**Guidelines to the development of emergency management equipment and procedures**

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| **Step** | **Action** | | **Notes and Reference material** | |
| 1 | Use risk management approach to identify hazards and examine risks at the premises or area to prepare to install first attack fire fighting equipment and to develop emergency and supplementary plans.  Look at size, location, number and composition of workers. | | Managing the work Environment and Facilities Code of practice  <http://smallbusiness.workcover.nsw.gov.au/Tools-and-Guides> | |
| 2 | Development of policy and procedures around Emergency Management. | | * Policies could include, but not be limited to, Fire, Security. Emergency response, visitors , contractors * Develop sign in and out procedures for all sites * Develop Personal Emergency Evacuations Plans for clients (ref AS 3745 -2010) | |
| 3. | Install and maintain Portable first attack fire fighting equipment.  Ensure portable fire equipment is checked as per the requirements within the Australian standard. | | AS 2444 Portable fire Extinguishers and fire blankets selection and location  <http://www.fire.nsw.gov.au/gallery/files/pdf/factsheets/43_portable_fire_extinguisher_information.pdf>  AS 1851 2012 Routine Service of Fire Protection Systems and Equipment (portables 6 monthly) | |
| 4. | Install appropriate exit signage, alarm systems etc and ensure maintenance/inspection procedures in place. | | [http://www.fire.nsw.gov.au/page.php](http://www.fire.nsw.gov.au/page.php?id=25) | |
| 5. | Install other emergency equipment depending on needs identified in risk assessment such as evacuation mats, evacuation chairs or personal panic alarms. | | <http://www.statina.com.au/products/hospitals/fire-and-evacuation/albac-mat.html>  <http://www.evacuationchairs.com.au/> | |
| 6. | Development of emergency and supplementary plans.  Include communication statements and responses, emergency numbers and a media management plan.  Develop standard notification , identification and activation systems for use in an emergency  (see table below). Review plans Annually. Consider needs on different shifts and also for those working off site. | | <http://www.workcover.nsw.gov.au/newlegislation2012/general-risk-management/Pages/emergency-plans.aspx>  Australian Standard AS4083, 2010 Planning for emergencies – Health Care Facilities  Australian Standard AS3745, 2010 Planning for emergencies in facilities  <http://www.workcover.nsw.gov.au/formspublications/publications/Pages/emergency-management-plan-checklist.aspx>   * Note: Further supplementary plans may need to be developed on the type of risks identified and these may include Bush Fire, Flood, Pandemics, Tsunamis, Earth Quakes, Transport incidents etc.   <http://www.rfs.nsw.gov.au/dsp_content.cfm?cat_id=2709>  <http://www.stormsafe.com.au/>   * Note: Think about business continuity , how will the service provide services if the building is uninhabitable, it may be necessary to develop plans around this. * Colour codes other than those listed should not be used as they may lead to confusion | |
| **Emergency Type** | **Colour code** |
| * Fire/smoke * Medical emergency * Bomb threat (including a checklist) * Infrastructure Internal emergencies * Personal Threat (including a checklist) * External Emergency * Evacuation | Red  Blue  Purple  Yellow  Black  Brown  Orange |
| 7. | Develop and display evacuation routes in designated facilities and ensure remote staff have routes identified. | | * Use current floor plans or use software or fire equipment providers to develop. * Note location of exits, path of travel, location of extinguishers, electrical switchboard, chemical store and gas bottles where relevant. | |
| 8. | Identify emergency coordinators /Emergency managers, emergency officers in each facility or roles which will fulfil these duties on a day to day basis. In smaller facilities the one person may fulfil all roles! | | **EXAMPLES OF EMERGENCY COORDINATION TEAM DUTIES** | |
| **Emergency coordinator/s**  • Maintain current register of Emergency Coordination Team (ECT) members on site and to ensure that these are maintained at all times (i.e. replace members when a position becomes vacant) – consider use of photographs displayed in work areas of relevant members.  • Conduct regular exercises taking into consideration all possible emergencies  • Ensure emergency response procedures are kept up to date  • Arrange and attend ECT meetings at least four (4) times per year  • Ensure all members of the ECT receive training annually (including self)  • Ensure ECT equipment and or evacuation kits are available at all times  • To ensure that all physical areas, e.g. car parks, roofs, corridors, stairwells, plant rooms, gardens, roadways and toilets are the responsibility of a nominated officer.  • To ensure that all new, temporary and casual staff or contract labour are familiarized with relevant aspects of the emergency plan at the time of appointment  • To ensure debriefing occurs after activation or exercising of plans.  • Report all concerns/ irregularities to the WHSIM Manager on identification  • Maintain an intimate knowledge of the area, including egress routes, the location of emergency equipment and the presence of hazardous substances  • Be vigilant against, and attend to, poor housekeeping practices  • Be available for briefing fire officers, police and other authorised persons during an emergency; and be aware of the implications of an emergency in an adjoining area or premises. | |
| **Communication officer**   * Maintain proficiency in operation of all communication equipment   • Maintain records and documentation ( i.e. site plans, ensuring flip contact information current )  • Ensure ECT are proficient in the use of communication equipment  • Attend Fire Safety Evaluation Review(FSER) training annually  • Report all concerns/ irregularities to the emergency coordinator on site  • Participate in regular exercises taking into consideration all possible emergencies  • Maintain equipment provided for ECT use   * Maintain an intimate knowledge of the area, including egress routes, the location of emergency equipment and the presence of hazardous substances | |
| **Emergency officers**   * Attend FSER training annually * Report all concerns/ irregularities to the emergency coordinator on site * Ensure all equipment in their designated areas is as per manufacturer’s instructions i.e. spill kits * Ensure PPE is available for use * Participate in regular exercises taking into consideration all possible emergencies * Maintain equipment provided for ECT use * Maintain awareness of area/s allocated * Be vigilant against, and attend to, poor housekeeping practices * Maintain an intimate knowledge of the area, including egress routes, the location of emergency equipment and the presence of hazardous substances | |
| 9. | Provide training for workers | | * Provide annual training for workers in first attack fire fighting if relevant, this may include practical , theory and or desktop audits checklists , supervision sheets and demonstrations * Provide emergency drills for all workers and clients at frequency appropriate for the facility, ensuring all workers and clients participate minimum annually. | |
| 10. | Conduct evacuation drills , developed in consultation with facility owners , managers , occupiers, and other PCBU’s. Ensure drills cover the range of possible emergencies and the range of possible issues eg. time of day, staffing, mobility and behaviour issues. | | **Example of a how to conduct an emergency exercise** | |
| **Steps** | **Actions** |
| 1. Person identifies   there is an emergency | Person notifies reception who notifies the emergency coordinator and emergency officers. Observer begins to time evacuation and complete observers section within formduring the exercise |
| 2. Emergency  coordinator takes  charge of the  emergency  (Stage of evacuation -  Stage 1, 2 and 3) | EC (Emergency coordinator )directs AEO’s (Area Emergency officers ) to evacuate their nominated areas  **Remove people (who are in danger) to a safe area, via the exits in the following order:**  1. Ambulant persons (walking)  2. Semi Ambulant persons (e.g. Wheelchair, walking frame)  3. Non-Ambulant persons (Bed-fast)  4. Overt aggressive / difficult persons  EO’s communicate steps taken back to EC.  Communication officer (CO) records all sequence of communications as they happen on the blank pages of the sign in/out register and collects sign in out register and proceeds to primary evacuation area |
| 3. First aid officer  (FAO) makes their  way to the primary  evacuation are | FAO (First aid officer ) to take a first aid kit to the Primary evacuation area and continues to monitor need |
| 4. ( AEO’s) clear their areas and proceeded to the primary evacuation area.  AEO radios or communicates to Communications officer **“ Confirm area xyz clear”** then when the AEO exits the building they are to radio or communicate **“AEO clear”** | AEO’s (Area Emergency officers ) check assigned areas for presence of clients/visitors etc and assists them to exit or notes refusal and location of person and has their name checked off and proceeds to the assembly area to report to Communication officers. |
| 5. Communication Officer collects the sign in/out register and chemical register if applicable and proceeds to the primary evacuation area | (CO) Communication officer delegates checking of names responsibility to emergency officers within the primary evacuation area ensuring a list of persons unaccounted for is made and promptly provided to the communications officer.  Communication Officer continues communications to the Emergency Coordinator (EC) |
| 6. Emergency services  attend | EC /EO greets emergency services at entrance and briefs them on any issues such as any persons who have not evacuation and hands over to Emergency services |
| 7. All evacuated persons remain in 1 group for further instructions from attending emergency services personnel ECT team conduct debrief | Evacuated group and ECT await instructions from emergency services personnel |
| 8. On receipt of information  that the building is habitable | All staff return to work.  EC collects all paperwork send forms on route list on form, completes debrief report and sends to building occupants within 48hrs. |
| 9. On receipt of information  that the building is uninhabitable | Site manager / Staff contacts the HR/CEO/Appropriate Manager for further instructions |
|  | 10. EC/WHSIM conducts  any further investigations required | Reports sent to Site , Regional and Executive management |

**FIRE EXTINGUISHER TYPES AND MOUNTING GUIDELINES**

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| **Fire Type** | **Class of fire** | **Extinguishing medium** | **Mounting heights for portable fire extinguishers and extinguisher location signs** |
| **Clothing fire** | A | * Water * Fire Blanket | **Extinguisher mounting heights**  Max - 1200mm from floor to top of extinguisher handle  Min - 100mm from floor to bottom of extinguisher  **Location sign mounting heights**  Min - 2000mm above floor level  At a point that makes them most apparent to a person of average height & visual acuity   * The extinguisher or extinguisher sign shall be clearly visible for up to 20 metres on approach. * The size of the sign shall be determined by:   + The location at which the sign shall be legible   + The distance at which the sign shall be legible * A minimum of one sign must be provided above or adjacent to an extinguisher even if indicating the location of multiple or a mixed group of extinguishers. * The extinguisher and fire point location signs shall have a symbol, border and letters in white on a red field, complying with Australian Standard (AS) 2700.   The Australian Standard (AS) 2444 Portable Fire Extinguishers and Fire Blankets selection and location will provide comprehensive and specific information.  Contact your local council’s Fire Safety Officer for further information.  *(Source NSW Fire Brigade Portable fire extinguisher information for business)* |
| **Small carbonaceous fire**  Waste paper bin | A | * Water * Foam * ABE powder * Wet chemical * Vaporising liquid * Carbon dioxide (limited) |
| **Large carbonaceous fire**  Pallet of cardboard | A | * Water * Foam * ABE powder |
| **Petroleum based liquids**   * Petrol * oil * grease * turps | B | * BE and ABE powder * Foam * Vaporising liquid (limited) * Carbon dioxide |
| **Polar Solvents**   * Cleaning spirits * Alcohols | B | * BE and ABE powder * Alcohol resisting foam * Vaporising liquid (limited) * Carbon dioxide (limited) |
| **Gas fires**   * BBQ gas * LPG * Natural Gas * Acetylene | C | * BE and ABE powder * NOTE- Gas fires are not to be extinguished unless the gas supply has been shut down first! |
| **Metal Fires**   * Metal shavings | D | * Special powder |
| **Fires involving energised electrical equipment**   * Fuse box * Computer equipment | E | * BE and ABE powder * Carbon dioxide * Vaporising liquid |
| **Cooking oils and fats**   * Dripping * Butter * Olive oil | F | * Wet chemical * BE powder * Fire Blanket * Foam (limited) * Carbon dioxide (limited) |