational arrangements, systems, strategies, and procedures of Howmans Gap Alpine Discovery Camp, 2587 Bogong High Plains Road, Falls Creek VIC 3699 relating to the response and management of emergencies. The audience of this Emergency Plan is the workers and management of the facility.

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

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

These procedures have taken into consideration:

- Facility usage and characteristics of structure and workplace
- Size and complexity of the facility
- Fire, safety, and emergency features
- Appropriateness and adequacy of the physical layout
- Human resources and general needs for disable and mobility impaired persons
- Other occupants and visitors
- Communication systems

These procedures have given particular attention to:

- Emergency Planning Committee (EPC)
- Emergency Control Organisation (ECO)
- Emergency Procedures relevant to the facility
- Evacuation Diagrams, routes and assembly areas
- Training arrangements and response exercises

1.2 Site Identification

Site Name:	Howmans Gap Alpine Discovery Camp
Site Address:	2587 Bogong High Plains Road, Falls Creek VIC 3699
Nearest Cross Street:	Junction Spur Firetrail, Falls Creek
Hours of Operation:	24 hour
Site Contact Number:	03 5758 3228
Is this Centre In A Bushfire High Risk Area	Yes
Site Description:	Camp site located at the base of Fall Creek It offers a wide range of snow & summer, adventure activities for all ages, and is an accessible Camp Site.

1.3 Building Fire Safety, Emergency and Safety Features Overview

BUILDING DESCRIPTION			
Number of buildings	13		
Levels	1	Levels occupied	1
Car park areas	Two		
Access between floors	Stairs. AAA has 1 x lift		
Communications onsite	Main Line phones UHF Radios Mobile phones Public Address - In kitchen, near phone or FIP		
Neighbouring facilities	Nil - Bushland		
Other information			
Building special risks	Nil		
Electrical isolation	Switch Room located between kitchen and house 2		
Water isolation	By the water tanks up the hill above archery		
Gas isolation	Gas tanks located behind ski shed uphill of reception in fenced area.		
Restricted Access areas	Workshop, Cleaning Store, Machine Shed, Mains Power, Gas Tanks, Fuel Store, & Chemical Cupboard, Waste Water Treatment Plant, Water Treatment Plant.		
SERVICE DESCRIPTION			
Minimum occupancy	1		
Maximum occupancy	204		
Special event considerations			
Staff numbers (typical)	12		
Visitors/other occupants (general)			

NOTE: LIFTS MUST NOT BE USED DURING AN EVACUATION. THEY MUST BE LEFT FOR USE BY EMERGENCY SERVICES ONLY.

1.3.1 Documents reference

This table should list any Fire Engineering Reports, Management in use plans or supplementary response plans. Any performance solutions identified in a Fire Engineering Report that impact on the contents of the Emergency Plan should be listed.

Document Type	Reference Name	Issue Date
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1.4 Building Emergency Contacts

GENERAL			
Emergency Services (Police/Fire/Ambulance)		000	
SES		132 500	
VIC Emergencies		https://emergency.vic.gov.au/respond/	
HEALTH			
Hospital (ED) – Alpine Health Mount Beauty (Hospital) North East Health Wangaratta	(03) 5754 3500 - Hollands St, Mt Beauty 03 5722 0111 – Green St, Wangaratta	Medical Clinic Mount Beauty Medical Centre Falls Creek Medical Centre – June to September ONLY	03 5754 3400 – Tawonga Cres, Mt Beauty 03 5758 3238 – BHP Rd, Falls Creek
Poisons Information Line	131 126	Lifeline	131 114
Corona Virus Helpline	1800 020 080	Kids Help Line	1800 551 800
POLICE & TRAFFIC			
Police Assistance Line	131 444	Crime Stoppers	1800 333 000
Police Station - Mount Beauty	03 5754 4244 – Park St Mt Beauty	VIC Roads Traffic Information	131 170
Falls Creek – winter only	03 5758 3424 – BHP Rd, Falls Creek	National Security Hotline	1800 123 400
Fire Services FRV/CFA			
Mount Beauty CFA	(03) 5754 4060	Falls Creek CFA	000
UTILITIES			
Electricity Provider – Energy Australia	133 466 (M-F) 136 707 (24 HRS)	Electrician – Quicky	0417 020 946
Water Supply – North East Water	1300 361 622	Plumber – Speedy	0409 002 940
Gas Supply Company – ELGAS	(02) 6049 1400 (M-F)	Fire Protection Contractor Riverina Fire Solutions	(02) 6024 1305
Chemicals - Milestone	(02) 6041 6833		
SUPPORT AGENCIES			
Worksafe	1800 136 089	Environment Protection Agency (EPA)	1300 372 842
Services Victoria		Health Direct	1800 022 222
CFA – Bushfire hotline	1800 226 226	Emergency Radio	ABC 702 AM

RSPCA Victoria	(03) 9224 2222	National Translating And Interpreting Service (Tis)	13 14 50
Bus Services –		Fall Creek Coaches	(03) 5754 4024

1.5 YMCA Contact numbers

Business Unit Contact Numbers

Position	Name	Contact Number & Email
Business Unit - Camping		
Executive Manager	Renea Lowry	0409 598 365 – renea.lowry@ymca.org.au
Operations Manager	Daniel Whykes	0430 910 020 - daniel.whykes@ymca.org.au
HSE Team		
HSE Manager	David Cullis	0478 705 146 – david.cullis@ymca.org.au
Senior HSE Advisor	Eden-Rose Dunn	0417 039 074 – Edenrose.dunn
SCYP Manager	Rosina Savino	0456 998 446 - rosina.savino@ymca.org.au

Site Contact Numbers

Position	Name	Contact Number & Email
Camp Manager	Chris Stack	0422 112 419 – christopher.stack@ymca.org.au
Operations Director	Warren Sanders	(03) 5758 3228 - warren.sanders@ymca.org.au
Health and Safety Officer	Warren Sanders	(03) 5758 3228 - warren.sanders@ymca.org.au
Other		

YMCA State Office / Critical Management Team Contact Numbers

Position	Name	Contact Number & Email
Chief Operations Officer	Greg Jennings	0407 436 139 – greg.jennings@ymca.org.au
Chief Risk Officer RSEQ	Dan Coathup	0432 341 229 - dan.coathup@ymca.org.au
Chief People Officer	Brett Reid	0432 756 878 - brett.reid@ymca.org.au
Chief Customer Officer	Nathan Costin	0409 569 640 – nathan.costin@ymca.org.au
Chief Information Officer	Shane Riddle	0438 084 429 – shane.riddle@ymca.org.au

Contract Partner Numbers (Council /Landlord/Dept. of Education / Sporting Recreation Vic etc.)

Contract Partner	Name	Contact Number & Email
Sporting Recreational Vic	David Strickland	0409 437 636 - david.strickland@sport.vic.gov.au
Dept. of Education	Sth West Region - Barwon	1300 338 738 - sevr@education.vic.gov.au
Falls Creek Resort Management		03 5758 1200

1.6 Building Emergency Locations

Wardens need to have knowledge of emergency location points for the safe and effective communication with occupants, wardens and Emergency Services during an emergency. The types of emergency location points are identified below:

1.6.1 Master Emergency Control Point (MECP)

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

1.6.2 Secondary Master Emergency Control Point (SMECP)

If the MECP is unsafe, the Chief Warden will coordinate the emergency and liaise with Emergency Services from a safe location near the entry to the facility. Wardens will report to the Chief Warden and Deputy Chief Warden at this location.

1.6.3 Assembly Area

The Assembly Area is located at the *Dining Area* as per Evacuation Diagrams. Unless unsafe to do so, or advised otherwise, this is the emergency evacuation point for facility occupants.

1.6.4 Secondary Assembly Area

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

1.6.5 Safety Data Sheets (SDS)

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

SDS Located at –

- Pump shed LHS exterior wall.
- Maintenance shed.
- Cleaning store in B wing accommodation building.

1.7 Workplace Emergency Management

Workplace Emergency Management has been engaged to provide emergency management services and will conduct training and provide documentation in accordance with the engagement agreement.

This Emergency Plan has been prepared in accordance with Occupational Health Safety Act 2004 and Occupational Health and Safety Regulation 2017 and Australian Standard AS 3745 – 2010 Planning for Emergencies in Facilities.

1.8 Indemnity

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

The Management Team of YMCA Victoria give through their Centre Managers and members of the Emergency Planning Committee, the Emergency Control Organization and other employees who may act in such roles, full authority to implement the provisions of the Emergency Management Plan for this site and hereby be indemnified against civil liability resulting from practice or emergency evacuation of the building or site where those persons act in good faith and in the course of their duties.

Part VIA of the Wrongs Act 1958 – “Good Samaritan Protection” further protects Emergency Control Organisation members from legal actions arising from their role.

1.9 Validity Period

The EPC is responsible for nominating the validity period for the Emergency Plan and the Evacuation Diagrams.

The validity period should not exceed 5 years but may be less than 5 years.

The validity period may be determined taking into consideration the requirements of the maintenance cycle, any major changes to the facility or site or an accreditation regime.

This validity period is recorded on the front page of this document.

1.10 Building Maintenance Manual

In order to enhance the safety of occupants and to facilitate the upkeep of the essential fire safety systems, a Building Maintenance Manual (BMM) must be developed.

Typically, this incorporates Essential Services logs and maintenance records.

The BMM must include inter alia:

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

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

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

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

Maintenance records of systems and equipment.

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

Records of test activities.

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

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

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

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

1.11 Management In Use Plan

A Management In Use Plan (MIUP) may need to be developed for the building incorporating the following:
The Management In Use Plan typically incorporates WHS inspections and shutdown procedures.

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

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

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

Reference to the relevant fire safety precautions and procedures – detailed in AS 1851 – 2012 that must be followed during the shutdown and maintenance of essential fire safety systems (e.g. sprinklers, smoke detection, fire alarm etc.).



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



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

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

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

1.12 Description of Installed Fire Safety Equipment

Name and Photo of Installed Fire and Safety Equipment	Description of Installed Equipment
<p>Main Fire Indicator Panel and Emergency Warning and Intercommunication System</p> <p>Main Panel</p>  <p>Sub Panel</p> 	<p>Location: Main accommodation building – B Wing Panel located in air lock entrance area of B wing. Sub panel located in delivery entrance of kitchen area. Alpine Accessible Accommodation Building fire panel reports directly to Fire Brigade</p> <p>Main Fire Indicator Panel is an electronic device that receives a signal from: sub-fire indicator panels; smoke and thermal detectors; installed sprinkler systems or manual call points that activate the fire indicator panel. This then activates the Emergency Warning Intercommunication System (EWIS) sounding the Alert and Evacuation Tones, alarm signalling equipment and any other building fire safety features.</p> <p>All fire detection, warning, control, and intercom systems shall be installed to meet AS 1670 Requirements and maintained to meet all AS 1851 Requirements.</p>

<p>Sub Fire Indicator Panel and EWIS systems</p> <p>As per images above.</p>	<p>Location: Within FIP</p> <p>Sub-Fire Indicator Panel is an electronic device that receives a signal from smoke and thermal detectors, installed sprinkler systems or manual call points to activate the main fire indicator panel. This then activates the Emergency Warning Intercommunication system (Evacuation Tone), alarm signalling equipment and any other building fire safety features.</p>
<p>Smoke and Thermal Detectors</p> 	<p>Location: Installed throughout the Building.</p> <p>Smoke and Thermal detectors are designed to detect the presence of fire or smoke in a building. The fire indicator panel receives the signal from the smoke or thermal detectors upon activation.</p>
<p>Manual Call Points (Break Glass Alarms)</p> 	<p>Location: Dinning Hall, AAA Building (main entry & workshop), Opposite Climbing wall on exterior wall of Games room.</p> <p>Manual Call Point (Break Glass Alarm) is a manual way in which occupants can raise the alarm in the facility. It has a glass/hard plastic frangible face that the operator breaks by depressing in with finger or knuckle.</p>

Hydrant Booster
(Fire Brigade Booster Connection)



Location: **On the left of the main driveway as you head into the site, near the junction to the car park.**

The Hydrants Booster are installed to provides a point of attachment for the fire brigade to provide additional water to a fire hydrant system in the event of an emergency. The installed fire hydrants Booster must always be kept clear and easily accessible for firefighters.

Fire Hydrants Boosters shall be installed to meet AS 2419 requirements and be maintained to meet all AS 1851 requirements.

Fire Hydrants



Location: **Entry, Carpark E, Recreation Room, E Office, Booster, House 5, Carpark W, SE B Block, Games Area, S B Block, Above Entry, Garage & E A Block**

The Hydrants are installed where fire fighters can attach fire hoses to do firefighting activities. The installed fire hydrants must always be kept clear and easily accessible for firefighters.

Fire Hydrants shall be installed to meet AS 2419 requirements and be maintained to meet all AS 1851 requirements.

Fire Blankets



Location: **House 3, 4 & 5, Kitchen X 2, Cedar, Melaleuca & AAA Kitchen**

Fire Blankets are a blanket made from fire resistant fabric that is stored in a plastic bag attached to a wall. Fire Blankets can extinguish small fires or can be used to extinguish a fire on a person. Users of Fire Blankets shall have appropriate training, knowledge and be competent in its use prior to using this equipment. Fire Blankets shall be installed to meet AS 2444 requirements and be maintained to meet all AS 1851 requirements. For further information refer to Procedure 3.3 Fire and or Smoke Emergency Procedure – Code Red and Appendix I Fire Extinguisher/ Fire Blanket Chart.

Fire Hose Reels



Location: **Main accommodation – B Block outside the toilets, D wing off of B block & A & B Block entryway. Dining Room – between door to lounge and exit & AAA Building front foyer**

Fire Hose Reels are a hose on a reel installed with a main valve below connected to pressurised water, these hoses are up to 36 metres and fitted with a nozzle. Operators of fire hoses shall have appropriate training, knowledge and be competent in its use prior to using this equipment. The fire hose can be used on Class A Fires.


Fire Hose Reels shall be installed to meet AS 2441 requirements and be maintained to meet all AS 1851 requirements. For further information refer to Procedure 3.3 Fire and or Smoke Emergency Procedure – Code Red.





Fire Extinguishers



Location: **Throughout the facility**

Description	Location
A:B (E) Class	Customer Service Desk
A:B (E) Class	Troop Carrier
A:B (E) Class	Ski Waxing
A:B (E) Class	Pantry
A:B (E) Class	Bus 0548NC
A:B (E) Class	B Block
A:B (E) Class	A Block
A:B (E) Class	House 5
A:B (E) Class	House 4
A:B (E) Class	House 3
A:B (E) Class	Melaleuca
A:B (E) Class	Cedar

	A:B (E) Class	Training Room
	A:B (E) Class	Boiler Room
	A:B (E) Class	AAA Building
	A:B (E) Class	Water Pump shed
	A:B (E) Class	Sewer Plant
	A:B (E) Class	Workshop
	A:B (E) Class	Deliveries
	A:B (E) Class	Main Switch room
	A:B (E) Class	Maintenance Shed
	A:B (E) Class	Plant Room
	Air/Water (AW)	Ski Waxing
	Air/Water (AW)	A Block Storage
	Air/Water (AW)	Training Room
	Air/Water (AW)	B Block Storage
	Dry Chemical BE	Kitchen
	Wet Chemical	Kitchen
	<p>The site has various types of fire extinguishers throughout the facility. Fire extinguishers are designed for extinguishing small fires in the building. Operators of fire extinguishers should have appropriate training, knowledge and be competent in its use prior to using this equipment.</p> <p>Fire extinguishers shall be installed to meet AS 2444 requirements and maintained to meet all AS 1851 Requirements. For further information refer to Procedure 3.3 Fire and or Smoke Emergency Procedure – Code Red and Appendix I Fire Extinguisher Chart.</p>	
<p>Exit signage</p> 	<p>Location: Throughout the building</p> <p>Exit signage is illuminated directional signage that indicates the emergency egress path for occupants to use during an evacuation.</p> <p>Exit signage shall be installed to meet AS 2293 requirements and be maintained to meet all AS 1851 requirements.</p>	

<p>Emergency lighting</p> 	<p>Location: Throughout the Building</p> <p>Emergency lighting is installed throughout the office areas of the building for assistance during a power outage. The emergency lighting allows sufficient light for occupants to safely navigate the building to the emergency exits during a power outage.</p> <p>Emergency lighting shall be installed to meet AS 2293 requirements and be maintained to meet all AS 1851 requirements.</p>
<p>First Aid kits & AED</p> 	<p>Location: First Aid Kits Office – Kitchen, Staff room, Workshop, First aid kits also in Bus & Toyota Hilux AED – Dining Hall foyer</p> <p>First Aid equipment is used during medical emergencies by trained, First Aiders. An AED can be used by any person by following the instructions given by the device once turned on.</p> <p>First Aid equipment and resources are to be installed and maintained as per Code of Practice: First aid in the workplace.</p>
<p>Evacuation Backpack</p> 	<p>Location: Staff room beside warden helmets & Houses 3,4, &5</p> <p>Evacuation Backpacks contain resources to manage children when evacuating offsite.</p> <p>This includes nappies, water, entertainment such as books, food etc. The contents of the evacuation backpack should be relevant to the children at the centre. This may also be located next to medication required by the children in the room.</p>
<p>Rescue Tubes, Throw Ropes and reach poles</p> 	<p>Location: Under B Wing for Canoeing</p> <p>Rescue tubes, throw ropes and reach poles are used to safely rescue an occupant in need of assistance in the water. These devices should only be used in accordance with the users' level of training.</p>

Eye Wash / Dump Showers



Location: **Water filtration shed & Maintenance Shed**

Eyewash stations are designed to flush the eye and face area only. There are combination units available that contain both features: a shower and an eyewash. The need for emergency showers or eyewash stations is based on the properties of the chemicals that workers use and the tasks that they do in the workplace.

Spill Kits



Location: **Cleaning store behind the loading dock**

The purpose of your spill kit is to reduce risk to people, property and the environment during a spillage incident. Your kit is an assortment of materials and equipment that will facilitate the containment, clean-up and disposal of the spilled chemicals and any resulting effluent.

2. EMERGENCY IDENTIFICATION & ANALYSIS

2.1 Emergency Risk Assessment

An Emergency Risk Assessment/Risk Matrix for the building has been undertaken on the building and surrounding areas. Once an Emergency has been identified it is then assessed on the likelihood and the consequence. This assessment will provide a risk rating of either Low, Medium, high, or Extreme as stated below.

NOTE: All Emergency Threats Risk Assessment's must be viewed and signed off by Regional HSE Managers and kept within the Emergency Management Plan of your centre.

The completion of the risk assessment will determine the response procedures that are applicable for this site. This assessment should be undertaken by the EPC (Emergency Planning Committee). Where there is uncertainty as to whether the risk exists or uncertainty of the determination of a risk level the Regional HSE Team or HSE Department should be contacted.

Risk matrix

Likelihood	Consequence			
	Minor	Moderate	Significant	Extreme
Almost Certain	High	High	Very High	Very High
Likely	Medium	High	High	Very High
Possible	Medium	Medium	High	High
Unlikely	Low	Medium	Medium	High
Rare	Low	Low	Medium	Medium

Likelihood and Consequence

Likelihood	
Almost Certain	Almost certain to occur with >90% chance of occurring More than once per year
Likely	Likely to occur with a 60% to 90% chance of occurring Once every year
Possible	May occur with a 30% to 60% chance of occurring Once every 5 to 10 years
Unlikely	Unlikely to occur, with a 10% to 30% chance of occurring Once every 5 to 10 years
Rare	May occur in exceptional circumstances Not likely to occur in the next 10 years

Consequence	
Extreme	Fatality Multiple life-threatening injuries Multiple significant/severe irreversible disabilities Irreversible damage to the environment Extreme issues or concerns affecting the health of a child or vulnerable person, including psychological harm
Significant	Life-threatening injury Significant/severe (>30%) incapacity irreversible Serious damage to the environment, predominantly off premises Serious issue or concern affecting the health of a child or vulnerable person
Moderate	Medical treatment or short-term hospitalisation and rehabilitation for one or more people Moderate (<30%) incapacity Some damage to the environment (on or off premises)
Minor	First Aid Report only Contained environmental release Potential issue or concern affecting the health of a child or vulnerable person

Risk Rating

Low	Low risk rating means that the emergency could happen, but the current risk control measures are suitable in the current situation
Medium	Medium risk rating means that the emergency is deemed that it could happen in the future. Control measures to be implemented
High	High risk rating means that the emergency is likely to happen with injuries and likely to have hospitalisation. Control measures must be implemented
Very High	Extreme risk rating means that the emergency most likely to have multiple serious injuries and likely to occur death. Any situations identified need urgent control measures implemented

3. RISK ASSESSMENT OUTCOMES

Use the form below and the dropdowns provided to document the result of the risk assessment.

Type of Emergency	Likelihood	Consequence	Risk Rating	Procedure in this document
FIRE AND SMOKE				
Fire without alarm	Possible	Moderate	Medium	Yes
Fire with alarm	Unlikely	Moderate	Medium	Yes
ORANGE				
Evacuation	Possible	Minor	Medium	Yes
MEDICAL				
Anaphylaxis (food, insect, medication)	Possible	Moderate	Medium	Yes
General Medical (Slips and Falls, Burns, Shortness of breath, stroke, seizures, sports related, Spinal, emergencies, Pregnancy related emergencies etc)	Possible	Moderate	Medium	Yes
Struck by an Object (Falling Branch etc.)	Possible	Moderate	Medium	Yes
Fall from heights (High Ropes, climbing etc) Suspension trauma (Harness Suspension)	Possible	Moderate	Medium	Yes
BOMB THREAT / SUSPICIOUS ITEM				
Bomb Threat	Rare	Minor	Low	Yes
Suspicious items/mail	Rare	Minor	Low	Yes
INTERNAL EMERGENCY				
Explosion	Unlikely	Significant	Medium	Yes
Chemical Spill	Unlikely	Minor	Low	Yes
Gas Leak	Possible	Moderate	Medium	Yes
Power Failure	Possible	Minor	Medium	Yes
Missing Persons	Possible	Moderate	Medium	Yes
Building/structural collapse	Possible	Moderate	Medium	Yes
Flooding (internal incident)	Unlikely	Minor	Low	Yes

EXTERNAL EMERGENCY				
Motor Vehicle Accident (includes Person v's car, buggy, mobile plant)	Possible	Moderate	Medium	Yes
Severe Weather/Storms/Lightning	Possible	Moderate	Medium	Yes
Shelter in Place (External chemical spill, Hazardous Atmosphere)	Rare	Minor	Low	Yes
Lockdown (Civil Disturbance, External Threat)	Rare	Minor	Low	Yes
Wildlife	Possible	Moderate	Medium	Yes
Flood	Unlikely	Minor	Low	Yes
Bushfire	Possible	Significant	High	Yes
Earthquake	Rare	Moderate	Low	Yes
PERSONAL THREAT				
Holdup- armed intrusion	Rare	Minor	Low	Yes
Hostage	Rare	Minor	Low	Yes
Personal Threat/ Violent Behaviour	Rare	Minor	Low	Yes
Unauthorised access	Possible	Moderate	Medium	Yes

3.1 Emergency Risk Assessment for Surrounding Areas

An Emergency Risk Assessment/Risk Matrix has been undertaken on the surrounding areas of the building. Once an emergency has been identified it is then assessed on the likelihood and the consequence. This gives a risk rating of either Low, Medium, high, or Extreme as stated below.

Surrounding Areas	Likelihood	Consequences	Risk Rating
Electrical Infrastructure	Rare	Minor	Low
Surrounding Bush/Grass Fires	Possible	Significant	High
Rivers/Creeks/causeways	Rare	Minor	Low

Conclusion

Assessment Date	Persons completing assessment
28/04/2025	David Cullis HSE Manager

The Emergency Risk Assessment has been conducted and control measures are to be maintained as per this Emergency Plan, the companies' policies and procedures and any other business continuity plans. Control measures include but are not limited to the following,

- Emergency Plan including emergency response procedures maintained as per Australian Standards.
- Emergency Control Organisation established and maintained as per Emergency Plan and Australian Standards.
- Emergency Control Organisation training as per Emergency Plan and Australian Standards
- Emergency Exercises as per Emergency Plan and Australian Standards.
- Emergency Planning Committee established and operating as per Australian Standards.
- Sites emergency equipment maintained, serviced and operational, as per Australian Standards and BCA Requirements.
- All building maintenance, security infrastructure, egress, and site equipment to be maintained as per management in use plans, Australian Standards and BCA Requirements.

4. EMERGENCY RESPONSE PROCEDURES

4.1 Emergency Control Organisation

At this site staff are allocated to ECO positions on a shift-by-shift basis. The ECO position allocations are displayed on the information panel which is located at the **main office** so it is available in real time for the staff throughout the facility. At all times that the facility is open there is a nominated Chief Warden.

4.2 EMERGENCY COLOUR CODES

Type of Emergency	Colour Code
Fire and/or Smoke	Red
Medical Emergency	Blue
Bomb or Substance Threat	Purple
Internal Emergency	Yellow
External Emergency	Brown
Personal Threat	Black
Evacuation	Orange
For the 'All Clear', the relevant code shall be stated followed by 'All Clear'.	

4.3 FIRE AND/OR SMOKE EMERGENCY PROCEDURE – CODE RED

Introduction

A fire and smoke emergency can be caused by, but not limited to the following: electrical failure, cooking applications, electrical appliance failure, flammable liquids or arson.

Smoke is extremely toxic, and all occupants should be evacuated away from any smoke immediately – if safe to do so.

ALARM ACTIVATION

Installed fire detection system.

If a fire is detected in the building, the fire and smoke alarm system may be activated.

The EWIS makes an initial loud “**beep beep beep**” sound. This acts as a warning for the chief warden to check the fire indicator panel and EWIS. It also warns occupants of a potential emergency.

The alarm then proceeds to a “**whoop whoop whoop**” sound which alerts occupants that evacuation is required.

A recorded evacuation message is played through the alarm which instructs occupants to evacuate and follow instructions of the Area Wardens.

An alarm can be raised manually by activating the Manual Call Point (Break glass alarm).

If installed, the PA system can be used to communicate instructions through the centre.

No installed fire detection system

If a fire is detected in the building either by a smoke detector or occupant of the building, the alarm must be raised with the chief warden immediately.

The chief warden will advise occupants to evacuate by <<3 blasts of a whistle>>.

PERSON WHO IDENTIFIES THE EMERGENCY

- Identify the nature of the emergency.
- Remove self and other occupants away from any immediate danger, if safe to do so.
- Raise the Alarm, activate manual call points if needed.
- Raise the Alarm verbally or advising the chief warden or warden of the emergency to use the emergency communication device.
- Contact the Chief Warden & inform them of the emergency.
- Contact the Emergency Services and inform them of the fire emergency.
- If it is safe to do so and you are trained - extinguish the fire; otherwise move to the evacuation assembly area.
- Act on instructions from the Emergency Control Organisation.

CHIEF WARDEN

- Respond to the emergency and take control of the situation.
- Respond to the Master Emergency Control Point (MECP).
- Identify the location of the fire detection/alarm.
- Gather your emergency equipment (Chief Warden hat, communication equipment, etc) and visitor/contractor sign-in log.
- Communicate information about the location of the alarm detection to Area Wardens and further investigate the emergency to determine if it is a fire or a false alarm.
- Communicate with the Area Wardens to provide instructions as to the response required for the emergency.
- Gather information about the emergency from the Wardens or other occupants.
- Ensure the Emergency Services are contacted and informed of the situation.
- Ensure people affected by the fire and/or smoke have been or are being removed from the danger area.
- Follow Evacuation Procedure (Code Orange).
- Monitor the evacuation of people away from the danger area by communicating with the Area Wardens.
- Maintain an incident log of the response to the emergency for the handover to the emergency services.
- Communicate with Area Wardens to ensure control of vehicle traffic on driveway to ensure occupant safety.
- Account for all occupants of the facility via the Area Wardens.
- Ensure any injured person/s is provided a first aid response – only if safe to do so.
- Greet and inform Emergency Services upon arrival and give handover of information.
- Act on instructions from the Emergency Services.
- Ensure no one re-enters the building until the 'All Clear' has been given by the emergency services and it is safe to do so.
- Facilitate the controlled re-entry to the building with the Wardens if and when it is safe to do so.
- Debrief the Wardens and other occupants.
- Complete appropriate incident reports.

AREA WARDENS

- Cease any activities underway.
- Clear your area of responsibility, checking all areas, rooms, toilets, etc. where people might be, as much as it is safe to do so.
- Follow direction of the Chief warden and Evacuation Procedure (Code Orange).
- Close all fire doors/doors and windows as per site procedures- if safe to do so.
- Report back to the Chief Warden, as soon as you have carried out your responsibilities for your area and give the status of the evacuation. Advise the Chief Warden if all occupants are accounted for or if anyone is missing.
- If fire is found, extinguish the fire if trained and it is safe to do so.
- Ensure the safety of occupants at the Assembly Area considering traffic movement in the area.
- Liaise with the Chief Warden and/or emergency services and follow any other instructions given.
- Do not re-enter the building until advised that it is safe to do so and the 'All Clear' has been given.

- Support the controlled re-entry of occupants to the building only when advised by emergency services Liaise with the Chief Warden and debrief the emergency with the occupants from your area of responsibility.

STAFF & ALL OCCUPANTS

- Respond immediately to the emergency.
- Remove yourself and other affected people away from the immediate danger, if safe to do so.
- Raise the alarm and alert people to the emergency.
- Follow all instructions given by the Area Warden and/or Chief Warden.
- Follow the Evacuation Procedure (Code Orange).
- If it is safe to do so and you are trained and competent, extinguish the fire; otherwise move to the evacuation assembly area.
- Provide assistance to any person if you are able to and act on instructions from Emergency Control Organisation and Emergency Services.
- All occupants to evacuate to the designated assembly area using the safest and quickest egress path and exit.
- Follow Area Warden directions.
- Ensure your safety at the Assembly Area and be prepared to move to an alternate location if required.
- Participate in any debrief as needed.

General Guidelines

- R** Respond & Remove people from immediate danger.
- A** Alarm / Alert – raise the alarm verbally, manual call points, notifying ECO and calling emergency services.
- C** Contain the fire by closing doors/windows around it. Take Control of the response.
- E** Evacuate and/or Extinguish the fire.

Use of a Fire Extinguisher

- Using a fire extinguisher to extinguish a fire has inherent risks to the operator and other occupants near the fire. If the decision is made to conduct first attack firefighting activities, this should only be conducted by trained and competent persons and only if safe to do so.
- Identify your escape route ensuring it provides a clear path from the danger.
- Locate and select the correct fire extinguisher for the type of fire.
- If safe to do so, try to have another trained person obtain another fire extinguisher and ensure safety of each other.
- Ensure own safety and do not enter smoke filled areas or breath smoke from the fire.
- Using the PASS method safely extinguish the fire.
 - Pull pin
 - Aim at base of fire
 - Squeeze handles together
 - Sweep across the base of the fire.
- Once extinguished, back away from the fire to monitor it in case it re-ignites.

- If fire cannot be extinguished remove self and anyone else from danger and evacuate building.
- Advise the Chief Warden of result of firefighting activities.

Use of a Fire Blanket

- Using a fire Blanket to extinguish a fire has inherent risks to the user and other occupants near the fire. If the decision is made to conduct first attack firefighting activities this should only be done by trained and competent persons and only if safe to do so.
- Identify your escape route ensuring it provides a clear path from the danger.
- If safe to do so, try to have another trained person to obtain a fire extinguisher or fire blanket and ensure safety of each other.
- Ensure own safety and do not enter smoke filled areas or breath smoke from the fire.
- Remove fire blanket by pulling tabs and unfold the blanket completely.
- Hold the tabs so they are on your side of the blanket and fold the top of the blanket back over your hands.
- Carefully and calmly cover burning object completely, protecting your face, arms and hands from radiant heat with the blanket as you do so.
- Turn off heat source, if safe to do so.
- Leave fire blanket in place covering the fire until it is cool and don't disturb fire blanket.
- If fire cannot be extinguished remove self and others from danger and evacuate building.
- Continually check area for danger.
- Advise the Chief Warden of the results of firefighting activities.

Use of a Fire Hose Reel

- Using a fire hose reel to extinguish a fire has inherent risks to the operator and other occupants near the fire. If the decision is made to conduct first attack firefighting activities this should only be done by trained and competent persons and only if safe to do so.
- Identify your escape route ensuring it provides a clear path from the danger.
- If safe to do so, try to have another trained person to assist with the use of the fire hose and obtain a fire extinguisher to ensure safety of each other.
- Ensure own safety and do not enter smoke filled areas or breath smoke from the fire.
- Push the handle down or turn the brass knob to turn on the water and release the hose nozzle.
- Open the nozzle slightly to ensure water is flowing.
- Pull the hose to unroll fire hose ensuring no kinks of the hose.
- Open nozzle fully and direct the water stream at the base of the fire.
- If fire cannot be extinguished, consider safely spraying the water toward the fire to support the safe evacuation of other persons and yourself from the area.
- Evacuate the building.
- Advise the Chief Warden of the results of firefighting activities.

4.4 MEDICAL EMERGENCY PROCEDURE – CODE BLUE

Introduction

A medical emergency can be a life threatening situation, requiring urgent first aid and medical assistance. Medical emergencies could include the following: lacerations, fall from heights, cardiac arrest/cardiac problems, vehicle impacts, respiratory problems including asthma, smoke inhalation and choking, fractures or any other medical emergency.

Consider any identified dangers and your own safety and use appropriate PPE in dealing with the person needing medical support.

NOTE: ANAPHYLAXIS

When a potential medical emergency involving suspected anaphylaxis from a food allergy, animal allergy or medication allergy is identified, the appropriate medication should be on-hand and staff are to be made aware of the potential emergency.

Watch out for one of the following signs of anaphylaxis.

- Difficult or noisy breathing
- Swelling of tongue
- Swelling or tightness in throat
- Difficulty talking or hoarse voice
- Wheeze or persistent cough
- Persistent dizziness or collapse
- Pale and floppy (young children)

Response

- In addition to the process below, once an anaphylaxis emergency is determined the responding warden should advise the Chief warden and first Aider of the emergency.
- If deemed appropriate and if trained, administer an EpiPen as per the directions.

NOTE: SPINAL INJURY

See 3.5 MEDICAL EMERGENCY PROCEDURE – CODE BLUE – Spinal Injuries.

PERSON WHO IDENTIFIED THE MEDICAL EMERGENCY

- Determine the nature of the medical emergency.
- Remove yourself and others from any identified danger or remove the danger as appropriate.
- Contact the Emergency Services if needed and inform the ECO of the emergency.
- Provide first aid support to the person/s if trained and competent.
- Act on instructions from the Emergency Control Organisation and emergency services.

CHIEF WARDEN

- Respond to the emergency and take control of the response.
- Gather information from the Warden and other persons about the medical emergency- Ensure all appropriate Personal Protective Equipment is used.
- Ensure the Emergency Services have been notified.
- Instruct the Wardens and other person to respond to the emergency to ensure the safety of the occupants.
- Support with provision of First Aid to the person/s.
- Ensure availability of First Aid kits and other resources to the first aiders.
- Put into action equipment shutdown procedures as needed, using wardens and other staff and remove people from the immediate area.

- Instruct wardens and first aiders accordingly and monitor the situation.
- Assign a warden or other person to wait at the site entry for the Emergency Services and bring them directly to the person/s.
- Receive reports from wardens and first aiders with the condition of casualty.
- Greet and inform Emergency Services upon arrival and give handover of information.
- Liaise with and assist the Emergency Services as needed.
- Act on instructions from the Emergency Services.
- Inform parents/guardians or NOK of the patient.
- Debrief the Wardens and other occupants.
- Arrange appropriate professional counselling or psychological support to staff as needed.
- Complete appropriate incident reports.
- Ensure First Aid kit is restocked and other emergency equipment is returned to place of storage.

AREA WARDEN

- Respond to the emergency and take control until the Chief Warden takes over.
- Ensure all Personal Protective Equipment is used.
- Ensure people are moved away from any danger or the danger is removed as appropriate.
- Ensure the Emergency Services have been notified, if required.
- Notify the Chief Warden of the emergency.
- Move anyone who does not need to be with the person/s away from the location.
- Ensure appropriate First Aid staff and resources are provided to the person/s.
- Assist Emergency Services upon arrival as needed.
- Act on any instructions from the Chief Warden.
- Support the first aider as required.
- Ensure the first aid kit and other emergency equipment used is returned to storage area.
- Participate in incident debriefing and reporting requirements.

FIRST AIDER

- Liaise with the Chief Warden.
- Ensure all Personal Protective Equipment is used in dealing with the person.
- Respond to the person/s needing first aid and provide first aid to them according to your level of training.
- Obtain support from other persons as needed.
- Keep a record of actions taken and treatment provided for the handover with Ambulance upon arrival.
- Ensure the casualty is provided support and reassurance.
- Continue to support Emergency Services as required upon their arrival.
- Debrief with the wardens and other occupants as needed.
- Complete appropriate incident reports.
- Restock the first aid kit and return emergency equipment to storage location.

STAFF AND OTHER OCCUPANTS

- Remove yourself and others from any identified danger.
- Follow any direction from Emergency Control Organisation and inform them of any information relevant to the emergency.

4.5 MEDICAL EMERGENCY PROCEDURE – CODE BLUE – SPINAL INJURIES

Introduction

A medical emergency can involve a spinal or suspected spinal injury. This can occur within or adjacent to a body of water such as diving into the shallow end of the pool or water body, swimmers colliding, slips on floors or colliding with walls or slips from activities on unstable ground.

The management of the emergency should follow the roles and responsibilities of the General Medical 3.4 with special consideration for the below.

The aim for any suspected spinal injury is:

Recognize, Immobilize, Stabilize

The person identifying the emergency should announce that there is a “Spinal Emergency” and ensure that any approaching staff or responders are aware of the spinal nature.

DRY ENVIRONMENT

When dealing with a person in the dry environment, the main aim is to manually support the head in a natural, neutral position, limiting angular movement. If the person is standing, leave them in a standing position and apply a vice grip, immobilising the head until emergency services arrives. In cases that the patient is sitting or lying down, once again manually support the head in a natural, neutral position keeping the patient comfortable.

In all cases the patient may need oxygen therapy, and treatment for shock.

Where the patient is located on dry land, the surrounding area should be evacuated to enable the emergency Services to access the patient and minimise the exposure of other occupants to the emergency.

SHALLOW WATER (Less water than waist deep)

Once identified, all non-essential occupants should be instructed to evacuate from the water.

Where trained or guided by a trained responder, the first responders should attempt to stabilise the patient as soon as possible by.

1. Entering the water with minimal water movement, multiple responders may be needed to stabilise the patient.
2. Using the extended arm rollover technique, turn the patient’s body so the head is facing up. Ensure that the patient’s head and neck is maintained in a neutral position. Additional responders can be used to stabilise the patients hips.
3. Determine the patients breathing and pulse, if not breathing or no pulse, the patient is to be removed from the pool immediately so CPR can be commenced.

DEEP WATER (Greater than waist deep water)

Very few spinal injuries occur in deep water, but there is always the potential for such an injury, i.e. hitting the diving board, diving into another swimmer or impacting an underwater obstacle. If possible, tow the casualty to shallow water, if unable to move to shallow water perform deep water spinal.

4.6 MEDICAL EMERGENCY PROCEDURE – CODE BLUE – FALL FROM HEIGHTS

Introduction

Falls from heights can result in serious injury or death, a fall from a height above 2 metres increases the risk and severity of injury, it is important to ensure that all heights are identified, assessed and controlled.

This may result from contractors working at heights on-site.

More commonly is a result of activities that are undertaken such as gymnastics, climbing etc. This could also result in suspension trauma.

Ensure that risk assessments are conducted as per YMCA procedures for all activities at height and that emergency response preparedness is accounted for before commencing the activity.

PERSON WHO IDENTIFIES THE EMERGENCY

- Determine the nature of the medical emergency.
- Remove yourself and others from any identified danger or remove the danger as appropriate.
- Contact the Emergency Services if needed and inform the ECO of the emergency.
- Provide first aid support to the person/s if trained and competent.
- Act on instructions from the Emergency Control Organisation and emergency services.

CHIEF WARDEN

- Respond to the emergency and take control of the response.
- Gather information from the Warden and other persons about the emergency- Ensure all appropriate Personal Protective Equipment is used.
- Ensure the Emergency Services have been notified.
- Where suspension trauma is identified, the fire brigade must be notified.
- Instruct the Wardens and other person to respond to the emergency to ensure the safety of the occupants.
- For suspension trauma, if possible, safe to do so and you are trained, attempt to perform a rescue. This may include using a portable ladder, Safety of the patient and occupants including staff should take priority over any rescue attempts.
- For suspension trauma, if possible, it is important to maintain blood flow in their legs by regularly raising and lowering legs by bending the knees.
- Support with provision of First Aid to the person/s.
- Ensure availability of First Aid kits and other resources to the first aiders.
- Put into action equipment shutdown procedures as needed, using wardens and other staff and remove people from the immediate area.
- Instruct wardens and first aiders accordingly and monitor the situation.
- Assign a warden or other person to wait at the site entry for the Emergency Services and bring them directly to the person/s.
- Receive reports from wardens and first aiders with the condition of casualty.
- Greet and inform Emergency Services upon arrival and give handover of information.
- Liaise with and assist the Emergency Services as needed.
- Act on instructions from the Emergency Services.
- Inform parents/guardians or NOK of the patient, where appropriate.

- Debrief the Wardens and other occupants.
- Arrange appropriate professional counselling or psychological support to staff as needed.
- Complete appropriate incident reports.
- Ensure First Aid kit is restocked and other emergency equipment is returned to place of storage.

AREA WARDENS

- Respond to the emergency and take control until the Chief Warden takes over.
- Ensure all Personal Protective Equipment is used.
- Ensure people are moved away from any danger or the danger is removed as appropriate.
- Ensure the Emergency Services have been notified, if required.
- Notify the Chief Warden of the emergency.
- Move anyone who does not need to be with the person/s away from the location.
- Ensure appropriate First Aid staff and resources are provided to the person/s.
- Assist in coordinated rescue if possible, safe to do so and you are trained.
- Assist Emergency Services upon arrival as needed.
- Act on any instructions from the Chief Warden.
- Support the first aider as required.
- Ensure the first aid kit and other emergency equipment used is returned to storage area.
- Participate in incident debriefing and reporting requirements.

FIRST AIDER

- Liaise with the Chief Warden.
- Ensure all Personal Protective Equipment is used in dealing with the person.
- Respond to the person/s needing first aid and provide first aid to them according to your level of training.
- Obtain support from other persons as needed.
- Keep a record of actions taken and treatment provided for the handover with Ambulance upon arrival.
- Ensure the casualty is provided support and reassurance.
- Continue to support Emergency Services as required upon their arrival.
- Debrief with the wardens and other occupants as needed.
- Complete appropriate incident reports.
- Restock the first aid kit and return emergency equipment to storage location.

STAFF AND OTHER OCCUPANTS

- Remove yourself and others from any identified danger.
- Follow any direction from Emergency Control Organisation and inform them of any information relevant to the emergency.

In the case that a fall from a height occurs, the following actions should be followed immediately:

- Raise the alarm and call for back up
- Contact emergency services (Note: prolonged hanging in full body harness can result in blood circulation problems (Fire Brigade should be contacted for this purpose)
- If possible, and safe to do so attempt to perform rescue. Some possible options include:
 - Portable ladder
 - Mechanical lifting device (E.g. scissor lift)
 - Pulley system (used by trained persons)

If an immediate rescue cannot be performed:

- Talk to the person and keep them calm.
- If suspended in harness, it is important to maintain blood flow in their legs by regularly raising and lowering legs by bending the knees.

Suspension Trauma:

Although a person may have been saved from a significant fall by using a safety harness, unless they can be recovered quickly from a suspended state they may experience a secondary risk known as suspension trauma.

Suspension trauma occurs when a person has fallen and is left hanging in a harness, suspended in a vertical position, with the lower parts of the body being motionless. Blood begins to pool in the legs, due to the body's inactivity, and the muscles not helping push the blood against the effects of gravity back to the cardiovascular system.

The lack of blood circulation begins to affect other parts of the body including the supply of blood to the brain. When the brain does not receive an adequate supply of oxygenated blood it can lead to unconsciousness.

4.7 BOMB THREAT EMERGENCY PROCEDURE– CODE PURPLE

Introduction

A bomb threat is when a telephone call, email, verbal or written correspondence is received that relates to an item which may have the potential to explode causing extensive injury or damage.

All bomb threats need to be taken seriously until proven otherwise.

NOTE: BOMB THREAT CHECKLIST – APPENDIX C

PERSON WHO RECEIVES THE BOMB THREAT

- Remain calm and gather as much information as possible from the person.
- DO NOT HANG UP THE PHONE, if the threat is being called in.
- Attract the attention of a fellow worker.
- If available, record the Call Number Identification.
- Use and complete the Bomb Threat Checklist.
- Notify the Emergency Control Organisation and Chief Warden of the threat.
- Follow instructions from the Warden or Chief Warden.

CHIEF WARDEN

- Respond to the emergency and gather all information about the bomb threat.
- Gather information from the Warden and any other persons that identifies the bomb threat event.
- Contact the Emergency Services and inform them of the threat.
- Follow Emergency Services instructions.
- Using the Bomb threat checklist decide on course of action.
- Unless instructed otherwise, decide whether to
 - Search without evacuation
 - Search followed by an evacuation, or
 - Evacuate without searching.
- Instruct the Wardens and other person to respond to the emergency to ensure the safety of the occupants.
- Inform property manager, facility manager and maintenance.
- Instruct wardens and other occupants to not use mobile phones or two-way radios unless otherwise directed.
- Ensure wardens check egress paths, exit doors and exit points for suspicious packages.
- When evacuating the building, consider using a different Assembly Area to the one that is used for other normal evacuations.
- Ensure Assembly area is significant distance away from building taking in consideration of bomb blast.
- Assist Emergency Services with any search teams as required.
- Inform any neighbouring businesses or residents who may be affected by the emergency.
- Ensure any injured person/s is provided a first aid response - only if safe to do so.
- Greet and inform Emergency Services upon arrival and give handover of information and following any instructions given.
- Act on instructions from the Emergency Services.

- Assist Emergency Services with any search teams as required.
- Do not re-enter the building until advised that it is safe to do so and the 'All Clear' has been given by Emergency Services.
- Debrief the Wardens and other occupants as needed.
- Provide and arrange for any appropriate professional Counselling or psychological support.
- Complete appropriate incident reports.
- Restock and restore emergency equipment used.

AREA WARDEN

- Respond to the emergency and identify the nature of the emergency.
- Communicate with the Chief Warden about the emergency.
- Gather information from any person who identified the emergency or chief warden.
- Ensure occupants are safe away from any danger area.
- Contact Emergency Services if needed and not already done.
- Take instructions from and support the Chief Warden.
- Assist with Evacuation – if safe to do so.
- Support the person who received the bomb threat and any occupants that are involved.
- Assist the Chief Warden and Emergency Services upon arrival and act on any instructions given.
- Do not re-enter the building until advised that it is safe to do so and the 'All Clear' has been given by Chief Warden.
- Ensure the safety of occupants at the Assembly Area – Ensure the assembly area is sufficient distance away for anticipated bomb blast.
- Assist Emergency Services upon arrival.
- Restock and restore emergency equipment used.
- Participate in incident debriefing and reporting requirements.

General guidelines for a Bomb Threat event:

- Remove all affected occupants away from the location of the bomb threat.
- Ensure first aid is provided to any injured person/s.
- Ascertain the cause of the Bomb Threat if possible and determine if there is any potential subsequent danger, which could include:
 - Toxic fumes or liquids, structural insecurity, further explosions, fire and smoke, electrocution
- Immediately inform Emergency Services of the situation.
- Inform any neighbouring businesses or residents who may be affected by the emergency.
- Cordon off the area and prevent people from accessing the location.
- Support and assist the Emergency Services response to the emergency.

4.8 SUSPICIOUS ITEM EMERGENCY PROCEDURE– CODE PURPLE

Introduction

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

PERSON WHO RECEIVES THE BOMB THREAT

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

CHIEF WARDEN

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

AREA WARDEN

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

ASSESSMENT OF SUSPICIOUS ITEMS

Assessment of potential suspicious items should follow the HOT-UP method.

Is the item:	Has there been:
H idden? O bviously a bomb? T ypical of its environment?	U nauthorised access? P erimeter breach?

4.9 INTERNAL EMERGENCY - CODE YELLOW – AQUATIC RESCUE

Introduction

Aquatic rescue is a discrete type of emergency found in pool and open water (i.e lakes / dam) environments. This includes both shallow and deep water, still and moving water, pools and large open water bodies and beaches.

Identifying the need for an aquatic rescue early is key.

Children aged 0-4 years are at highest risk for both fatal and non-fatal drownings, and make up the largest proportion of hospitalisations compared to all other age groups. Swimming pools (including backyard and public pools) record the largest number of non-fatal drownings, especially among young children. Teenagers and adults are more likely to get into difficulty in natural bodies of water such as in rivers, lakes and at beaches.

Pool overcrowding and water clarity can make rescue attempts difficult to identify and conduct. Pool capacity should be monitored and maintained against the standard operating procedures.

Aquatic rescues can lead to both fatal and non-fatal drownings which can result from hypoxic brain injury (brain damage due to lack of oxygen).

The response to a rescue emergency can be small involving 1 lifeguard to a large scale rescue involving 3 or more lifeguards. In all instances lifeguards should follow their training, communicate and work as a team to perform the rescue.

PERSON WHO IDENTIFIES THE RESCUE EMERGENCY

- Determine the nature of the rescue emergency i.e. 1 or multiple persons.
- Remove yourself and others from any identified danger or remove the danger as appropriate.
- Alert the nearest lifeguard to the emergency.
- If a lifeguard is the person discovering, give 3 blasts on the whistle and instruct patrons to leave the pool.
- Provide first aid support to the person/s if trained and competent.
- Act on instructions from the Emergency Control Organisation and emergency services.

RESPONDING LIFEGUARDS

First responding lifeguard

Communication between responding lifeguards and with the Chief Warden can be via radio, hand signals or verbally.

Once the patient is removed from the water, follow first aid training and procedures where required.

- If not completed, give 3 blasts on the whistle, and instruct patrons to leave the pool.
- Respond to the rescue using available Emergency Equipment.
- Request assistance from additional lifeguards if required.
- Request assistance from patrons if required.

- Give first aid if necessary.
- Notify the Chief Warden.

Second responding lifeguard

- Ensure clear communication between yourself and the first lifeguard.
- Ensure the Chief Warden is notified.
- Ensure the pool is clear and maintain patrons away from the pool.
- Collect Emergency equipment such as First Aid kits and AED.
- Where required, assist the first responding lifeguard with the rescue and patient treatment.

Additional responding lifeguards

- Assist in managing patrons away from the water.
- Assist in rescue where required.
- Relieve the first or second lifeguard if required.
- Ensure the emergency equipment is setup for use.
- Liaise with the Chief Warden on the rescue status.

CHIEF WARDEN

- Respond to the emergency and take control of the response.
- Gather information from the Warden and lifeguards and other persons about the medical emergency- Ensure all appropriate Personal Protective Equipment is used.
- Ensure the Emergency Services have been notified.
- Instruct the Wardens and lifeguards and other person to respond to the emergency to ensure the safety of the occupants.
- Support with provision of First Aid to the person/s.
- Ensure availability of First Aid kits and other resources to the first aiders.
- Put into action equipment shutdown procedures as needed, using wardens and other staff and remove people from the immediate area i.e. slides and water features.
- Instruct wardens and first aiders accordingly and monitor the situation.
- Assign a warden or other person to wait at the site entry for the Emergency Services and bring them directly to the person/s.
- Receive reports from wardens and first aiders with the condition of casualty.
- Greet and inform Emergency Services upon arrival and give handover of information.
- Liaise with and assist the Emergency Services as needed.
- Act on instructions from the Emergency Services.
- Inform parents/guardians or NOK of the patient.
- Debrief the Wardens and other occupants.
- Arrange appropriate professional counselling or psychological support to staff as needed.
- Complete appropriate incident reports.
- Ensure First Aid kit is restocked and other emergency equipment is returned to place of storage.

4.10 INTERNAL EMERGENCY - CODE YELLOW – EXPLOSION

Introduction

An explosion could occur inside or outside the building/facility and puts at risk the lives of the occupants. This could include but not limited to such emergencies as, fire explosions, power failure causing explosions, water supply, structural damage, hazardous substances leak/spill causing explosions or gas leaks causing explosions.

Explosions may have hazards such as flying debris, fire, medical emergencies, structural instability, flammable liquids, toxic chemicals or live electricity. All precautions must be maintained in this type of emergency.

PERSON WHO IDENTIFIES THE EMERGENCY

- Identify the nature of the emergency.
- Remove self and other occupants away from any immediate danger, if safe to do so.
- Contact the ECO (Warden) and inform them of the emergency.
- Ensure any injured person/s is provided with a first aid response, as needed.
- Act on instructions from the Emergency Control Organisation.
- Contact Emergency Services, if needed.

CHIEF WARDEN

- Respond to the emergency and take control of situation.
- Gather information from the Warden and any other persons who witnessed the explosion.
- Instruct the Wardens and other person to respond to the emergency to ensure the safety of the occupants.
- Contact Emergency Services.
- Cordon off area and remove all occupants well away from areas affected.
- Inspect for building damage during the evacuation- only if safe to do so.
- If safe to do so, prevent any ignition sources and implement shutdown of any plant, machinery and other electrical equipment.
- Contact first aiders and coordinate first aid resources, as needed to treat injured person/s.
- Account for all occupants via the Wardens.
- Greet and inform Emergency Services upon arrival and give handover of information.
- Act on instructions from the Emergency Services.
- Debrief the Wardens and other occupants as needed.
- Provide and arrange for any appropriate professional counselling or psychological support as needed.
- Complete appropriate incident reports.
- Ensure the restocking and restoring of emergency equipment used.

AREA WARDENS

- Respond to the emergency and identify the nature of the emergency.
- Gather information from the person who witnessed the explosion.
- Ensure occupants are safe away from any danger area.
- Notify and inform the Chief Warden about the emergency.
- Take instructions from and support the Chief Warden.
- Assist with removing all occupants away from the affected area.

- Contact Emergency Services if needed and if not already done.
- Ensure the safety of occupants at the Assembly Area / safe place.
- Account for all occupants from your area of responsibility and report to the Chief Warden.
- Do not re-enter the area/building until advised that it is safe to do so and the 'All Clear' has been given.
- Assist Emergency Services upon arrival, as needed.
- Restock and restore emergency equipment used.
- Participate in any incident debriefing and reporting requirements.

GENERAL OCCUPANTS

- Remove self and other occupants away from any immediate danger, if safe to do so.
- Follow any directions from Emergency Control Organisation members and inform them of any relevant information about the explosion.
- Evacuate away from the danger area to designated Assembly Area / safe place, if safe to do so
- Contact Emergency Services, if required.

General guidelines for an Explosion event:

- Evacuate all affected occupants away from the location of the explosion, if safe to do so.
- Ensure first aid is provided to any injured person/s.
- Ascertain the cause of the explosion if possible and determine if there is any potential subsequent danger, which could include:
 - Toxic fumes or liquids
 - Structural insecurity
 - Further explosions
 - Fire and smoke
 - Electrocution
- Immediately inform Emergency Services of the situation.
- Inform any neighbouring businesses or residents who may be affected by the emergency.
- Cordon off the area and prevent people from accessing the location.
- Support and assist the Emergency Services response to the emergency.

4.11 INTERNAL EMERGENCY - CODE YELLOW – CHEMICAL SPILL

Introduction

Chemical spills could involve flammable, hazardous or dangerous substances. In all circumstances only trained persons should be near or involved in the incident or area involved. If any questions about the safety of the situation - always evacuate the area immediately moving people to a safe location.

PERSON WHO IDENTIFIES THE EMERGENCY

- Identify the nature of the emergency.
- Remove self and other occupants away from any immediate danger, if safe to do so.
- Evacuate immediate area.
- Contact the Emergency Control Organisation & inform them of the emergency.
- Act on instructions from the Emergency Control Organisation.
- Contact Emergency Services, if needed.

CHIEF WARDEN

- Respond to the emergency and take control until the Emergency Services arrive.
- Gather information from the Warden and any other person who identified the spill.
- Instruct the Wardens and other person to respond to the emergency to ensure the safety of the occupants.
- Only trained operators/persons should be near the area involved. If any doubt, evacuate the area immediately to a safe location.
- Ensure Emergency Services are called.
- Cordon off the area and evacuate well away from areas effected and upwind.
- Prevent any ignition sources and shutdown any plant and machinery.
- Shut down air conditioning and air movement/fan systems.
- Identify the chemical, only if safe to do so and trained.
- Locate Safety Data Sheets.
- For minor spills- Only trained users of the chemical and people that are responsible for the use of the chemical should use appropriate equipment to manage the spill – manage the chemical as per manufactures recommendations and safety data sheets.
- For large or unknown spills or in drains and unknown areas- evacuate the area and evacuate the site.
 - Prevent re-entry to the site until Emergency Services give 'All Clear'.
 - Inform neighbouring businesses or residents as needed to ensure their safety – to evacuate to a safer location.
- Ensure any injured person/s is provided a first aid response - if safe to do so.
- Greet and inform Emergency Services upon arrival and give handover of information.
- Act on instructions from the Emergency Services.
- Debrief the Wardens and other occupants.
- Provide and arrange for any appropriate professional counselling or psychological support.
- Complete appropriate incident reports.

AREA WARDENS

- Respond to the emergency and identify the nature of the emergency.
- Gather information from the person who identified the emergency.
- Ensure occupants are safe away from any danger area and that the area is cordoned off.
- Notify and inform the Chief Warden about the emergency.
- Take instructions from and support the Chief Warden.
- Assist and support trained staff to manage the chemical spill as required.
- Assist with evacuation – if safe to do so.
- Contact Emergency Services if needed and not already done.
- Assist Emergency Services upon arrival.
- Do not re-enter the building until advised that it is safe to do so and the 'All Clear' has been given.
- Restock and restore emergency equipment used.
- Participate in incident debriefing and reporting requirements.

GENERAL OCCUPANTS

- Identify the nature of the emergency.
- Remove self and other occupants away from any immediate danger, if safe to do so.
- Inform the Area Warden about the chemical spill.
- Follow any directions from Emergency Control Organisation.

General guidelines for Hazardous Substance spill/leak:

- Only trained/competent users/persons should be near the area involved. If any doubt, evacuate the area immediately to a safe location.
- Ensure occupants are moved away/evacuated from the immediate danger area to a safe location.
- Keep people upwind of the affected area to keep them safe from any potentially dangerous fumes.
- Only trained and competent staff to utilise the spill kit.
- If a minor spill that is easily manageable, contain, clean and dispose of all contaminated items as per manufactures recommendations and Safety Data Sheets.
- Remove or eliminate all sources of ignition – shut down all plant and machinery.
- Inform neighbouring businesses or residents as needed to ensure their safety.
- Support the response from the Emergency Services if attending.

4.12 INTERNAL EMERGENCY - CODE YELLOW – GAS LEAK

Introduction

Gas Leaks could lead to flammable, hazardous or dangerous situations. If any questions about the safety of the situation - always evacuate the area immediately moving people to a safe location.

PERSON WHO IDENTIFIES THE EMERGENCY

- Identify the nature of the emergency.
- Remove self and other occupants away from any immediate danger, if safe to do so.
- Evacuate immediate area.
- Contact the Emergency Control Organisation & inform them of the emergency.
- Act on instructions from the Emergency Control Organisation.
- Contact Emergency Services, if needed.

CHIEF WARDEN

- Respond to the emergency and take control until the Emergency Services arrive.
- Gather information from the Warden and any other person who identified the leak.
- Instruct the Wardens and other person to respond to the emergency to ensure the safety of the occupants.
- Isolate the gas supply at the source (if SAFE to do so);
- Shutdown the air conditioning to prevent the spread of any flammable and/or toxic gases;
- Remove ALL IGNITION SOURCES, (if safe to do so). TURN OFF the ELECTRICAL SUPPLY;
- Ensure Emergency Services are called.
- Cordon off the area and evacuate well away from areas effected and upwind.
- Prevent any ignition sources and shutdown any plant and machinery.
- Shut down air conditioning and air movement/fan systems.
- Ensure any injured person/s is provided a first aid response - if safe to do so.
- Greet and inform Emergency Services upon arrival and give handover of information.
- Act on instructions from the Emergency Services.
- Debrief the Wardens and other occupants.
- Provide and arrange for any appropriate professional counselling or psychological support.
- Complete appropriate incident reports.

AREA WARDENS

- Respond to the emergency and identify the nature of the emergency.
- Gather information from the person who identified the emergency.
- Ensure occupants are safe away from any danger area and that the area is cordoned off.
- Notify and inform the Chief Warden about the emergency.
- Take instructions from and support the Chief Warden.
- Assist and support trained staff to manage the chemical spill as required.
- Assist with evacuation – if safe to do so.
- Contact Emergency Services if needed and not already done.
- Assist Emergency Services upon arrival.
- Do not re-enter the building until advised that it is safe to do so and the 'All Clear' has been given.

- Restock and restore emergency equipment used.
- Participate in incident debriefing and reporting requirements.

GENERAL OCCUPANTS

- Identify the nature of the emergency.
- Remove self and other occupants away from any immediate danger, if safe to do so.
- Follow any directions from Emergency Control Organisation.

General guidelines for gas leaks:

NOTE: If SAFE to do - the use of fire hoses and/or hose reels directed across a leak will help in reducing the potential for fire/explosion/casualty. This should not be attempted unless your personnel have had specific training in this area.

If cylinder involved with fire, cool cylinder with water but DO NOT EXTINGUISH FLAME, unless you can SAFELY turn off supply.

NOTE: It may not always be possible to isolate the gas mains supply due to location and security of gas valves. If this is the case ensure you consider this in your Hazard Identification and consider appropriate Risk Control measures based on what can effectively be done. Residual gas within piping systems may be a hazard even after the main supply has been isolated, remember to consider this point.

4.13 INTERNAL EMERGENCY - CODE YELLOW – POWER FAILURE

Introduction

In the event of a power outage to the facility, there is the potential for dangers and hazards. This could include injuries from equipment/tools, occupant confusion or panic, slips, trips and falls.

PERSON WHO IDENTIFIES THE EMERGENCY

- Identify the nature of the emergency.
- Remove self and other occupants away from any immediate danger, if safe to do so.
- Contact the ECO (Warden) and inform them of the emergency.
- Ensure any injured person/s is provided with a first aid response, as needed.
- Act on instructions from the ECO.
- Contact Emergency Services, if needed.

CHIEF WARDEN

- Respond to the emergency and take control of the situation.
- Gather information from the Wardens and any other persons who identified the power failure/outage event to determine exact nature and any associated dangers.
- Instruct the Wardens and other persons to respond to the emergency to ensure the safety of the occupants.
- Contact Emergency Services or the correct utility support.
- Ensure any injured person/s is provided a first aid response.
- If safe to do so, prevent any ignition sources and shutdown any plant and machinery.
- If safe to do so, shut down air conditioning and other electrical appliances correctly.
- Evacuate occupants to appropriate assembly area.
- Prevent re-entry to the site until emergency services or utilities give all clear.
- Greet and inform Emergency Services upon arrival and give handover of information.
- Act on instructions from the Emergency Services.
- Debrief the Wardens and other occupants as needed.
- Provide and arrange for any appropriate professional counselling or psychological support.
- Complete appropriate incident reports.

AREA WARDENS

- Respond to the emergency and identify the nature of the emergency.
- Gather information from the person who identified the emergency.
- Ensure occupants are safe away from any danger area.
- Notify and inform the Chief Warden about the emergency.
- Take instructions from the Chief Warden.
- Contact Emergency Services if needed and not already done.
- Assist with evacuation – if safe to do so.
- Check your area of responsibility is all clear or occupants.
- Ensure the safety of occupants at the designated Assembly Area.
- Assist Emergency Services upon arrival.
- Do not re-enter the building until advised that it is safe to do so and the 'All Clear' has been given.

- Restock and restore emergency equipment used.
- Participate in incident debriefing and reporting requirements.

GENERAL OCCUPANTS

- Identify the nature of the emergency.
- Remove self and other occupants away from any immediate danger, if safe to do so.
- Evacuate immediate area to Designated Assembly Area.
- Liaise with and Follow any Directions from Emergency Control organisation & inform them of any information about the emergency.
- Contact Emergency Services, if required.

General guidelines for Electrical Power Failure event:

- Electrical equipment affected by the power failure should be turned off until power is safely restored.
- Determine the cause of the power failure, only if safe to do so.
- Ensure occupants are safely away from any associated danger.
- The buildings exit signage and emergency lighting should provide sufficient illumination to support the safe evacuation of the premises if needed.
- Contact the power supply company emergency contact to attend to the emergency.

4.14 INTERNAL EMERGENCY - CODE YELLOW – MISSING PERSONS

Introduction

Missing persons or missing children from their parents or guardian can be a distressing moment for the family involved and the person involved.

PERSON WHO IDENTIFIES THE EMERGENCY

- Identify the nature of the emergency and contact emergency services.
- Contact the Emergency Control Organisation & inform them of the emergency.
- Act on instructions from the Emergency Control Organisation.

CHIEF WARDEN

- Respond to the emergency and take control of the situation.
- Gather information from the Wardens and any other persons that identified the missing child event, including the guardian.
- Instruct the Wardens and other person to respond to the emergency to ensure the safety of all occupants.
- Contact Emergency Services and follow their instructions.
- Ensure all privacy and confidentiality is maintained.
- Co-ordinate internal and external search in an organised and sequential order from point that person/child was last seen with Wardens and any staff available.
- Any available staff members and wardens to monitor exits to the building.
- Ensure Wardens, inspect all areas including cupboards, Wardrobes, under desks, and hidden/restricted areas.
- If required co-ordinate search external grounds including sites carpark and driveway.
- Ensure any injured person/s is provided a first aid response.
- Greet and inform Emergency Services upon arrival and give handover of information.
- Act on instructions from the Emergency Services.
- Debrief with the Wardens and other occupants as needed.
- Provide and arrange for any appropriate professional counselling or psychological support.
- Complete appropriate incident reports and Notify WorkSafe VIC for any notifiable incident requirements.
- Restock and restore emergency equipment used.

AREA WARDENS & WARDENS

- Respond to the emergency and identify the nature of the emergency.
- Gather information from the person who identified the emergency.
- Ensure occupants are safe away from any danger area.
- Notify and inform with the Chief Warden about the emergency.
- Take instructions from and support the Chief Warden, assist with search as directed
- Contact Emergency Services if needed and not already done.
- Assist Emergency Services upon arrival.
- Restock and restore emergency equipment used.
- Participate in incident debriefing and reporting requirements.

GENERAL OCCUPANTS

- Remove self and other occupants away from any immediate danger, if required if safe to do so.
- Liaise with and follow any directions from Emergency Control Organisation & inform them of any information about the emergency situation.
- Contact Emergency Services, if required.

General guidelines for missing person/child event:

- Missing child event could be a very emotional time for child or family, ensure support is maintained for all involved.
- All Privacy and confidentiality must be maintained.
- Support the response from the Emergency Services if attending.
- Notify WorkSafe VIC and other departments for notifiable incident requirements.

4.15 INTERNAL EMERGENCY - CODE YELLOW – BUILDING/STRUCTURAL COLLAPSE

Introduction

Building and Structural collapse can occur as a result of severe weather, earthquakes, vehicle impact or building instability.

PERSON WHO IDENTIFIES THE EMERGENCY

- Identify the nature of the emergency.
- Remove self and other occupants away from any immediate danger, if safe to do so.
- Contact the Emergency Control Organisation & inform them of the emergency.
- Act on instructions from the Emergency Control Organisation.
- Contact Emergency Services, if needed.

CHIEF WARDEN

- Respond to the emergency and take control until the Emergency Services arrive.
- Gather information from the Warden and any other person who identified the building damage.
- Instruct the Wardens and other person to respond to the emergency to ensure the safety of the occupants.
- Contact Emergency Services, State Emergency Services (SES) for appropriate support.
- Give instructions for occupants to shelter in place, away from areas effected by storm or storm damage or evacuate the building if safe to do so.
- Inform property manager, facility manager and maintenance of any damage occurring to the building.
- Secure any critical documents or equipment -only if safe to do so.
- Inspect for building damage during the event- only if safe to do so.
- Shutdown any plant and machinery as needed.
- If assessed as needed, shut down air conditioning and other electrical equipment.
- Prevent entry to any damaged areas- until emergency services give 'All Clear'.
- Communicate with neighbouring businesses or residents as needed to ensure their safety.
- Ensure any injured person/s is provided a first aid response - only if safe to do so
- Greet and inform Emergency Services upon arrival – if required – and give handover of information.
- Act on instructions from the Emergency Services.
- Debrief the Wardens and other occupants as needed.
- Provide and arrange for any appropriate professional counselling or psychological support.
- Complete appropriate incident reports.

AREA WARDENS

- Respond to the emergency and identify the nature of the emergency
- Gather information from the person who identified the emergency
- Ensure occupants are safe away from any danger area.
- Notify and inform the Chief Warden about the emergency.
- Take instructions from and support the Chief Warden.
- Assist with shelter in place procedure.
- Contact Emergency Services / SES if needed and not already done.

- Assist Emergency Services upon arrival.
- Restock and restore emergency equipment used.
- Participate in incident debriefing and reporting requirements.

General guidelines for building/structural collapse:

- Communicate effectively with all occupants to ensure their safety is maintained.
- Move all occupants inside the building to a safe and secure area away from windows to prevent injury from smashing glass if damage is a result of storms/severe weather.
- Move away from the building as per the evacuation procedure is safe to do so.
- Monitor the emergency via Bureau of Meteorology website and local ABC radio or other Emergency Services websites.
- Stay well clear of power lines, trees, glass and any other loose objects.
- Shelter in the middle of the building with doors, windows and blinds closed if unsafe outside or evacuate as directed.
- Shut down all plant and machinery, air conditioning and electrical appliances- if required.
- Inform neighbouring businesses or residents as needed to ensure their safety.
- Support the response from the Emergency Services if attending.

4.16 INTERNAL EMERGENCY - CODE YELLOW – WATER INUNDATION

Introduction

Water inundation (internal flooding) has quite inherent dangers present such as, biohazards, electrocution, drowning, flash flooding, parasites, insects, structural damage and water damage.

Inundation can be caused by burst water main/pipes, sprinkler bursting/damaged, roof leaks, or water taps/valves failure.

Inundation involving sewer systems, stormwater, major area flooding or flooding involving biohazards or contaminants should never be entered, cleaned up or attended to without the correct emergency services or utilities services attending.

PERSON WHO IDENTIFIES THE EMERGENCY

- Identify the nature of the emergency.
- Remove self and other occupants away from any immediate danger, if safe to do so.
- Evacuate immediate area.
- Contact the Emergency Control Organisation & inform them of the emergency.
- Act on instructions from the Emergency Control Organisation.
- Contact Emergency Services, if needed.

CHIEF WARDEN

- Respond to the emergency and take control until the Emergency Services arrive.
- Gather information from the Warden and any other persons who identified the flooding event.
- Instruct the Wardens and other person to respond to the emergency to ensure the safety of the occupants.
- Only trained persons should be near the area involved.
- Contact Emergency Services, State Emergency Services (SES) or the correct utility for response.
- Cordon off flooded area and evacuate the occupants away from areas affected.
- Remove any critical documents, only if safe to do so.
- Inspect for building damage during the evacuation, only if safe to do so.
- If safe to do so, prevent any ignition sources and shutdown any plant and machinery in the affected area.
- Shut down air conditioning and any electrical appliances as needed.
- Prevent re-entry to the building until emergency services give 'All Clear'.
- Inform neighbouring businesses or residents as needed to ensure their safety to evacuate to a safer location.
- Ensure any injured person/s is provided a first aid response - only if safe to do so.
- Greet and inform Emergency Services upon arrival and give handover of information.
- Act on instructions from the Emergency Services.
- Debrief the Wardens and other occupants as needed.
- Provide and arrange for any appropriate professional counselling or psychological support.
- Complete appropriate incident reports.

AREA WARDENS

- Respond to the emergency and identify the nature of the emergency.
- Gather information from the person who identified the emergency.
- Ensure occupants are safe away from any danger area.
- Notify and inform the Chief Warden about the emergency.
- Take instructions from and support the Chief Warden.
- Assist with evacuation, if safe to do so.
- Ensure the safety of occupants at the Assembly Area.
- Do not re-enter the building until advised that it is safe to do so and the 'All Clear' has been given.
- Contact Emergency Services if needed and not already done.
- Assist Emergency Services upon arrival.
- Restock and restore Emergency Equipment used.
- Participate in incident debriefing and reporting requirements.

GENERAL OCCUPANTS

- Identify the nature of the emergency.
- Remove self and other occupants away from any immediate danger, if safe to do so.
- Evacuate immediate area to a safer location.
- Follow any directions from Emergency Control Organisation & inform them of any relevant information about the emergency.

General guidelines for flooding event:

- Water inundation can be a dangerous situation - Only trained persons should be near the area involved – If any doubt – evacuate the area immediately to a safe location.
- Ensure occupants are moved away/ evacuated from the immediate danger area to a safe location.
- Remove or eliminate all sources of ignition – shut down all plant and machinery.
- Isolate all electrical equipment in the location turning off power to prevent electrocution.
- Inform neighbouring businesses or residents as needed to ensure their safety.
- Support the response from the Emergency Services if attending.

4.17 EXTERNAL EMERGENCY PROCEDURE – CODE BROWN – MOTOR VEHICLE ACCIDENT

Introduction

If your facility is located on a main road, there may be a risk of a motor vehicle accident to which you may be able to provide assistance. A motor vehicle accident can also occur on the grounds of the facility by either a car, buggy or cart. If medical assistance is required, refer to Medical procedures.

PERSON WHO IDENTIFIES THE EMERGENCY

- Identify the nature of the emergency.
- Remove self and other occupants away from any immediate danger, if safe to do so.
- Contact the First Aid officer & inform them of the emergency.
- Contact Emergency Services, if needed.

CHIEF WARDEN

- Respond to the emergency and take control until the Emergency Services arrive.
- Instruct the Wardens and other person to respond to the emergency to ensure the safety of the occupants.
- Contact Emergency Services,
- Assist any injured people, until arrival of ambulance.
- Remain at scene until completely clear of people, vehicle and debris.

AREA WARDENS

- Follow the directions of the chief warden and Emergency services.

4.18 EXTERNAL EMERGENCY PROCEDURE – CODE BROWN – SEVERE WEATHER

Introduction

Severe storms have inherent dangers such as: lightning, high winds, hail, electrocution, flash flooding, structural damage or weakening and water damage, downed power lines or fallen trees.

Do not walk or enter any flooded areas, roadways, driveways or causeways.

NOTE: LIGHTNING

Staff for activities conducted in open spaces should be aware of weather conditions and follow the “flash-to-bang” ratio.

A “flash-to-bang” measurement of approximately 30 seconds indicates that the lightning is 10 km away. A measurement of 30 seconds or less requires that immediate action be taken.

If a staff member sights lightning or if lightning is reported, they must count the amount of seconds between the lightning and thunder.

If the measurement indicates that the lightning is less than 10km away then.

Occupants must be evacuated and follow the 3.18 Shelter in place procedures.

- The pool/outdoor activity must remain closed for 30 minutes after the last thunder clap is heard.
- If there is more lightning with thunder within 30 seconds, whilst the pool/outdoor activity is closed, then 30 minutes must start again.

PERSON WHO IDENTIFIES THE EMERGENCY

- Identify the nature of the emergency.
- Remove self and other occupants away from any immediate danger, if safe to do so.
- Contact the Emergency Control Organisation & inform them of the emergency.
- Act on instructions from the Emergency Control Organisation.
- Contact Emergency Services, if needed.

CHIEF WARDEN

- Respond to the emergency and take control until the Emergency Services arrive.
- Gather information from the Warden and any other person who identified the storm event.
- Instruct the Wardens and other person to respond to the emergency to ensure the safety of the occupants.
- Contact Emergency Services, State Emergency Services (SES) or the correct utility for appropriate support.
- Give instructions for occupants to shelter in place, away from areas effected by storm or storm damage.
- Inform property manager, facility manager and maintenance of any damage occurring to the building.
- Monitor and gather information from Bureau of Meteorology, news outlets or State Emergency Service website.
- Respond to any other occurrences that may occur as a result of the severe weather, which may include:
 - Structural damage (roof collapse, broken windows)
 - Power outage or downed power lines
 - Flooding

- Fallen trees
- Injuries
- Secure any critical documents or equipment -only if safe to do so.
- Inspect for building damage during the event- only if safe to do so.
- Shutdown any plant and machinery as needed.
- Give instructions to wardens to close windows, blinds and doors to prevent damage to property and direct occupants away from windows and doors.
- If assessed as needed, shut down air conditioning and other electrical equipment.
- Do not walk-through flooded areas, roadways, driveways or causeways.
- Prevent entry to any damaged areas- until emergency services give 'All Clear'.
- Communicate with neighbouring businesses or residents as needed to ensure their safety.
- Ensure any injured person/s is provided a first aid response - only if safe to do so.
- Greet and inform Emergency Services upon arrival – if required – and give handover of information.
- Act on instructions from the Emergency Services.
- Debrief the Wardens and other occupants as needed.
- Provide and arrange for any appropriate professional counselling or psychological support.
- Complete appropriate incident reports.

AREA WARDENS

- Respond to the emergency and identify the nature of the emergency.
- Gather information from the person who identified the emergency.
- Ensure occupants are safe away from any danger area.
- Notify and inform the Chief Warden about the emergency.
- Take instructions from and support the Chief Warden.
- Assist with shelter in place procedure.
- Contact Emergency Services / SES if needed and not already done.
- Assist Emergency Services upon arrival.
- Restock and restore emergency equipment used.
- Participate in incident debriefing and reporting requirements.

General guidelines for storm event:

- Communicate effectively with all occupants to ensure their safety is maintained.
- Move all occupants inside the building to a safe and secure area away from windows to prevent injury from smashing glass.
- Monitor the emergency via Bureau of Meteorology website and local ABC radio or other Emergency Services websites.
- Stay well clear of metal objects during lightning strikes and storms.
- Stay well clear of power lines, trees, glass and any other loose objects.
- Shelter in the middle of the building with doors, windows and blinds closed.
- Do not enter, walk, or drive through flooded areas, roadways, driveways or causeways.
- Shut down all plant and machinery, air conditioning and electrical appliances- if required.
- Inform neighbouring businesses or residents as needed to ensure their safety.
- Support the response from the Emergency Services if attending.

4.19 EXTERNAL EMERGENCY PROCEDURE – CODE BROWN – LOCKDOWN/SHELTER IN PLACE

Introduction

External threats requiring a lockdown may include but not limited to the following: External threats that are human based. i.e., riots, protests, public demonstrators or law enforcement activities, suspicious persons, unauthorised custody and supervision requests.

These procedures can also be used for shelter in place emergencies. Shelter in place emergencies can arise from non-human based external threats. i.e. Wildlife, traffic collisions, severe weather (covered in another procedure).

PERSON WHO IDENTIFIES THE EMERGENCY

- Identify the nature of the emergency.
- Remove self and other occupants away from any immediate danger, if safe to do so.
- Contact the Emergency Control Organisation & inform them of the emergency.
- Act on instructions from the Emergency Control Organisation.
- Contact Emergency Services, if needed.

CHIEF WARDEN

- Respond to the emergency and take control.
- Remain calm.
- Gather information from the Warden and any other persons who identified the event.
- Instruct the Wardens and other persons to respond to the emergency to ensure the safety of the occupants.
NOTE: a password or passphrase may be used.
- Contact Emergency services.
- For lockdowns, Prevent contact between occupants and the person/s outside.
- For Shelter in place, prevent occupants from accessing the area where the outside threat is present.
- Give instructions for occupants to lockdown or shelter in place, away from dangerous areas.
- Shutdown any plant and machinery if it is deemed necessary under the circumstances to ensure occupant safety.
- Give instructions to wardens to close and lock windows, blinds and secure all doors to prevent entry to building.
- Direct wardens and occupants to shelter in building away from windows and doors, and below window line.
- Ensure all cash, valuables and critical information is secured.
- For lockdowns, turn off lights, close and lock internal doors.
- Communicate with neighbouring businesses or residents as needed to ensure their safety.
- Ensure any injured person/s is provided a first aid response.
- Greet Emergency Services upon arrival & give handover of information.
- Act on instructions from the Emergency Services.
- Debrief the Wardens and other occupants as needed.
- Provide and arrange for any appropriate professional counselling or psychological support.
- Complete appropriate incident reports.

AREA WARDENS

- Respond to the emergency and identify the nature of the emergency.
- Gather information from the person who identified the emergency.
- Ensure occupants are safely moved away from any danger area.
- Notify and inform the Chief Warden about the emergency.
- Take instructions from and support the Chief Warden.
- Commence with Lockdown/shelter in place procedure.
- Ensure all doors are locked, windows are locked and blinds down to prevent entry.
- Move occupants towards centre of building ensuring occupant safety.
- Ensure all cash, valuables and critical information is secured.
- Turn off lights, close and lock internal doors, only if deemed necessary to support safety.
- If deemed necessary, shut down air conditioning and any electrical appliances.
- Contact Emergency Services if needed and not already done.
- Assist Emergency Services upon arrival.
- Restock and restore emergency equipment used.
- Participate in incident debriefing and reporting requirements.

General guidelines for Civil Disruption event:

- Communicate effectively with all occupants to ensure their safety is maintained.
- Move all occupants inside the building to a safe and secure area away from windows to prevent injury from smashing glass.
- Shelter in the middle of the building with doors, windows and blinds closed.
- Ensure occupants are moved away/ evacuated from the immediate danger area to a safe location.
- If the situation is directed at the facility itself, wardens should:
 - Supervise the locking up of the building externally and internal offices.
 - Securing of records, files, valuables and other important assets.
 - Promote calmness amongst the occupants.
- Shut down all plant and machinery, air conditioning and electrical appliances as deemed necessary to ensure occupant safety.
- Inform neighbouring businesses or residents as needed to ensure their safety.
- Support the response from the Emergency Services if attending.

4.20 EXTERNAL EMERGENCY PROCEDURE – CODE BROWN – BUSHFIRE

Introduction

Bushfires and grass fires can occur at any time of the year but are more prominent during the warmer summer months.

Bushfires and grass fires can be unpredictable, changing direction and intensity without warning, as a result of wind speed and direction.

Fuel loads also impact on the speed a fire will travel and the ability for the fire to start spot fires well in front of the main fire.

Buildings can be impacted directly by the fire or by radiant heat or ember attack.

Planning and early intervention is the key to managing bushfire risks and response.

Monitor condition through the channels identified in section 1.4.

Determine if the area site is at Risk of Bushfire.

<https://www.cfa.vic.gov.au/plan-prepare/am-i-at-risk>

[Bushfire At-Risk Register \(BARR\) \(education.vic.gov.au\)](https://www.education.vic.gov.au/bushfire-at-risk-register)

4.20.1 TRANSPORTATION Logistics

How many vehicles/seats required?	Depends on group size
Do you have private transport for all occupants?	Yes
If No, what means will be used to transport all occupants? <input type="checkbox"/> Private Vehicle <input type="checkbox"/> Centre Bus <input type="checkbox"/> Community Bus <input type="checkbox"/> Special needs transport <input type="checkbox"/> Ambulance	Depends on group size
Are all persons with special needs accounted for?	Yes
How much notice is required to arrange transport?	2 – 3 hours

4.20.2 PREPARATION

Leading up to the bushfire season, it is important for the Facility to implement actions that prepare it as much as possible for the potential dangers associated with the bush fire. General maintenance of the Facility needs to be conducted to minimise the hazards within the site. This maintenance will include cleaning the gutters of leaves and bark, removing leaves and bark material from around the building and removing and storing flammable items appropriately.

The Manager needs to ensure all staff are fully prepared and aware of their roles and responsibilities in the event of a bushfire at all times during the operating hours of the Centre, especially those staff acting as a warden. The evacuation response will be in line with the response outlined within the Sites Emergency Plan for fire evacuations and may require specific actions pertaining to the bushfire situation. **(See Appendix N for Preparation Checklist).**

Leaving early is the safest option to protect yourself and all other occupants. Leaving early means leaving the area before a fire starts – not when you can see flames or smell smoke. Leaving early means avoiding panic, being trapped, making the wrong choices and risking serious injury or death.

The Primary Action will be to Evacuate the site and leave early. The Secondary Action will be to Shelter in Place, however this is considered a last resort.

Analysing the prevailing bushfire situation should provide an understanding of how a bushfire may affect the facility and its occupants. Answering some relevant questions may assist in deciding whether the Primary Action of Evacuation or the Secondary Action of Shelter in Place should occur.

Q. *Is the Centre likely to be affected by radiant heat or direct flames?*

If Yes, safe evacuation is more appropriate.

Q. *Are there occupants that could be susceptible to smoke who should be moved to another safer location due to medical conditions?*

If Yes, safe evacuation is more appropriate.

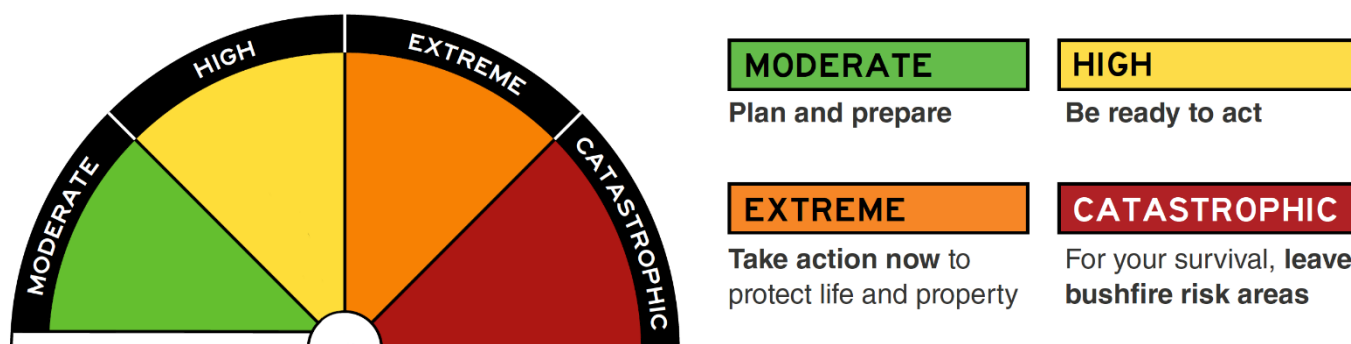
Understand what the triggers are for deciding whether you need to leave or whether you need to shelter in place.

Bushfire Danger Rating system

The Bushfire Danger Rating system provides a series of levels that describe the prevailing or anticipated bushfire conditions.

This system can be used as a trigger for the Manager or Chief Warden in deciding when it would be appropriate to close the site and/or evacuate to a safe location.

Refer to the below table and be guided by the relevant actions listed if the bushfire danger is in the vicinity of your Facility.



MODERATE

and

HIGH

If a fire starts, it can most likely be controlled in these conditions. Be aware of how fires can start and minimise the risk.

ALL FACILITIES AND PROGRAMS:

- Monitor conditions, public warnings and alerts.
- Consult with YMCA Management and contract partner if required.
- Change to outdoor activity or programming if required.
- Keep updated with Fire Safety Information.
- Review Plans, prepare and practice.

EXTREME

Expect extremely hot, dry and windy conditions. If a fire starts and takes hold, it will be uncontrollable, unpredictable and fast moving. Sports fires will start, move quickly and come from many directions.

FACILITIES and PROGRAMS INSIDE HIGH BUSHFIRE RISK AREAS

- CONSIDER CANCELLATION OF PROGRAMS AND CLOSURE OF FACILITY. Approval from the ELT level **MUST** be sought before making the decision.
- Liaise with operations leadership and the RSEQG team for support and advice.
- Notify relevant staff and stakeholders (customers, contractors, etc.).
- Communicate to contract partners and/or DEECD if required.
- Frequently monitor local conditions, bans, restrictions, public warnings and alerts.
- No travel to or through areas classified as Extreme for meetings, training, site visits, deliveries or for non-essential maintenance at sites.

If the site remains open:

- Consider cancellation of programs or alternative programming.
- Consider whether staff can arrive and leave safely.
- Consider availability of staff.
- Frequently monitor local conditions, bans, restrictions, public warnings and alerts.
- Act on advice from CFA and other authorities.
- Determine whether the facility is required as a community relief centre or Neighbourhood Safer Place.
- Before driving, plan your route, and check for any warnings or bushfires occurring in the areas of travel. Discuss route of travel with Manager before travel.
- **Arrange closure of licenced services within the facility if applicable and directed by DEECD.**
- Report and escalate as per the Incident Management Procedure.

FACILITIES and PROGRAMS OUTSIDE OF HIGH BUSHFIRE RISK AREAS

- Consider cancellation of programs or alternative programming.
- Liaise with operations leadership and the RSEQG team for support and advice.
- Consider whether staff can arrive and leave safely.
- Consider availability of staff.
- Frequently monitor local conditions, bans, restrictions, public warnings and alerts.
- Act on advice from CFA and other authorities.

- Determine whether the facility is required as a community relief centre or Neighbourhood Safer Place.
- No travel to or through areas classified as Extreme for meetings, training, site visits, deliveries or for non-essential maintenance at sites.
- Before driving, plan your route, and check for any warnings or bushfires occurring in the areas of travel. Discuss route of travel with Manager before travel.
- Do Not Drive through an area that has an active bushfire or a specific bushfire warning.
- Arrange closure of licenced services within the facility if applicable and directed by DEECD.
- Report and Escalate as per the Incident Management Procedure.

CATASTROPHIC

These are the worst conditions for a bush or grass fire. Buildings are not designed or constructed to withstand fires in these conditions. The safest place to be is away from high-risk bushfire areas.

FACILITIES and PROGRAMS INSIDE HIGH BUSHFIRE RISK AREAS

- CANCELLATION OF PROGRAMS AND CLOSURE OF FACILITY.
- Liaise with operations leadership and the RSEQ team for support and advice.
- Notify relevant staff and stakeholders (customers, contractors, etc.).
- Communicate to contract partners and/or DEECD if required.
- Frequently monitor local conditions, bans, restrictions, public warnings and alerts.
- No travel to or through areas classified as Catastrophic for meetings, training, site visits, deliveries or non-essential maintenance at sites.
- Arrange closure of licenced services within the facility if applicable and directed by DEECD.
- Report and Escalate as per the Incident Management Procedure.




FACILITIES and PROGRAMS OUTSIDE OF HIGH BUSHFIRE RISK AREAS

- CONSIDER CANCELLATION OF PROGRAMS AND CLOSURE OF FACILITY.
- Liaise with Operations leadership and the RSEQ team for support and advice.
- Notify relevant staff and stakeholders (customers, contractors, etc.).
- Communicate to contract partners.
- Frequently monitor local conditions, bans, restrictions, public warnings and alerts.
- Consider whether staff can arrive and leave safely.
- Consider availability of staff.
- No travel to or through areas classified as Catastrophic for meetings, training, site visits, deliveries or non-essential maintenance at sites.
- Before driving – plan your route, and check for any warnings or bushfires occurring in the areas of travel. Discuss route of travel with Manager before travel.
- Do Not Drive through an area that has an active bushfire or a specific bushfire warning.
- Arrange closure of licenced services within the facility if applicable and directed by DEECD.
- Report and Escalate as per the Incident Management Procedure.

Emergency Warning Levels

You should never wait to receive an official warning before you leave. Fires can start quickly and threaten property and lives within minutes. Warnings are issued when a fire has started and you need to take action.

Make sure you understand the three levels of warnings and what they mean. The three levels of warnings are:

Warning Level	CFA Requirements	YMCA Requirements
 ADVICE	<ul style="list-style-type: none"> An incident is occurring or has occurred in the area. Access information and monitor conditions. 	<ul style="list-style-type: none"> Monitor fire conditions and warnings. Prepare for evacuation of staff and public. Identify nearest refuge centre. Prepare site for evacuation (If applicable secure doors, remove valuables and essential items, set out firefighting equipment etc.) Liaise with operations leadership and the RSEQG team for further advice. Consider the cancellation of programs and activities based on type of activity. Enact Bushfire preparedness plan (if applicable). Report and escalate as per the Incident Management Procedure.
 WATCH AND ACT	<ul style="list-style-type: none"> An emergency is developing nearby. You need to take action now to protect yourself and others. 	<ul style="list-style-type: none"> Close site and Evacuate (if safe to do so). Keeping the site open is permitted only with the approval at ELT level. Returning to the site by staff is permitted only with approval at ELT level. Liaise with operations leadership and the RSEQG team for further advice. Follow Site Emergency Management Plan. Enact Bushfire Survival Plan (if applicable). Report and escalate as per the Incident Management Procedure. Travel to or through 'Watch and Act' areas for meetings, site visits, etc. is not permitted.
 EMERGENCY WARNING	<ul style="list-style-type: none"> You are in imminent danger and need to take action now. You will be impacted. 	<ul style="list-style-type: none"> Follow instructions of emergency services. Taking refuge at the site may be required. Follow Site Emergency Management Plan. Enact Bushfire Survival Plan (if applicable). Call triple 000 for assistance and advice Travel to or through 'Emergency Warning' areas is not permitted.

Do not expect warnings to be issued in any particular order. The first warning you could get could be an Emergency Warning.

4.20.3 EVACUATION – LEAVING CAMP

The decision to evacuate needs to be made at the earliest possible time to ensure the safety of all occupants of the site. Always be mindful of the specific needs of the occupants and the time required to effectively and safely evacuate the Facility when deciding upon the appropriate time to commence the evacuation.

Make early arrangements for transportation of the occupants for the evacuation. Make contact with your local bus company (if appropriate) or other transport services to put them on standby for the evacuation of the centre.



There are a number of ways in which the Manager or Chief Warden can be informed to assist in making the decision to evacuate.

Consideration for Sites and Programs to remain open or staff to return to Site must follow the below:

Decision must be made in consultation with Operations Leadership and RSEQG team and approved by member of Executive.

The below must be considered each day of any Fire Warning. Fire Danger Ratings are to be monitored 4 days in advance

- a) SITE OR PROGRAM IS AT RISK OF BUSHFIRE
- b) ADVICE FROM EMERGENCY SERVICES
- c) BUSHFIRE DANGER RATINGS Vs BUSHFIRE WARNINGS – The below table is only used as a guide, and any decision to remain open or return to site during a ‘Watch and Act’ warning must be approved by a member of ELT.

	FIRE DANGER RATING			
	CATASTROPHIC	EXTREME	HIGH	MODERATE
 WATCH AND ACT	No Staff or Public to be on Site	No Staff or Public to be on Site	Essential Staff Only	Staff and Public
 EMERGENCY WARNING	No Staff or Public to be on Site	No Staff or Public to be on Site	No Staff or Public to be on Site	No Staff or Public to be on Site

- d) ACCESS TO AND FROM SITE or PROGRAM – Single Road through Bushfire danger areas (Bushland, Grass)
- e) THREAT TO PROPERTY
- f) LOCALISED WEATHER CONDITIONS
- g) TYPE OF USERS OR PROGRAMS ON SITE
- h) STAFF RESIDENCE ON SITE (Camp Managers)
- i) BUSHFIRE DEFENCE INFRASTRUCTURE AT SITE (Fire Shutters, Generators, External Sprinklers, Safety Bunkers)

Temporary Closure of the facility (Catastrophic Rating)

If the CFA issues a forecast of Catastrophic (Code Red) bushfire weather conditions in the area of the facility, the Facility should consider closing to staff, families and/or visitors. This forecast will generally be given at least 24 hours prior to possible impact. The staff will prepare to advise all families about the closure and maintain communications with families during the closure and re-opening period for the Facility. Families will also be reminded to listen to their local ABC radio station for further warnings and advice messages.

4.20.4 ACCOUNT FOR OCCUPANTS

- Any visitor sign in/sign out sheets are to be utilised to account for all occupants:
- Prior to the Departure
- At the Assembly point
- At the Safe Refuge, and
- On the return to the premises after the Bushfire event

It is important that the record is kept up-to-date and to be readily accessible in the event of an emergency

A physical search of the Facility is to be conducted once everyone has been evacuated.

4.20.5 EVACUATION LOCATION

Your local council will have designated locations (Evacuation Centres) within the community in the event of emergencies occurring where large numbers of residents of the area need to be evacuated. The Manager or Chief Warden should ascertain the location of these venues for your area and they are to be listed below.

The Manager or Chief Warden should also consider alternative suitable locations for when the primary locations may not be accessible to your Facility for when These Centres have not been announced.

When there is an actual bushfire emergency event, these Evacuation Centres will be announced over the radio and advised on the Emergency Services website.

Venues identified as Safe Refuges – Evacuation Centres

Venue 1:

Name of venue	Mount Beauty Sports Stadium
Address of venue	Pool Road, Mount Beauty, VICTORIA, 3699
Nearest Cross Street	Lakeside Avenue
Contact Person & Number	(03) 5754 1181
Map Reference	515200E; 5933800N

Venue 2:

Name of venue	Tawonga Hall
Address of venue	Kiewa Valley Highway, Tawonga, VICTORIA, 3698
Nearest Cross Street	Charles Street
Contact Person & Number	(03) 5755 0555
Map Reference	512650E; 5939720N

Bushfire Places of Last Resort

Name of venue	Mount Beauty Sports Stadium
Address of venue	Pool Road, Mount Beauty, VICTORIA, 3699
Nearest Cross Street	Lakeside Avenue
Contact Person & Number	(03) 5754 1181
Map Reference	515200E; 5933800N

4.20.6 SECURITY OF THE CENTRE

In an evacuation the first priority is always the safety and welfare of the occupants of the Facility.

If you have decided to evacuate the Facility, the Manager or Chief Warden must also consider the security of the property.

If time permits and it is safe to do so, the Facility is to be secured as it normally would be when the Facility is closed at the end of operation each day. Ideally, the time needed to secure the Facility needs to be considered in the decision-making process when considering evacuation.

4.20.7 Monitoring of the Emergency Services

The Manager or Chief Warden will seek and review all current information available and act on this information. The Facility will have a process for regularly monitoring the information channels for up to date relevant information to enable an early decision to be made.

If there is a bushfire incident in the area, the Facility may be contacted by the local emergency services to advise about the status of the bushfire and provide recommendations as to what actions you should take at that time.

If contacted by the emergency services, you should act appropriately on the advice provided to you by the Emergency Services.

4.20.8 SHELTERING IN PLACE PROCEDURES

Sheltering in place is the process of moving people to a location within the facility that is away from the effects of a bushfire. For example, the Facilities lockdown procedures, the occupants are moved to an internal area of the building that can adequately accommodate the occupants and protect them from the effects of the bushfire. **Sheltering in place should only be considered if all other options have been exhausted.**

In the very initial stages of a bushfire situation it may be appropriate to initiate lockdown procedures, ensuring all doors and windows are closed. Monitoring of the situation by the Chief Warden and liaison with the Emergency Services will allow further decisions to be made regarding evacuation of the Facility.

If the threat from the Bushfire is such that it is now too late to leave as it is not safe to do so, the Manager or Chief Warden is to immediately notify the Emergency Services that the Facility is Sheltering In Place. The Emergency Services should be informed of the centres exact address as well as;

- How many occupants are on the premises?
- Where in the building everyone is sheltering?
- What has been done to prepare for the bushfire?
- The Chief Wardens contact name and mobile phone number.

Whilst sheltered in place in the Facility, maintain situational awareness by monitoring the radio, emergency services website, smart phone applications. The facility should also:

- Remain calm and explain to occupants what is happening.
- Ensure all doors and windows are closed.
- Turn off the air conditioning only if the system is ducted.
- Ensure all occupants are accounted for.
- Ensure Fire Extinguishers and water in buckets is available to combat spot fires.
- All non-essential electrical items are to be turned off.
- Ensure there is drinking water available for the occupants.
- Chief Warden will assign two persons (only if it's safe to do so) to make regular inspections of the exterior of the facility buildings for embers and spot fires, extinguish them and immediately report it to 000.

4.20.9 CONTACTING PARENTS / CARE GIVERS

In the event of a bushfire, and when a decision has been made to close the Facility, the Facility will call the parents of any children involved in a program and, if time permits, they should be advised to collect their children from the Facility.

Should an evacuation have already been commenced, parents must be informed of the location of the Safe Refuge (Evacuation Centre) and advised to monitor the radio and/or other sources for any changes pertaining to the bushfire danger in your area to determine the best possible route to that location to avoid any effect of the bushfire upon them.

4.21 PERSONAL EMERGENCY PROCEDURE – CODE BLACK- PERSONAL THREAT

Introduction

Personal threats and armed intruders can include such things as assault, death threats, armed hold ups, active shooters, terrorist activities and break-ins, that may result in risk of injury to occupants of the facility.

RUN – HIDE – TELL

PERSON WHO IDENTIFIES THE EMERGENCY

- Identify the nature of the emergency and threat.
- Remove self and other occupants away from any immediate danger as quickly as possible, if safe to do so.
- Remember: Run – Hide – Tell.
- If confronted by the offender, remain calm and comply with directions, don't engage with the person to prevent risk of injury to yourself.
- In the case of an active shooter event, refer to below instructions.
- Contact the Emergency Control Organisation when able to & inform them of the emergency.
- Act on instructions from the Emergency Control Organisation.
- Notify the Emergency Services when safe to do so.

CHIEF WARDEN

- Respond to the emergency.
- Gather information from the Wardens and any other persons who identified the emergency event, when safe to do so.
- Assess the current situation and communicate with Wardens to ensure occupants are safely moved away from any danger, if safe to do so
- Remain calm.
- Contact Emergency Services and inform them of the situation.
- Prevent access to the location that may be consider a crime scene or where the offence has or is occurring, when and if safe to do so.
- Ensure any injured person/s is provided a first aid response.
- Consider evacuating, locking down or sheltering in place as is needed to ensure occupant safety.
- Communicate with neighbouring businesses or residents as needed to ensure their safety.
- Greet and communicate with Emergency Services upon arrival & give handover of information.
- Act on instructions from the Emergency Services.
- Debrief the Wardens and other occupants as needed.
- Provide and arrange for any appropriate professional counselling or psychological support.
- Complete appropriate incident reports.

AREA WARDEN

- Respond to the emergency.
- Gather as much information about the situation as is possible and safe to do so.
- Notify the Chief Warden of the situation and act on any instructions given.

- Contact Emergency Services if needed and not already done.
- Assist Emergency Services upon arrival.
- Support occupants of the facility to ensure their safety and welfare.
- Restock and restore emergency equipment used.
- Participate in incident debriefing and reporting requirements.

General guidelines for Personal threat or Armed Hold-Up:

- Occupants who are subject of the hold-up should obey the instructions of the offender and try to remain calm.
- Do not take action to provoke or anger the offender.
- Do not make sudden movements.
- Do not argue with offender.
- Hand over cash/valuables as requested.
- Avoid Eye contact with offender.
- If installed; operate any duress alarms.
- Do not speak to offender – unless offender asks you a question.
- Be mindful and take a mental note of descriptive information about the offender (e.g. hair colour, height, complexion, speech, facial hair, eyes, clothing, head covering, build, tattoos, weapons used, distinguishing features, etc.).
- Ensure occupants involved in the situation do not discuss the incident amongst themselves until the Emergency Services have arrived and spoken to them.
- Ensure occupants involved in the situation do not discuss the incident with media.
- If safe to do so, observe the registration plate of offenders' vehicle or the path offender travels.
- Preserve the scene of the incident to prevent interference with any potential evidence left by the offender.
- Do not touch area where offender was.
- If safe to do so cordon off areas for investigation.
- Have the involved occupants individually complete the Intruder Checklist document (see appendix D).
- Greet Emergency Services upon arrival and provide all information about situation. Support and assist with the response and investigation.
- Provide counselling support for those occupants involved and/or affected by the incident.

Armed hold up and Security Breach Prevention Measures

- Be alert to strangers or random people around the business- observing business details.
- Ensure back access passageways and exits secured.
- Maintain security features (CCTV).
- Consider installing duress buttons for staff.
- Regular training with Staff with Policy and procedures .
- Regular Training exercises and staff training in emergency procedures.
- Be aware of people at the building during afterhours.
- Contact security and management if staff see suspicious people.
- Ensure staff have knowledge with escape routes and Exits .

Active Shooter

- **RUN - HIDE - TELL**
- **RUN:** where possible you should run away, removing yourself and others from the area being used by the armed offender. If safe to do so, take your mobile phone with you.
- **HIDE:** if you are not able to run away from the armed offender, find a safe place in an out-of-sight location, dark and behind closed/locked doors. Find cover and/or concealment (table, cupboard, lounge chair, etc) and remain quiet.
- Turn your phone to silent and try to alert authorities if safe to do so.
- Re-assess the situation and your opportunities to safely evacuate.
- Consider options to try and incapacitate the offender if you are located.
- **TELL:** the more information that can be passed on to the Police and/or ECO the better, but NOT at the expense of your own safety or the safety of others.
- As soon as possible and it is safe to do so, call 000 and inform emergency services of the situation and all relevant information.

4.22 EVACUATION EMERGENCY PROCEDURE – CODE ORANGE

An evacuation may be required to remove occupants from an area inside a building considered dangerous to another safe location. This safe location could be another area within the building or somewhere external to the building. Examples of internal emergency could include Fire, Explosion, Gas Leak, Chemical Spill, Flooding or Structural Instability.

CHIEF WARDEN

- Take control of the emergency situation and gather all relevant information about the nature of the emergency.
- Activate the emergency warning siren
- Communicate to the Wardens and other occupants the start of the evacuation.
- Instruct the Wardens to remove occupants from the area of immediate danger to another safe location. Determine the extent of the evacuation needed to ensure the safety of the occupants affected by the emergency. This could be:
 - Another area within the building or an External Assembly Area.
- Ensure the Emergency Services have been contacted and advised of the emergency.
- Take and follow instructions from the Emergency Services.
- Monitor the response process to ensure occupants are getting safely away from the emergency.
- Take action to prevent people from entering the area of danger.
- Collect the Visitors Sign in/out register, staff sign in sheets and emergency phone.
- Account for all occupants via the Wardens once at the Assembly Area.
- Advise Emergency Services of the status of the evacuation and whether any person/s is unaccounted for or is known to be still in the area of danger.
- Assist and support the response by the Emergency Services as needed.
- Clearly communicate with the Wardens when it is safe to coordinate the re-entry of the building once the 'All Clear' has been given by Emergency Services.
- Debrief the emergency response with the ECO and other occupants and complete all appropriate incident reports.

AREA WARDENS:

- Liaise with and act on instruction provided by the Chief Warden.
- Take responsibility for the response in your area of responsibility.
- Remove occupants from the immediate area of danger.
- Clearly instruct staff and other occupants of the evacuation process and where they are to go to.
- Direct all staff to cease activities.
- Check and clear all areas, rooms, bathrooms, cupboards etc. to ensure no one remains in the area, as much as it is safe to do so for your area of responsibility.
- Document your findings and report immediately back to the Chief Warden when clear of the area of danger.
- Account for all occupants at the Assembly Area advising Chief Warden immediately.
- Continue to liaise with the Chief Warden and Emergency Service upon their arrival and act on any instructions given.
- Do not allow any person to re-enter the area/building until advised it is 'All Clear' by the Chief Warden or Emergency Services.
- Ensure the safe and coordinated re-entry of the building by the occupants.

5. ORGANISATIONAL ARRANGEMENTS

5.1 Emergency Planning Committee (EPC)

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

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

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

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

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

- Identifying events that could reasonably produce emergency situations.
- Developing an emergency plan in accordance with Section 3 of AS3745–2010 and Amendments.
- Ensuring resources are provided to enable the development and implementation of the emergency plan.
- Nominating the validity period for the emergency plan and evacuation diagram (this should not exceed 5 years).
- Ensuring the emergency plan is readily identifiable and available to the appropriate persons.
- Establishing an Emergency Control Organisation (ECO) to operate in accordance with the emergency plan.
- Establishing a specialist Emergency Response Team (ERT), if deemed necessary.
- Authorising the release and implementation of the emergency plan, including:
 - Disseminating information about emergency response procedures to occupants in a suitable format.
 - Developing a formalised training schedule to ensure relevant training is provided to ECO members and facility occupants. The training program shall be based on the emergency response procedures and be in accordance with Section 6 of AS3745–2010 and Amendments.
 - Testing the emergency response procedures within the first 12 months of implementation, ensuring the first emergency response exercise should be an evacuation exercise.
 - Reviewing and monitoring the effectiveness of the procedures at all stages of the implementation process, and amendments made accordingly.
- Establishing arrangements to ensure the continuing operation of the ECO (e.g., during holidays, resignations, training of deputies, etc.).
- Ensuring the register of ECO members is current and readily available.
- Establishing strategies to ensure visitors are made aware of emergency response procedures.
- Ensuring the emergency response procedures remains viable and effective by reviewing and testing the procedures at least annually.
- Ensuring the emergency plan is reviewed at the end of the validity period, after an emergency, an exercise, or any changes that affect the emergency plan.
- Ensuring a permanent record of events for each emergency is compiled and retained.
- Identifying and rectifying deficiencies and opportunities for improvement in the emergency plan and emergency response procedures.

5.2 Emergency Control Organisation (ECO)

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

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

- Chief Warden.
- Deputy Chief Warden.
- Area Wardens and deputies.
- Wardens and deputies.

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

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

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

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

5.2.1 Selection of ECO Members

In selecting the person/s for the positions on the ECO, there are certain criteria and attributes that need to be considered.

5.2.1.1 Chief Warden

- Be competent to perform their duties.
- Be capable of leading and taking command.
- Display effective decision-making skills.
- Be available on-site to undertake their appointed position.
- Demonstrate the capability to remain calm under pressure.
- Be capable of effectively communicating with occupants and visitors.
- Be familiar with the facility.
- Be able to undergo relevant training.

5.2.1.2 Area Warden

The floor or area warden responsibilities should be attached to a specific position, to ensure where possible, that the appointed person, in either a permanent or temporary capacity, carries out the necessary functions. This person should:

- Be competent in performing their duties.
- Have leadership qualities and the ability to command authority.
- Display effective decision-making skills.
- Be available on-site to undertake their appointed position.
- Demonstrate the capability to remain calm under pressure.
- Be capable of effectively communicating with occupants and visitors.

- Be capable of deputising for other positions on the ECO.
- Be able to undergo relevant training.

5.2.1.3 Wardens

This person should:

- Be competent in performing their duties.
- Be available on-site to undertake their appointed position.
- Demonstrate the capability to remain calm under pressure.
- Be capable of effectively communicating with occupants and visitors.
- Be capable of deputising for other positions on the ECO.
- Be able to undergo relevant training.

5.2.1.4 Deputies

The need for deputies will be determined based on the ability of the facilities ECO to effectively function. Deputies will have the same capabilities and attributes as is required for the substantive position.

5.2.2 Authority

During emergency events, the instructions given by the members of the ECO will take precedence over the normal management structure.

5.2.3 Emergency Duties and Responsibilities

This section outlines the pre-emergency, emergency and post-emergency duties and responsibilities for the members of the ECO.

5.2.3.1 Pre-emergency Duties and Responsibilities

These outline the actions to be taken by the ECO prior to an emergency event:

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

AREA WARDEN

- Ensure occupants are aware of the emergency response procedures.
- Coordinate the safety practices (e.g. clear egress paths, removing obstacles/hazards) throughout their area of responsibility.
- Report on deficiencies of emergency equipment.
- Ensure wardens have communicated emergency response procedures to all occupants within their nominated areas.
- Ensure occupants are aware of the identity of their wardens.
- Coordinate safety practices (e.g., clear egress paths) throughout their area of responsibility.

- Attend training and emergency exercises, as required by the EPC.
- Ensure personal ECO identification is available.

5.2.3.2 Emergency Duties and Responsibilities

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

CHIEF WARDEN

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

DEPUTY CHIEF WARDEN

The Deputy Chief Warden carries out the duties of the Chief Warden if the Chief Warden is unavailable, or otherwise assists the Chief Warden as required.

AREA WARDEN

On hearing an alarm or becoming aware of an emergency, the floor/area warden shall:

- Implement the emergency response procedures for their area.
- Ensure the appropriate Emergency Services have been notified.
- Check the area for any abnormal situation.
- Commence evacuation if required.
- Close or open other doors in accordance with the emergency response procedures.
- Search the area to ensure all people have evacuated.
- Ensure orderly flow of people during evacuation.
- Assist occupants with disabilities.
- Communicate with the Chief Warden by whatever means available and act on instructions.
- Report the status of your actions to the Chief Warden or senior officer of onsite Emergency Services if Chief Warden not contactable.

5.2.3.3 Post-emergency Duties and Responsibilities

These actions are to be taken by the ECO after an emergency and the Emergency Services have given the 'All Clear'.

CHIEF WARDEN

- Notify the ECO member to have occupants return to their facility.
- Organise a debrief with ECO members.
- Compile a report for the EPC and management.
- Organise Support services- if required.

AREA WARDENS

- Ensure the safety of the occupants' post emergency.
- Compile a report of the actions taken during the emergency for the debrief.

5.3 Media Statements

In the event of an emergency, the media & communications team media@ymca.org.au can make and manage any releases and statements to the media (this includes identification of any spokesperson/s).

Please do not make any statement, provide opinion or comment to any media under any circumstance and **always** direct media-related enquiries to media@ymca.org.au.

The media & communications team have an approved process when a significant emergency/crisis occurs – including an escalation process regarding reputation management.

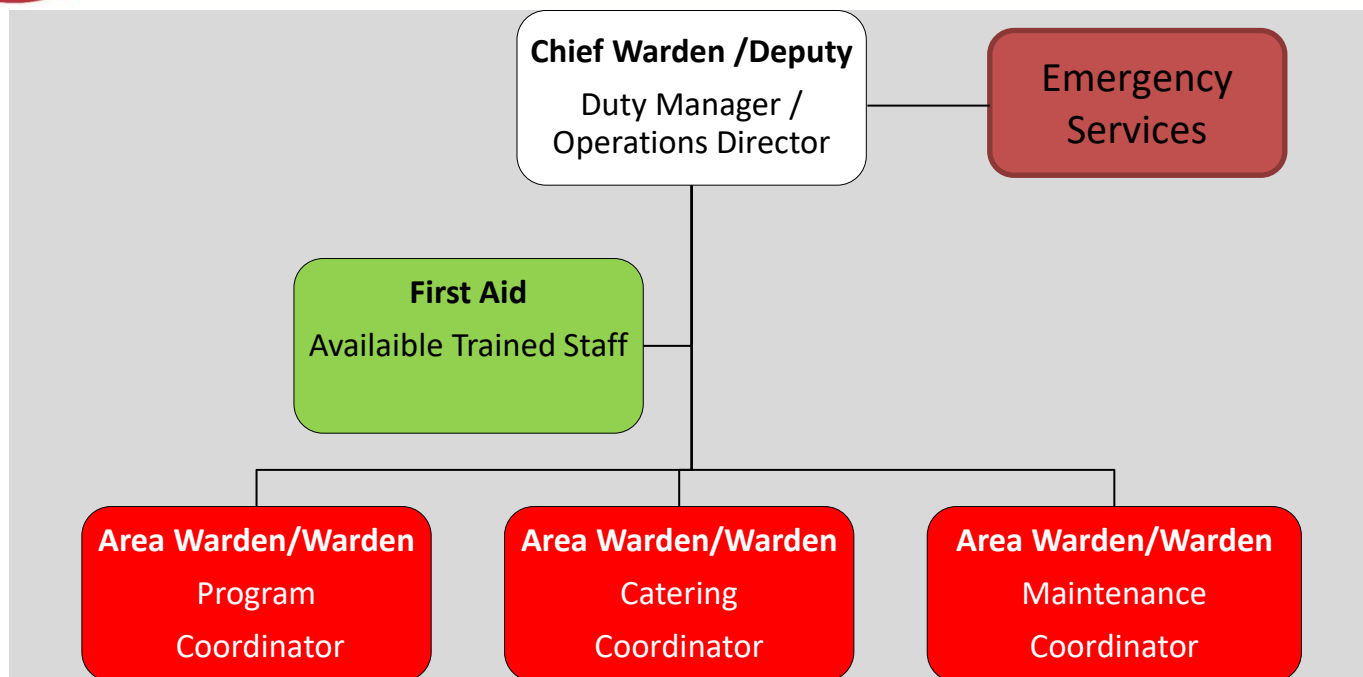
More details can be found in our Media Relations Policy (see Marketing & Communications tab).

5.4 Identification

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

<u>ECO POSITION</u>	<u>COLOUR</u>
Chief Warden	White 
Deputy Chief Warden	White 
Area Warden/Warden	Red 
First Aid - Green with white cross	Green with white cross 

5.5 Sites Emergency Control Organisation Structure



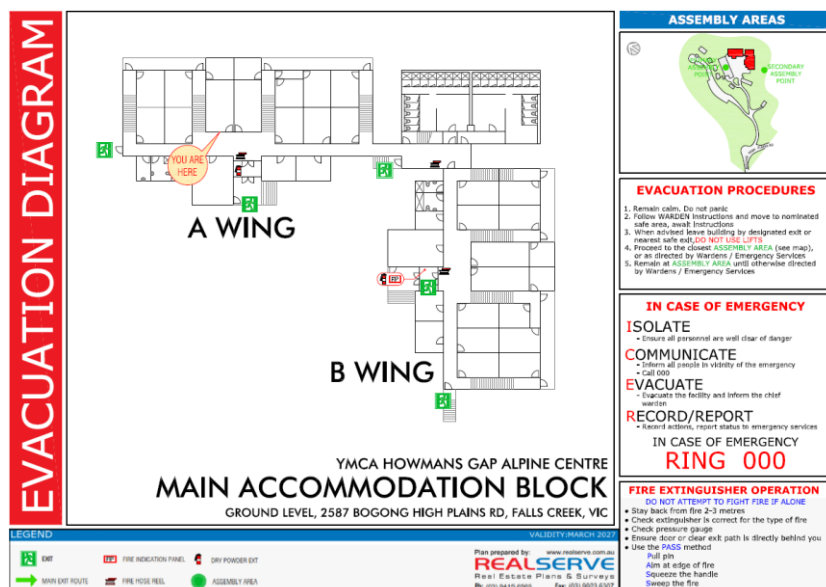
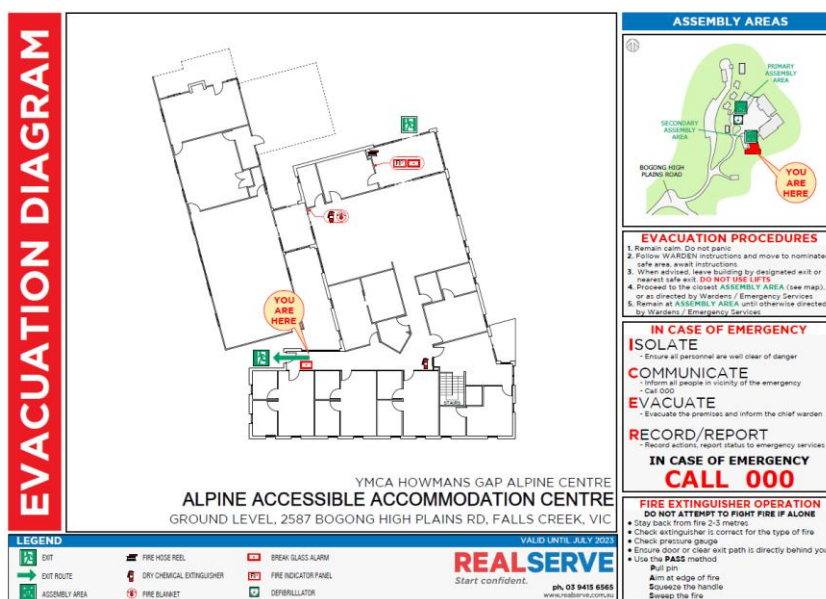
PLEASE ALSO REFER TO THE EMERGENCY CONTROL ORGANISATION CONTACT INFORMATION OF THIS PLAN.

6. EVACUATION DIAGRAMS

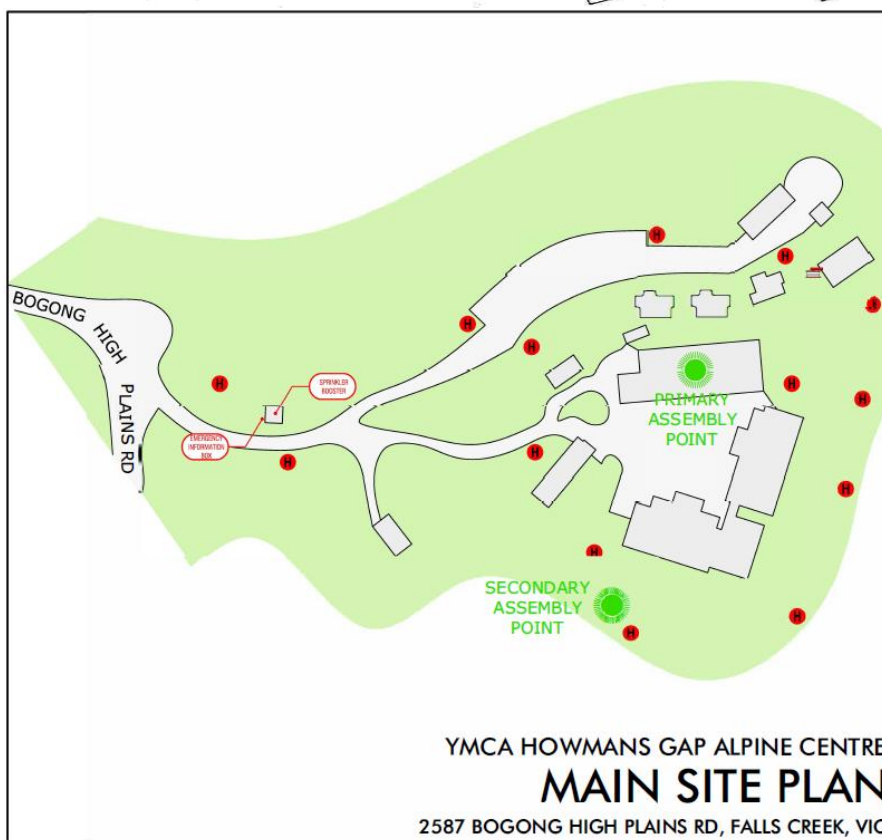
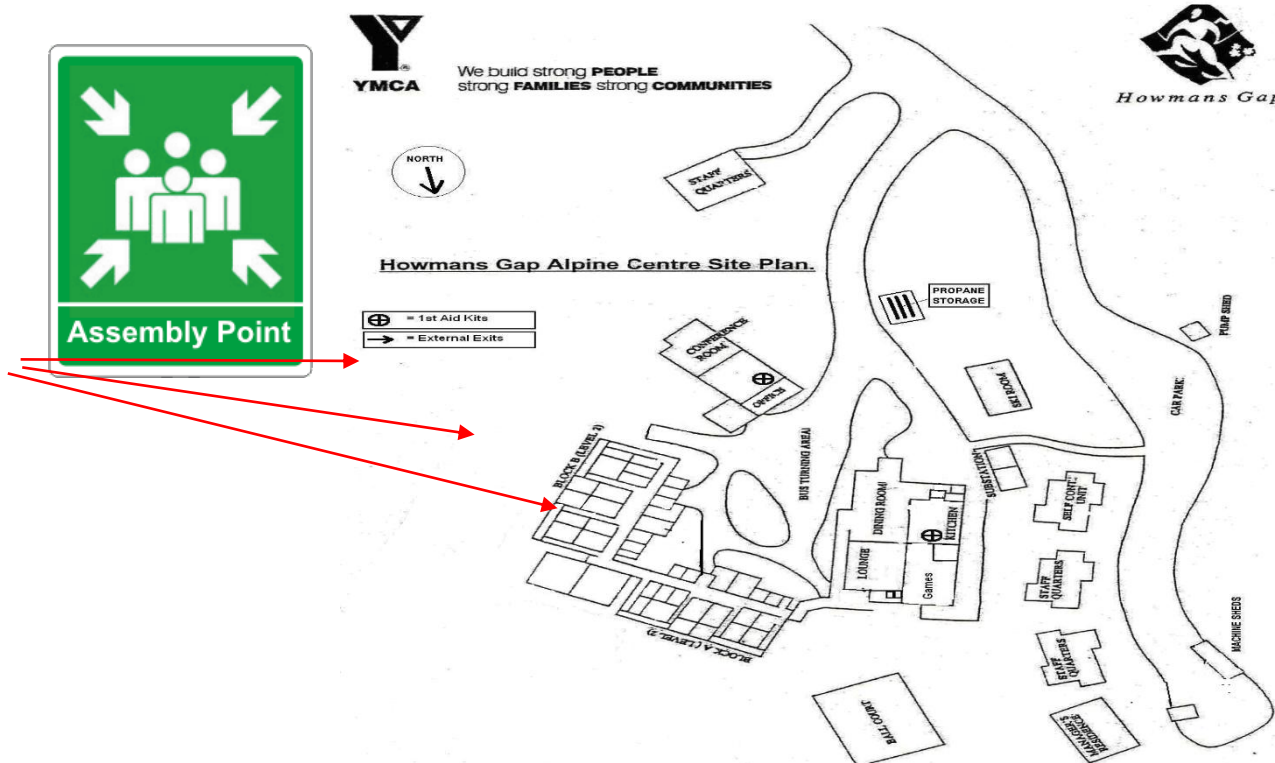
Evacuation diagrams that provide emergency and evacuation information are to be displayed in prominent locations throughout the facility where occupants and visitors are able to easily view the diagram. The location and number of the diagrams within the facility is to be determined by the EPC.

The position, orientation(location) and elements of the diagram are to be determined in accordance with the requirements as set out in Section 3.5 of AS3745:2010 Planning for Emergencies in Facilities and amendments.

All facility occupants should familiarise themselves with the evacuation diagrams and the location of the identified emergency resources.



6.1 Location of Fire Hydrants and Emergency Assembly Points



7. TRAINING ARRANGEMENTS & SKILLS RETENTION

7.1 EPC TRAINING

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

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

7.2 ECO TRAINING

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

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

The training shall include exercises and assessment.

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

- Their roles and responsibilities within the emergency plan.
- Duties of the EPC.
- Decision-making, command and control.
- Record keeping.
- Actions for the specific emergencies contained in the emergency response procedures.

- Coordination of communication during emergencies.
- Liaison with Emergency Services.
- Coordination of evacuation activities.
- Implementation of post-emergency activities in accordance with the emergency plan.

7.3 OCCUPANTS AND VISITORS

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

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

7.4 SKILLS RETENTION

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

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

8. EMERGENCY RESPONSE EXERCISES

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

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

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

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

9. REVIEW AND ROUTINE SERVICING

9.1 EMERGENCY PLAN

The EPC shall ensure the emergency plan and its associated elements developed to meet the requirements of AS3745:2010 are inspected, tested and routinely serviced. Checking and testing of the emergency plan elements are categorised in AS 1851 into two categories:

- Critical emergency evacuation system elements.
- Other emergency evacuation system elements and procedures.

Any deficiencies in the plan or its elements shall be reported to management or the EPC at the completion of the inspection or testing and shall be rectified with a minimum of delay.

Records shall be kept of all inspections, testing and routine servicing activities.

9.2 COMMUNICATION SYSTEM

Regular checks of the facilities emergency communications system shall be carried out, either at monthly intervals, or as directed by the EPC, such as to ensure the system is currently operational. Records of the check shall be retained.

DEFINITIONS

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

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

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

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

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

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

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

Emergency Preparedness - The arrangements made to ensure that should an emergency occur, all the necessary resources and services needed to cope can be efficiently mobilized and deployed.

Examples: the structure and duties of the EPC, the appointment of an ECO, development and maintenance of the emergency procedures, emergency identification, training, removal of people or property from a threatened location.

Emergency Prevention - The measures taken to eliminate the incidence of an emergency. These include the regulatory and physical measures to ensure that emergencies are prevented.

Examples: the implementation of suitable policies and procedures, regular maintenance and servicing of equipment/appliances, alarm systems, training in the safe use of installed equipment, correct storage practices, reduction or removal of excessive fuel loads.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- a) A person engaged for work for gain or reward, or on a voluntary basis
- b) A person conducting a business or undertaking; or

As defined by the relevant Commonwealth, State or Territory occupational health and safety statutes for the definition of a workplace.

LIST OF ABBREVIATIONS

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

APPENDICES

APPENDIX A	CRITICAL EMERGENCY EVACUATION SYSTEM ELEMENTS AND RECORDS
APPENDIX B	EMERGENCY EVACUATION EXERCISE OBSERVERS CHECKLIST
APPENDIX C	BOMB THREAT CHECKLIST
APPENDIX D	INTRUDER CHECKLIST
APPENDIX E	PERSONAL EMERGENCY EVACUATION PLAN (PEEP)
APPENDIX F	FIRST AID PROTOCOL
APPENDIX G	FIRST AID KIT CHECKLIST – SAMPLE CONTENTS LIST
APPENDIX H	AUTOMATIC EXTERNAL DEFIBRILLATOR (AED)
APPENDIX I	FIRE EXTINGUISHER CHART
APPENDIX J	INCIDENT LOG
APPENDIX K	CHIEF WARDEN ACTIVITY CHECK SHEET
APPENDIX L	CHIEF WARDEN ANNOUNCEMENT EXAMPLES
APPENDIX M	EMERGENCY PLANNING COMMITTEE MEETING TEMPLATE
APPENDIX N	BUSHFIRE PREPARATION CHECKLIST
APPENDIX O	EMERGENCY PLAN REFERENCE GUIDE

APPENDIX A CRITICAL EMERGENCY EVACUATION SYSTEM ELEMENTS AND RECORDS

Item	Action required & pass /fail requirements	Frequency				Records		
		Monthly	Quarterly	Six-monthly	Yearly	Result	Pass/Fail	Comments
Emergency Plan	Inspect the Emergency Plan and check for relevancy to the facility				■	Pass	Pass	WS
Emergency Evacuation Equipment	Inspect the Emergency evacuation equipment and check for compliance with the Emergency Plan			■	■	Pass	Pass	WS
Emergency Response Procedures	Inspect the emergency Procedures and test for relevancy to the facility or to a nominated incident covered by the Emergency procedures by conducting an evacuation exercise.			■	■	Pass	Pass	WS
Training	Inspect training records and check for compliance with the emergency plan			■	■	Pass	Pass	WS
Evacuation Exercise	Inspect evacuation exercise records and check for compliance with the emergency Plan			■		Pass	Pass	WS
Emergency Control Organisation (ECO)	Inspect the ECO list and check for compliance with the emergency plan. Test the ECO for relevance to the facility by initiating an alarm and checking the response for compliance with the emergency plan	■		■	■	Pass	Pass	WS
Emergency Evacuation Diagrams	Inspect the emergency evacuation diagrams for relevancy and check for compliance with the emergency plan			■	■	Pass	Pass	WS
Assembly Areas	Inspect the nominated assembly area/s and test for relevance to the facility and compliance with the emergency plan			■	■	Pass	Pass	WS

APPENDIX B EMERGENCY EVACUATION EXERCISE OBSERVERS CHECKLIST

Emergency Evacuation Exercise Observers Checklist			
Date:			
Address:			
Floor or Area:			
Type of Emergency tested:			
Evacuation sequence	Time		
	Hours		Minutes
Alarm sounded (Effective, timely, clear)	:		
Wardens respond (Timely response, safe)	:		
Wardens check floor or area (Visual, verbal)	:		
Evacuation commenced	:		
Wardens report floor or area clear	:		
Persons with disabilities accounted for	:		
Arrive at assembly area, safe place	:		
Wardens check occupants present & report to Chief Warden	:		
Evacuation completed	:		
Exercise terminated	:		
Comments:			
Observer			
Signed			

APPENDIX C BOMB THREAT CHECKLIST

PHONE BOMB THREAT CHECK LIST

DO NOT HANG UP

REMAIN CALM

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

Where did you put it?
When is the bomb going to explode?
What does it look like?
Why did you put it there?
What type of bomb is it?
What is in the bomb?
How will the bomb explode?
How will the substance be released?
What type of substance is it?
What is your name?

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

Your Name: _____ Telephone number of your phone: _____

NOTES:

APPENDIX D INTRUDER CHECKLIST

Intruder Checklist

Witness Details

Name:	Position:
Signature:	Department:
Date:	

Intruder Details

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

Notes

ALERT YOUR SUPERVISOR AND THE CHIEF WARDEN

APPENDIX E PERSONAL EMERGENCY EVACUATION PLAN (PEEP)

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

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

Copy of completed form sent to / held by:

Centre Director	<input type="checkbox"/> Yes	Designated assistants	<input type="checkbox"/> Yes	Person requiring assistance	<input type="checkbox"/> Yes
-----------------	------------------------------	-----------------------	------------------------------	-----------------------------	------------------------------

APPENDIX F FIRST AID PROTOCOL

D DANGER

Check for immediate danger to yourself, others and the patient



R RESPONSE

Check for a response Ask name – Squeeze shoulders

No Response

Response



Make Comfortable

Monitor Condition

S SEND FOR HELP

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



A AIRWAY

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



B BREATHING

Check for breathing – look, listen, feel

Absent or Abnormal Breathing

Normal Breathing

Start CPR

Place in recovery position



Monitor breathing

C CPR

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

Continue CPR until help arrives or patient recovers



D DEFIBRILLATION

Apply defibrillator if available and trained to do so

APPENDIX G FIRST AID KIT CHECKLIST – SAMPLE CONTENTS LIST

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

APPENDIX H AUTOMATIC EXTERNAL DEFIBRILLATOR (AED)

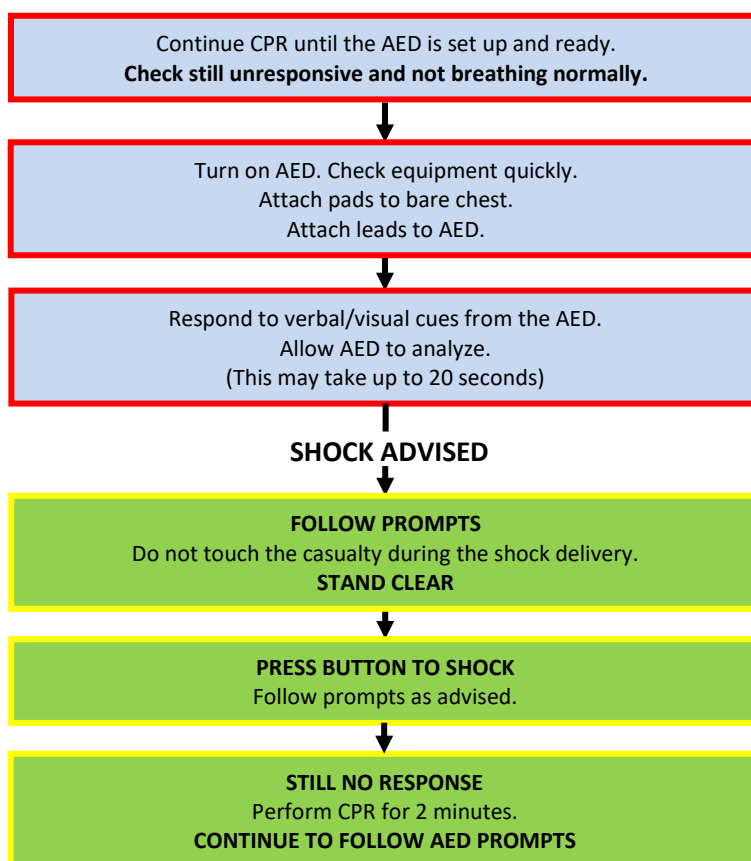


An Automated External Defibrillator (AED) can identify the cardiac rhythm as either *Shockable* or *Non-Shockable*.

The Pad covers have a diagram showing the pad positioning. Adult pads are suitable for use in children older than 8 years with normal pad positioning. If Paediatric pads are not available for children between 1 and 8 years, the adult pads can be used in the Front-Back position.

Pad to skin contact is important for successful defibrillation. Skin should be clean and dry. Excessive moisture and hair should be removed (e.g., Shave) remembering the importance of minimal delay in shock delivery.




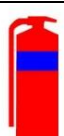



DEFIBRILLATION



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

APPENDIX I FIRE EXTINGUISHER CHART

FIRE EXTINGUISHER CHART

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

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

APPENDIX L CHIEF WARDEN ANNOUNCEMENT EXAMPLES

When arriving at the panel and after evaluating the information on the panel.

Attention, Attention this the Chief Warden.

We are investigating the cause of the alarm, please stand by for further instructions.

As further details become available that need to be communicated with the facility.

Attention, Attention this the Chief Warden.

The following wording can be used as a sample depending on the actions required

The alarm activation is in the "NAME OF AREA" area of the building.

- *Please stand by for further instruction or*
- *Please evacuate "NAME OF AREA" immediately to a safer area. Following the directions of the wardens or*
- *Please evacuate "NAME OF AREA" to "NAME OF AREA" Following the directions of the wardens*
- *Please evacuate "NAME OF AREA" to the Assembly area in dining room. Following the directions of the wardens*

Due to the nature of the site the evacuation response may be different for each part of the building. The Chief Warden must form a plan of evacuation with the information obtained at the time of the emergency to determine the safest response for the occupants.

If the cause of the alarm is determined to not be a threat.

Attention, Attention this the Chief Warden.

The alarm activation has been identified. There is no immediate threat. Please stand by and listen for any further instructions.

At the conclusion of the emergency.

Attention, Attention this the Chief Warden

The emergency has concluded. All Clear code "CODE Colour". Please follow the directions of any future alarms

APPENDIX M EMERGENCY PLANNING COMMITTEE MEETING TEMPLATE

EMERGENCY PLANNING COMMITTEE MEETING - AGENDA

Date:	
Time:	
Site:	
Attendees: (EPC Members, External Consultant and others as invited)	
Apologies:	

ADOPTION OF MINUTES FROM THE PREVIOUS MEETING

Business arising from the previous minutes:

STANDING GENERAL BUSINESS ITEMS:

EPC & ECO EXPLANATION

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

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

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

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

- Chief Warden.

- Deputy Chief Warden.
- Area Wardens and deputies.
- Wardens and deputies.

EPC Members Register

- Chris Stack
- Warren Sanders
- Leanne Bower
- Sam Bretherton

ECO Members Register

- Chris Stack
- Warren Sanders
- Cliff Gare
- Myra Rist
- Leanne Bower
- Sam Bretherton

Identified Emergencies, Event Risk Rating & Specific Response Required

EMERGENCY	RISK RATING	SPECIFIC RESPONSE REQUIRED
Fire	Choose	
Medical	Choose	
Chemical Spill	Choose	
Bush/Grass Fire	Choose	
Lockdown	Choose	
Flooding	Choose	
Aquatic Rescue / Drowning (Pool)	Choose	
Aquatic General (Water quality/chemical)	Choose	
Severe Weather	Choose	
Unauthorised Access	Choose	
Evacuation	Choose	
Missing Person	Choose	
Wildlife	Choose	
Other:	Choose	

Emergency Plan & Evacuation Diagrams

Emergency Plan Review Findings:

Evacuation Diagrams Review Findings:

Emergency Procedures Review

Fire Alarm Activation

Non-Fire Alarm Emergency

Training & Exercises

EPC Training since the previous EPC meeting:

EPC Training proposed:

ECO Training since the previous EPC meeting:

ECO Training proposed:

Emergency Response Exercise Schedule:

Exercise scenarios proposed:

Emergency Locations & Suitability

Primary Assembly Area

As Per the Emergency Plan; Dining Room

Suitability:

Secondary Assembly Area

As Per the Emergency Plan: Grassed Oval

Suitability:

Master Emergency Control Point (MECP)

As Per the Emergency Plan

Suitability:

Secondary Emergency Control Point

As Per the Emergency Plan

Suitability:

Refuge/Lockdown area

As Per the Emergency Plan; Fire Bunker

Suitability:

Emergency Equipment

Identification items:

Communication:

Documentation location:

Torches:

Other:

Next EPC Meeting

Date:

Time:

Location:

APPENDIX N BUSHFIRE PREPARATION CHECKLIST

Bushfire Preparation Checklist

1. Leading into the Bushfire Season

- Keep lawns mowed and gardens well maintained.
- Prune trees and shrubs
- Remove dead vegetation, branches, leaves and bark from around the building/s
- Install and maintain metal gutter guards
- Repair damaged or missing tiles or roof sheeting
- Seal gaps and areas leading under the building
- Fit seals to doors and windows to eliminate gaps
- Cover windows, crevices and vents with fine wire mesh
- Have hoses fitted and long enough to reach around the building
- Remove leaves from gutters and roof
- Check/maintain equipment, including sprinkler systems, fire extinguishers, yard maintenance equipment
- Check/Prepare Emergency Kits (Grab Bags)
- Check currency of Emergency Contact numbers

2. Leading up to Severe Fire Days

- Monitor your State Fire Service for fires in your area
- Ensure lawns are mowed
- Check gutters to make sure leaves have not built up
- Remove all fuels (leaves, bark, etc) from around building
- Ensure staff are aware of the Bushfire Evacuation Procedures

3. On High Alert Fire Days (Very High to Extreme Fire Danger)

- Monitor the Fire Danger Rating in your area
- Monitor your State Fire Service website
- Monitor local ABC Radio Station for updates on fires in your area
- Water the gardens, including the plants and mulch
- Remove door mats, play mats from near the building
- Collect and remove pets to a safe location
- Check that anything flammable has been removed from near the building, verandas and decks
- Place all playground equipment near the boundary fences away from the building

- If possible, block downpipes and partially fill gutters with water
- Liaise with your Critical Management Team for advice and guidance as required
- Be mindful of triggers for commencement of the Evacuation Procedures

4. Immediately Before Evacuating the Centre

- Lock all doors and windows
- Turn off the Gas supply at the Gas Shutoff Point
- Leave the front access gate to the property open

APPENDIX O EMERGENCY PLAN REFERENCE GUIDE

This document should be used as a template to generate a final emergency plan specific for a site.

Once the document is authorised, the final document should remove this appendix and the “USE OF TEMPLATE” text after the table of contents.

The below table can be used to track the development of the plan for the site.

The first step to developing the emergency plan is to complete the risk assessment of the site for the emergencies.

The risk assessment can be found in section 2 Emergency Identification and Analysis.

Use the drop-down fields in section 2.2 “Risk assessment outcomes” for likelihood, consequence, risk rating to capture the risk assessment for the site.

Use the drop-down fields in section 2.3” Emergency Risk Assessment for Surrounding areas” for adjoining properties.

The assessment date and persons completing the assessment should also be captured in this section

Following the risk assessment, the non-relevant emergency procedures and appendices should be removed.

Areas highlight in red, surrounded by << >> indicate that site specific information should be included.

Section	Title	Text to be updated	Tracking
Front Page	N/A	Site Name, Site Location, Address, Photo, Issue date, Expiry Date	
Footer	N/A	Copyright year, Facility Name, Version number (this should be updated on each review), Date of issue, Date of expiry	
i	Emergency Plan – Review and Amendment Sheet	Prepared by, Authorised by	

Table of contents	N/A	As the document is modified, the table of contents should be updated.	
1.1	Purpose and Scope	Site name, Site address	
1.2	Site Identification	Table of details, a brief summary description of the site.	
1.3	Building Fire Safety, Emergency and Safety Features Overview	Table of details,	
1.3.1	Documents reference	Any facility documents that may impact on the Emergency Plan er FER, MIUP	
1.4	Building Emergency Contacts	Table of details	
1.5	YMCA Contact numbers Site Contact numbers Contract Partner numbers	Table of details	
1.6	Building Emergency Locations	Master Emergency Control Point Assembly Area Secondary Assembly Area (if nominated)	
1.12	Description of Installed Fire Safety Equipment	Remove any rows from the table that are not applicable Where an item is installed, add the specific or general location/s	
3.1	Emergency Control Organisation	Location where ECO position info panel is displayed.	
3.3	Emergency Procedures - Fire	If a fire detection system is not installed, remove this text. Device and procedure to raise the alarm where no detection system is activated	

		Remove instruction for use of fire equipment that is not applicable	
3.18	Emergency Procedures - Bushfire	Transportation Logistics Venues identified as Safe Refuges – Evacuation Centres	
3.20	Emergency Procedures – Evacuation	Emergency Device type Nursery evacuation device ie cot, pram etc	
4.5	Sites Emergency Control Organisation Structure	Use the Smart Art functions to add or remove Area Wardens as applicable to the centre	
5.0	Evacuation Diagrams	A sample evacuation diagram should be added on this page (not full size). A link to the YMCA location of all digital diagrams	
6.5	Occupants and Visitors with a Disability	As PEEP forms are completed they should be captured in this register.	
Appendix L	Chief Warden Announcement examples	Location of the Assembly area	