



EMERGENCY PLAN

LORDS RECREATION CENTRE

ADDRESS

5 Wembley Court
SUBIACO WA 6008
08 6229 6600

CHIEF WARDEN

Amy Fuller
Phone: 08 6229 6620
Mobile: 0416 144 626

**(PLEASE ENSURE THERE IS AT LEAST
ONE PRINTED COPY OF THIS PLAN ON DISPLAY)**

**DOCUMENT
PREPARED &
POWERED BY**



WA FIRE
TRAINING, SERVICES & EQUIPMENT
Workplace Emergency Solutions

FIRE / SMOKE
Code RED

INTERNAL
Code YELLOW

PERSONAL THREAT
(Including Armed Holdup)
Code BLACK

BOMB
(and Suspicious Package)
Code PURPLE

EVACUATION
Code ORANGE

EXTERNAL
Code BROWN

MEDICAL
Code BLUE

INTRODUCTION

Lords Recreation Centre (Lords) is committed to being a safe environment, that is trained and prepared for all emergency situations. Lords is striving to be an industry leader in **Emergency Preparedness and Response**.

All information in the Emergency Plan is to the Australian Standards. The Australian Standard adhered to in this Emergency Plan is:

AS3745 – 2010 Planning for Emergencies in Facilities

It is important that Lords staff are aware that there is an Emergency Plan, the location of the Emergency Plan and the information within the Emergency Plan. Staff shall familiarise themselves with the content, polices, procedures and actions outlined within the Emergency Plan.

Lords has a responsibility to its employees to provide training to:

- All Emergency Control Organisation (ECO) members (including nominated positions) are to be trained to develop the skills and knowledge necessary to undertake the duties set out in the emergency response procedures.
- Where first attack firefighting is included in the emergency procedures, training shall be provided to enable staff to competently execute their duties.
- All staff at Lords shall receive training to enable them to act in accordance with their role as outlined in the Emergency Plan.

LORDS RECREATION CENTRE

5 Wembley Court, Subiaco WA 6008



DEFINITIONS

- EPC** Emergency Planning Committee
- ECO** Emergency Control Organisation
- FIP** Fire Indicator Panel
- EWIS** Emergency Warning & Intercom System
- CW** Chief Warden
- DCW** Deputy Chief Warden
- W** Warden
- AW** Area Warden
- FW** Floor Warden
- WIC** **Warden in Charge** (Chief Warden, Deputy Warden, Warden, Area / Floor Warden)
- FE** Fire Extinguisher
- DCP** **Dry Chemical Powder Fire Extinguisher**
- CO₂** **Carbon Dioxide Fire Extinguisher**
- F** Foam Fire Extinguisher
- FB** Fire Blanket

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1 PURPOSE

The purpose of the Emergency Plan is to outline the emergency response procedures for all personnel in case of an emergency at Lords. Lords is made up of (8) key areas located at:

Lords – 5 Wembley Court, Subiaco WA 6008

- Gym
- Pool
- Group Fitness
- Sports Courts
- Crèche
- Café
- Change room facilities
- Offices

The Emergency Plan is designed to ensure that Lords are properly prepared for all emergencies, in accordance with and meeting the requirements of Australian Standard 3745-2010 Planning for Emergencies in Facilities.

2 SCOPE

This Emergency Plan applies to all the buildings occupants including but not limited to staff, contractors, service providers, and visitors to Lords.

3 DISTRIBUTION OF THE EMERGENCY PLAN

The Emergency Plan must be printed and assessable for all occupants attending Lords. The Emergency Control Organisation (ECO) shall have access to a copy ensuring they understand the Emergency Plan, the roles, responsibilities and actions for all emergencies.

All members of the Emergency Planning Committee (EPC) shall have a copy of the Emergency Plan. Ensuring they understand the Emergency Plan, the roles, responsibilities and actions for all emergencies and positions within.

4 EMERGENCY PLANNING COMMITTEE (EPC)

The EPC, where necessary in collaboration with facility owners, managers and employers, shall be responsible for the development, implementation and maintenance of the emergency plan, emergency response procedures and related training. The EPC shall meet at least annually. A record of EPC meetings shall be made and retained.

5 EMERGENCY CONTROL ORGANISATION (ECO)

The Emergency Control Organisation (ECO) is responsible for ensuring the safety of all occupants including but not limited to staff, contractors, service providers, and visitors to Lords. Lords Emergency Control Organisation (ECO) shall include a Chief Warden. It should include Wardens and an Assembly Officer.

LORDS - 5 WEMBLEY COURT, SUBIACO WA 6008

| Emergency Control Organisation | Helmet & Vest Colour | Name or Position |
|--------------------------------|----------------------|------------------|
| Chief Warden | White & White | Amy Fuller |
| Deputy Chief Warden | White & White | Fleur Kuljis |
| Warden | Red & Red | Duty Manager |
| Assembly Officer | Yellow & Black | Staff Member |

ROLES AND RESPONSIBILITIES

The roles and responsibilities of Lords Emergency Control Organisation (ECO) include:

PRE-EMERGENCY

Chief Warden:

- Ensure a minimum of one (1) evacuation exercise per year is completed at each location.
- Ensure emergency response procedures, manuals, evacuation diagrams and the emergency plan are up to date with correct and compliant information.
- Attend training exercises and meetings.
- Ensure that the people filling all roles are competent in the role or task and necessary training is provided.
- Ensure all required personnel are competent in the use of first strike equipment (fire extinguishers & fire blankets - as an example but not limited to).
- Maintain a current register of ECO members & replace ECO members when a position becomes vacant.
- Ensure ECO members are identifiable.
- Ensure all emergency equipment is available, assessable and all safety measures are being adhered to.
- Ensure you understand the role and responsibilities including filling the role of Chief Warden.
- Participate in regular training and exercises.
- Ensure emergency response or first strike equipment is maintained, available and compliant.
- Practise the use of specialist equipment.
- Ensure that personal protective equipment (PPE) and personal protective clothing (PPC) is maintained, available and compliant.
- Understand the key steps in an alarm activation and emergency.

Deputy Chief Warden:

- Ensure you understand the role and responsibilities including filling the role of Chief Warden.
- Participate in regular training and exercises.
- Ensure emergency response or first strike equipment is maintained, available and compliant.
- Practise the use of specialist equipment.
- Ensure that personal protective equipment (PPE) and personal protective clothing (PPC) is maintained, available and compliant.

EMERGENCY PLAN

Warden:

- Ensure you understand the role and responsibilities including filling the role of Chief Warden during an Emergency or abnormal situation.
- Ensure all staff are aware of their roles and responsibilities.
- Ensure you are familiar with the location of all emergency equipment.
- Understand the evacuation procedures and optional emergency assembly locations.

EMERGENCY

Chief Warden:

- Place the Chief Warden helmet or vest on.
- Respond to all emergencies and assume control.
- Identify the type of emergency (have the area investigated).
- Initiate emergency response procedures:
 - Phone “000” and request the necessary Emergency Services.
 - Start evacuations (if applicable) by removing people most in danger first.
 - Refer to the appropriate “Emergency Colour Code” section for that type of emergency (Page 16).
 - Keep all relevant people informed (Page 38).
 - Follow the emergency procedures for that emergency and implement.
- Form an action plan and delegate roles and responsibilities.
- Ensure all non-essential staff are evacuated from the area of concern or completely from the area involved.
- Ensure that all occupants are advised of the situation and the correct actions to take.
- Brief responding Emergency Services on the emergency and the actions taken.
- Inform the Emergency Services of the evacuation progress.
- Follow and implement actions provided by the attending Emergency Services.
- Ensure the emergency procedure manual, attendance list, evacuation information (personal emergency evacuation plan – PEEP), visitor, contractor and staff attendance paperwork are collected.
- Contact the appropriate line manager and inform them of the situation.

Deputy Chief Warden:

- Place Deputy Chief Warden helmet and vest on.
- Fulfil the role of Chief Warden if the Chief Warden is not present or until they arrive.
- Respond to the emergency incident as directed by the Chief Warden.
- Provide situation reports to the Chief Warden as the emergency evolves.
- Handover and brief responding Emergency Services on arrival if applicable.

Warden:

- Place Warden helmet and vest on.
- Fulfil the role of Chief Warden if the Chief Warden is not present or until they arrive.
- Respond to the emergency incident as directed by the Chief Warden.
- Provide situation reports to the Chief Warden as the emergency evolves.
- Handover and brief responding Emergency Services on arrival if applicable.
- Ensure all people are following the instructions of the Warden in charge.
- Assist people away from danger.
- Direct people to the nominated emergency assembly point.
- Complete a walk-through of your area to ensure all occupants are evacuated.

Assembly Officer:

- Assist the Warden in charge with the evacuation of occupants from Lords.
- Go to the nominated emergency assembly point and continually provide a safe area for the evacuated.
- Have the relevant paperwork to assist you in the role of Assembly Officer.
- Coordinate the evacuation of all occupants by directing staff in teams (minimum of two people in a team) to evacuate people in the following order:
 - 1st – Immediate danger
 - 2nd – Impacted fire zone
 - 3rd – From the building
- Document the arrival of all occupants to the emergency assembly point.
- Do not allow unauthorised people to re-enter the building or areas in danger.
- Keep the Warden in charge informed when all occupants are removed from:
 - 1st – Immediate danger
 - 2nd – Impacted fire zone
 - 3rd – The building
- Inform the Emergency Services and Warden in charge if people are not accounted for or unable to be evacuated.
- Document if anybody leaves the emergency assembly point.

POST EMERGENCY

Chief Warden:

- After all emergency operations are completed, if the area is safe and has been handed back to you by the responding Emergency Services provide all occupants with the “all clear” information and have them return to the premises.
- Coordinate a debrief with the Emergency Control Organisation (ECO) and present to Lords staff.
- Fill out the relevant paperwork.
- Complete the “Building Evacuation Incident Report” and forward it for discussion at the next Emergency Control Organisation (ECO) meeting.
- Ensure that all emergency response or first strike equipment used is removed, tested, replaced and reinstated as soon as possible.
- Ensure the area involved in the emergency is safe for work to resume as normal, if not take the appropriate action to have it rectified and the area isolated until it’s safe.
- Conduct an investigation if the situation warrants it. Use the information as a learning tool.
- Contact management and inform them of the situation if they are not already aware.
- Ensure the area involved in the emergency is safe for work to resume as normal, if not take the appropriate action to have it rectified and the area isolated in the interim.
- Attend the debrief with the responding Emergency Services.
- Attend the debrief with Lords staff.

Deputy Chief Warden:

- Fulfil the role of Chief Warden if the Chief Warden is not present or until they arrive.
- Assist the Chief Warden where required to ensure all emergency response or first strike equipment used is removed, tested, replaced and reinstated as soon as possible.
- Assist the Chief Warden where required to ensure the area involved in the emergency is safe for work to resume as normal, if not take the appropriate action to have it rectified and the area isolated in the interim.
- Attend the debrief with the responding Emergency Services.
- Attend the debrief with Lords staff.

Warden:

- Fulfil the role of Chief Warden if the Chief Warden is not present or until they arrive.
- Assist the Chief Warden where required to ensure all emergency response or first strike equipment used is removed, tested, replaced and reinstated as soon as possible.
- Assist the Chief Warden where required to ensure the area involved in the emergency is safe for work to resume as normal, if not take the appropriate action to have it rectified and the area isolated in the interim.
- Attend the debrief with the responding Emergency Services.
- Attend the debrief with Lords staff.
- Complete a walkthrough of your area ensuring it is safe for all occupants to return to your area.
- Inform the Warden in charge when the walk through has been completed and if it is or is not safe to re-enter.

Assembly Officer:

- Continually consider if the emergency assembly point is a safe location and provide this information to the Emergency Control Organisation (ECO) and Warden in charge.
- Pass on all requested documentation to the Emergency Services.
- Pass all documentation onto the Warden in charge.

6 AUTHORITY AND INDEMNITY

During emergencies, instructions given by the emergency control organisation (ECO) personnel shall take precedence over the normal management structure. Facility owners, managers, occupiers and employers should obtain professional advice on the level of indemnity provided to ECO members. The ECO members should be advised of the level of indemnity provided.

7 TRAINING RECORDS

Adequate training shall be provided, applicable with the level of responsibility held within Lords. Training should be recorded with the date, session objectives, attendee's and if the objectives were met. All certificates applicable to the position and level of responsibility will be kept on a file by Lords with a copy being sufficient.

TRAINING

Additional to the induction process, all staff shall be familiar with the specific emergency procedures contained within the Emergency Plan. The necessary skills and knowledge shall include but not be limited to:

- Hierarchy of control during an emergency or emergency training.
- The duties of the Emergency Control Organisation (ECO).
- How to respond to emergencies within Lords.
- An understanding of the Emergency Plan and Emergency Procedures.
- Communication during emergencies.
- Pre-emergency activities and training sessions.
- Emergency activities.
- Post emergency activities.

- People with disabilities and assistance required during an evacuation.
- Human behaviour during emergencies.
- Reacting to emergencies.
- An awareness and understanding of the fire detection system (if applicable).
- The 6 classes of fire (A, B, C, D, E, F).
- Hazardous materials and HAZMAT response including material safety data sheets (MSDS).
- The knowledge of emergency response or first strike equipment and its correct operation.
- Location of emergency response or first strike equipment.
- Location of first aid equipment.
- Emergency contact number (000) and how to call.
- Emergency assembly points.
- The different types of evacuations.
- Emergency colour codes and what they represent.
- Lords staff initial actions when an alarm or emergency has occurred.

CONTRACTORS & SERVICE PROVIDERS

Contractors and service providers should be inducted to Lords where possible, and the appropriate emergency response information will be provided. This information will include but not be limited to:

- The duties of the Emergency Control Organisation (ECO).
- How to respond to emergencies within Lords.
- The emergency assembly points.
- Communications during an emergency.
- Location of emergency response or first strike equipment.
- Location of first aid equipment.
- What is expected of them and their initial actions when an alarm or emergency has occurred.

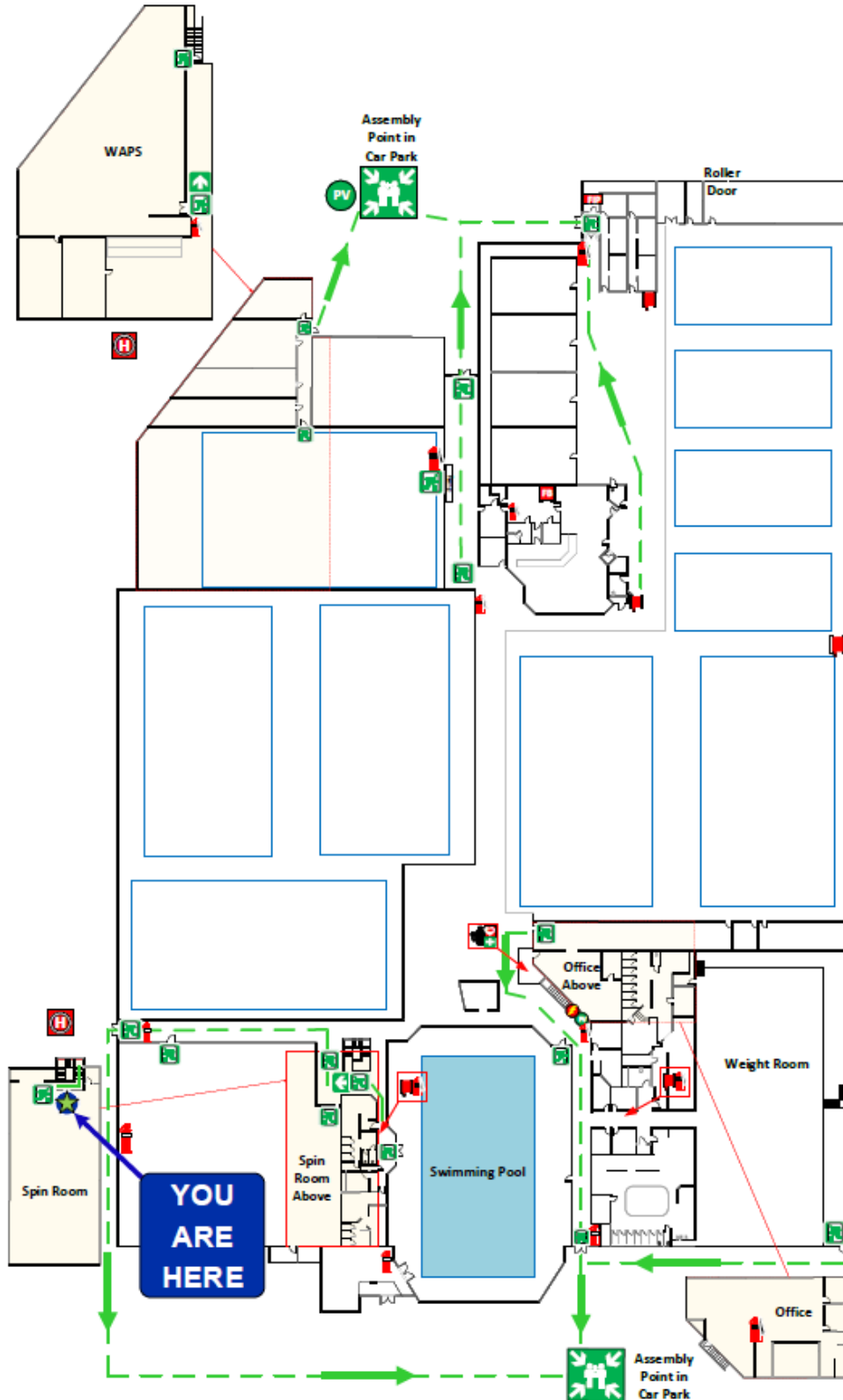
VISITORS

Visitors will not be inducted to Lords. Visitors where possible will have the appropriate emergency response information provided and access to the Emergency Plan. During any emergency visitors will always be directed by Lords staff. This information will include but not be limited to:

- The duties of the Emergency Control Organisation (ECO).
- How to respond to emergencies within Lords.
- The emergency assembly points.
- Communications during an emergency.
- Location of emergency response or first strike equipment.
- Location of first aid equipment.
- What is expected of them and their initial actions when an alarm or emergency has occurred.

8 EVACUATION DIAGRAM

LORDS RECREATION CENTRE
5 WEMBLEY COURT, SUBIACO WA 6008



9 EMERGENCY ASSEMBLY POINTS

LORDS – 5 WEMBLEY COURT, SUBIACO WA 6008

Primary - Lords – Eastern Carpark

Secondary - Lords – Western Carpark



Secondary



Primary



10 BUILDING EMERGENCY EVACUATION PROCEDURE

PRE-EMERGENCY

- The evacuation of all occupants excluding Lords ECO members will be completed by following the directions of the Warden in charge.
- All building occupants including and not limited to staff, contractors, service providers and visitors at the premises of Lords are to be aware of the site's emergency evacuation procedures, the nearest exit from their location and the primary, secondary and alternative emergency assembly points.
- All staff and volunteers at Lords that will require assistance during an evacuation must have a Personal Emergency Evacuation Plan (PEEP) developed for their work location. The PEEP must be forwarded onto the Chief Warden.

EVACUATION TYPES AND LEVELS

Level One (1) Evacuation

A level one (1) evacuation is either where you shelter in place* or the emergency does not require an evacuation of the room, area, or building.

Level Two (2) EVACUATION (Partial Evacuation)

This is the minimum level of evacuation when fire and or smoke is involved.

A level two (2) evacuation is when you remove all occupants from the area within the fire zone impacted by the hazard or emergency, penetrating through a set of fire or smoke doors, whilst remaining inside the premises.

Level Three (3) EVACUATION (Full Evacuation)

A level three (3) evacuation is a complete evacuation of all occupants from the premises to the external emergency assembly points. This will start with the people in the most danger, then the complete evacuation of the impacted fire zone followed by the remainder of the building.

*Shelter in Place

Shelter in place is when you do not exit the building and try to secure the premise & buildings (if applicable & safe to do so) to stop people from the outside getting into the premise.

EMERGENCY

STAFF AND CONTRACTORS

On the sound or awareness of an alarm or emergency:

- Stop what you are doing.
- Render your area safe.
- Ensure all people in your immediate area are aware they must stop what they are doing, wait for instructions from the Warden in charge.
- Provide assistance to anyone in immediate danger or experiencing difficulty evacuating from danger.
- If safe to do so - contain the hazard.
- If safe to do so - close doors as you leave but DO NOT LOCK THEM.
- Report to the appropriate location as instructed by the Warden in charge.
- Follow all instructions given by the Warden in charge.

ALL OTHER PEOPLE PRESENT

- Stop what you are doing.
- If you are not in immediate danger, wait for further instructions and directions from the Warden in charge or staff.
- Provide assistance to anyone in immediate danger or experiencing difficulty evacuating from danger.
- Collect your personal belonging that are in your immediate vicinity only.
- Ensure all persons in your immediate area are aware they must evacuate and follow the instructions from the Warden in charge or staff.
- If safe to do so, close the doors as you leave but **DO NOT LOCK THEM**.
- If evacuated, report to the Assembly Officer located at the nominated emergency assembly point.
- Remain at the emergency assembly point and await further instructions from the Warden in charge, Assembly Officer or Emergency Services.
- Do not leave the emergency assembly point unless instructed to do so by the Warden in charge or Emergency Services.

POST EMERGENCY

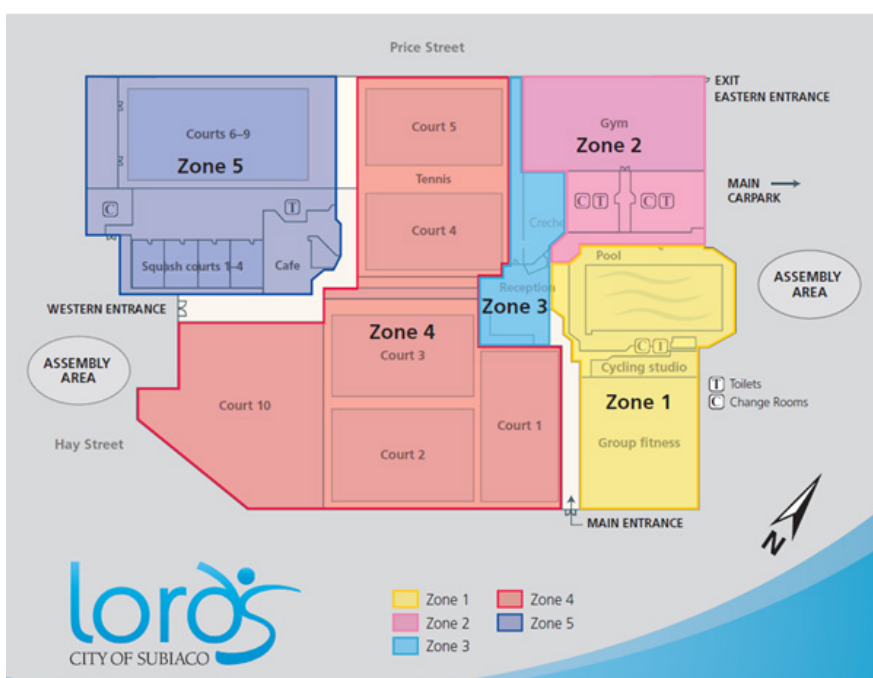
STAFF AND CONTRACTORS

- Follow instructions from the Warden in charge or Emergency Services.
- Continue to assist all people present at Lords and the emergency assembly point.
- Participate in the operational debrief.
- Fill out the appropriate post incident paperwork if required.
- Return to normal duties if safe to do so.

ALL OTHER PEOPLE PRESENT

- Follow instructions from the Warden in charge, Assembly Officer or Emergency Services.
- If required prior to leaving the emergency assembly point, leave your contact details with the Assembly Officer.

BUILDING EVACUATION ZONES FOR STAFF / WARDENS



11 EMERGENCY RESPONSE EQUIPMENT

LORDS – 5 WEMBLEY COURT, SUBIACO WA 6008

- ✓ - Fire Indicator Panel (FIP)
- ✓ - Fire Extinguishers
- ✓ - Fire Blankets
- ✓ - Manual Call Points / Break Glass Alarms
- ✓ - Emergency Warning and Intercom System (EWIS)
- ✓ - Duress Alarms
- ✗ - Smoke Detectors
- ✗ - Heat Detectors
- ✓ - Sprinkler System
- ✓ - Hose Reels
- ✓ - First Aid Kits including DEFIB

- Other: _____

12 PERSONNEL REQUIRING ASSISTANCE DURING AN EMERGENCY (PEEP)

Personal Emergency Evacuation Plan (PEEP) are individualised emergency evacuation plans designed for mobility impaired staff or regular volunteers who may require assistance during an emergency. The Personal Emergency Evacuation Plan (PEEP) for each person needs to be provided to the Chief Warden. Each PEEP needs to have a review date (see the PEEP template in the appendix section of this document). PEEP forms are not required for visitors at Lords. They are required for staff and volunteers working at Lords.

→ A copy of all active PEEPS will be located within the Emergency Plan.

List of PEEP's:

| Name | Work Area | Contact # | Brief Description | Review Date |
|------|-----------|-----------|-------------------|-------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

13 KEY INFORMATION AND EMERGENCY CONTACT NUMBERS

| Position / Name | Name | Phone Number |
|-----------------------------------|---|----------------|
| Chief Warden | Amy Fuller | 0416 144 626 |
| Deputy Chief Warden | Fleur Kuljis | 0407 977 500 |
| Senior OHS / HR Officer | Jasmina Kulelija | 9237 9257 |
| Ranger Services – City of Subiaco | Duty Phone | 9237 9222 |
| Security Contractor | Secure X | 9440 5599 |
| Security Monitoring | Security Alarm Monitoring Services (SAMS) | 1300 365 151 |
| WA Police | Emergency | 000 |
| WA Police | Non - Emergency | 13 14 44 |
| WA Police | Wembley Police Station | 9214 7100 |
| Crime Stoppers | Reporting Information | 1800 333 000 |
| WA Fire Brigade (DFES) | Emergency | 000 |
| WA Fire Brigade (DFES) | Non - Emergency | 9395 9209 |
| WA Fire Brigade (DFES) | Daglish Fire Station | 6478 9110 |
| WA Fire Brigade (DFES) | Vincent Fire Station | 6202 4410 |
| Ambulance (St Johns) | Emergency | 000 |
| Western Power | Emergency | 000 / 13 13 51 |
| Western Power | Non - Emergency | 13 10 87 |
| Atco Gas | Emergency | 000 / 13 13 52 |
| Atco Gas | Non - Emergency | 6163 5000 |
| Water Corporation of WA | Emergency | 000 / 13 13 75 |
| Water Corporation of WA | Non - Emergency | 13 13 85 |
| WA Performance School | Cameron Lynch | 0430 554 661 |
| Australian Learning Group | Irwin Swinny | 0420 354 223 |
| Peak Trampoline | Nikki Wood | 0431 409 575 |
| Meerkats - 588 Hay Street | | 08 9388 0011 |

14 PROCEDURES FOR SPECIFIC EMERGENCIES

The following emergencies detailed in the table below have been identified as those which may occur at Lords. The list is not exclusive and a regular review of the hazards should be undertaken by the Emergency Planning Committee (EPC) and Emergency Control Organisation (ECO) continually and documented annually.

| Code | Emergency | Action |
|------------------|--|--|
| Red | Fire & Smoke | Remove yourself and others from immediate danger. Alert others. Contain the fire or smoke if safe to do so. Evacuate the area. Extinguish if safe to do so. Await further instructions. Call "000" - Fire Brigade. |
| Yellow | Internal Emergency (hazardous material incident, services failure) | Remove yourself and others from immediate danger. Alert others. Contain the hazard or isolate if safe to do so. Evacuate the area in danger and get the necessary help. Await further instructions. Call "000" - If Required. |
| Black | Personal Threat (armed hold up, intruder) | Do not place yourself in further danger (no heroics), remove yourself and others from the scene if possible and get help. Await further instructions. Call "000" - Police. |
| Purple | Bomb Threat (phone/written threat, suspicious package) | Alert others, remain calm, record information, ask key questions. DO NOT HANG UP THE PHONE even if they have hung up on you. Report and get help. Call "000" - Police & Fire Brigade. |
| Orange | Evacuations | Three (3) levels of an evacuation applicable: <ul style="list-style-type: none"> - Shelter in Place. - Remove from danger, from the impacted fire zone into a non-impacted fire zone by going through fire or smoke doors (minimum level if fire and smoke is involved) partial evacuation. - Full external evacuation out of the building to the nominated emergency assembly point. |
| Brown | External Emergency (external hazards or dangers, service failure) | Remain inside if that is the safest place to be, gather personal items, and await further instructions from the Warden in charge. Do not take unnecessary risks. Contact the necessary and appropriate help. Call "000" - If Required. |
| Blue | Medical Emergency | Notify Warden in charge, commence first aid, alert others and get help "Ambulance - 000". D.R.S.A.B.C.D. Await further instructions. Call "000" - Ambulance. |
| No Colour | All Clear | When the threat has been mitigated and you have been given the "all clear". This instruction can only come from the Warden in charge or the Emergency Services present. |

FIRE & SMOKE

CODE RED

The key actions to take in the event of discovering internal fire and or smoke – follow the RACEE steps below.

Remove, Alert, Contain, Evacuate / Extinguish

- R Remove** people in and from immediate danger.
- A Alert** others and **activate** the alarm.
Internal alert (notify people within the area), external alert (**Call 000 – Fire Brigade**).
- C Contain** the fire to the area of origin by closing doors and windows - if safe to do so.
- E Evacuate** people in immediate danger first, then the people most at risk.
- E Extinguish** the fire as a team – if safe to do so.

- **Once the evacuation has started, ensure an Assembly Officer is activated and located at the emergency assembly point.**
- **Do not return to the property unless you are a part of an evacuation team, with a specific task.**
- **Wait at the emergency assembly point for instructions from the Warden in charge, Assembly Officer or Emergency Services.**

KITCHEN FIRE

If oil or fat catches alight on the stove or BBQ:

- STOP** Turn off the heat source – if safe to do so.
Do not move flaming oil or fat.
- REMOVE** Remove people in immediate danger – if safe to do so.
- CONTAIN** Place a **fire blanket** over the fire.
Cover the pot with a lid or wooden chopping board.
- ALERT** Activate the alarm and notify people in the area, internal alert (people within the area), external alert (**Call 000 – Fire Brigade**). Stop others from entering the area.
- DO NOT** Use water to extinguish the fire.

Safety tips when cooking:

- When cooking, never leave food unattended.
- Avoid wearing loose clothing when cooking as it may catch alight.
- Never hang items such as tea towels near stoves or on cooking appliances.
- Take care when cooking with fats and oils.
- Turn off cooking appliances after use.
- Clean and maintain cooking appliances, exhaust fans and range hood filters.

EMERGENCY PLAN

CLOTHING FIRE

STOP, DROP, COVER and **ROLL** is a procedure used to extinguish a person's clothing.

- STOP** If a person's clothing should catch on fire they should immediately stop where they are, as running and panic will fan the flames.
- DROP** The person should then drop to the ground immediately.
- COVER** Once on the ground, cover their face with their hands to prevent burns to the face and stop smoke entering the respiratory system.
- ROLL** To assist a person with burning clothing smother the flames with a fire blanket or roll them back and forth on the ground.

- Never beat the fire as this only increases oxygen flow to the fire, causing the fire to grow larger.
- Consider using the fire blanket to wrap and smother the fire.
- Seek and administer medical treatment allowing the most medically qualified person take control.

1. STOP



Don't run - this will only make the fire worse.

2. DROP



Get down on the floor

3. ROLL



Roll over - this will put the flame out



ELECTRICAL FIRE

- STOP** Stop what you are doing.
- REMOVE** Remove people in immediate danger – if safe to do so.
- ALERT** Alert others, activate the alarm and notify people in the area, internal alert (people within the area), external alert (**Call 000 – Fire Brigade**).
- CONTAIN** Turn off the power supply to the impacted area. This can be done at the power point, sub power board or the mains meter box (If safe to do so).
- EXTINGUISH** Use a carbon dioxide (CO₂) fire extinguisher to extinguish the fire (if safe to do so).

BIN FIRE

- STOP** Stop what you are doing.
- REMOVE** Remove people in and from immediate danger – if safe to do so.
- ALERT** Alert others, activate the alarm and notify people in the area, internal alert (people within the area), external alert (**Call 000 – Fire Brigade**).
- CONTAIN** Close the door to the room, stop others from entering the area.
- EXTINGUISH** Use a fire extinguisher or water.

FIRE EQUIPMENT

FIRE BLANKET

Fire blankets can be used to extinguish **small fat or oil fires** like BBQ or stove pot fires. They can also be used to wrap around a person whose clothes have caught alight.

When using a fire blanket:

- Turn off the heat to the stove or BBQ.
- Place the blanket over the fire, DO NOT throw it.
- Leave in place for 30 minutes to allow to cool.
- DO NOT use water on a fat or oil fire.



HOSE REEL

Hose reels are installed into the premises as part of the building code. They are installed for internal firefighting. The hose reels are connected to the mains water or tank water. Being a water filled hose it is not designed to be used on all types of fires. It is possible that if used on the wrong type of fire, it could cause injuries and additional damage to the structure. Hose Reels are to be used by qualified firefighters when fighting fires internally.



DRY CHEMICAL POWDER EXTINGUISHER (DCP) (WHITE BAND)

DCP fire extinguishers are used to extinguish combustible solids (i.e. paper and wood), flammable liquids (i.e. petrol) and electrical fires (i.e. meter box). Maintain a distance of three metres from a fire and only attempt to extinguish a small fire if it is safe to do so. Never endanger your life or others by attempting to extinguish large fires, especially inside a structure where hazardous smoke and heated gases are contained. Ensure you always have a safe exit path before using any fire extinguishers.



CARBON DIOXIDE EXTINGUISHER (CO₂) (BLACK BAND)

CO₂ fire extinguishers are used to extinguish energised electrical equipment (i.e. computers, meter box, powered equipment), combustible solids (i.e. paper and wood) and flammable liquids (i.e. petrol). Maintain a distance of two metres from a fire and only attempt to extinguish a small fire if it is safe to do so. Never endanger your life or others by attempting to extinguish large fires, especially inside a structure where hazardous smoke and heated gases are contained. Ensure you always have a safe exit path before using any fire extinguisher.



Extinguishers must be recharged or replaced after use.

EMERGENCY PLAN

Remember the word **PASS** when using a portable fire extinguisher:

PULL the safety pin, check the gauge and test away from the fire.

AIM the nozzle at the base of the flames.

SQUEEZE the handle to start the extinguisher.

SWEEP extinguisher from side to side until the fire is extinguished.

Estimated distance to stand from the fire, whilst using a fire extinguisher internally is 2-3 metres:















- 2 metres for a wet chemical fire extinguisher
- 2 metres for a foam fire extinguisher
- 3 metres for a dry chemical powder fire extinguisher

Always have a partner with you and a safe exit behind you.

Note: If you cannot extinguish the fire with two (2) fire extinguishers, try to contain it (if safe to do so) by closing doors and windows. Inform the Warden in charge and continue with the evacuations as directed by the Warden in charge.

FIRE EXTINGUISHER GUIDE

TYPE OF FIRE, CLASS AND SUITABILITY

| Two colour schemes for fire extinguishers exist. | | Extinguishing Agent | A | B | C | E | F | D | Comments | |
|---|---|---------------------|--------------------|---------------------------------|-----------------|----------------------------------|-----------------------|--|---|---|
| Pre-1997 | Current | | Wood Paper Plastic | Flammable & Combustible Liquids | Flammable Gases | Electrically Energised Equipment | Cooking Oils and Fats | Metal Fires | | |
|  |  | Water | YES | NO | NO | NO | NO | Use only special purpose extinguishers and seek expert advice. | Dangerous if used on flammable liquid, energised electrical equipment and cooking oil/fat fires. | |
|  |  | Wet Chemical | YES | NO | NO | NO | YES | | Dangerous if used on energised electrical equipment. | |
|  |  | Foam* | YES | YES | NO | NO | LIMITED | | Dangerous if used on energised electrical equipment. | |
|  |  | Powder | (ABE) | YES | YES | YES | YES | | NO | Look carefully at the extinguisher to determine if it is a BE or ABE unit as the capability is different. |
| | | | (BE) | NO | YES | YES | YES | | YES | |
|  |  | Carbon Dioxide | LIMITED | LIMITED | NO | YES | NO | | Not suitable for outdoor use or smouldering deep-seated A Class Fires. Suitable for small fires only. | |
|  |  | Vaporising Liquid | YES | LIMITED | LIMITED | YES | NO | | Check the characteristics of the specific extinguishing agent. | |
|  | | Fire Blanket | LIMITED* | LIMITED | NO | NO | YES | | * Fire Blankets may be used as a thermal barrier against radiated heat and to control a fire in clothes being worn by a person. | |
|  | | Fire Hose Reel | YES | NO | NO | NO | NO | Maximum length of hose is 36m. | | |

■ The class in which the agent is most effective.
■ Not recommend for this class of fires.

LIMITED The Extinguishant is not the agent of choice for the class of fire, but it may have a limited extinguishing capability.
 * Solvents such as alcohol or acetone mix with water and therefore require special foam.

FIRE INDICATOR PANEL (FIP)

- The FIP is located nearest the Western Carpark
- The FIP is connected to DFES (Fire Brigade)
- FIP Location



INTERNAL EMERGENCY

CODE YELLOW

INTERNAL
Code YELLOW

Internal emergencies are emergencies that occur inside the premises at Lords. These types of emergencies include but are not limited to:

- Hazardous substance (HAZMAT) incident.
- Loss of power supply.
- Loss of gas supply.
- Loss of water supply.
- Possible infrastructure or building collapse.

These may also reduce the capacity of the Emergency Services to function normally.

In the situation of the above but not limited to, the following should be implemented if possible:

- Stop what you are doing and render your area and the people within it safe.
- Remove all people from immediate danger.
- Notify the Warden in charge.
- Do not take unnecessary risks, but if possible, contain or isolate the hazard.
- Ensure **"000 – Fire Brigade / Police or Ambulance"** have been called if required (provide name, address, what is happening and happened).
- Evacuate the room, area, floor and possibly the building on the directions of the Warden in charge or Emergency Services.

HAZARDOUS MATERIAL (HAZMAT) INCIDENT

On discovery of a HAZMAT incident, the following should be implemented if possible:

- Stop what you are doing and render your area and the people in it safe.
- Remove people from the impacted area into a non-impacted area upwind and uphill if applicable. Possibly keep these people away from others (quarantine) until informed otherwise by the Emergency Services.
- Notify the Warden in charge as soon as possible.
- Do not take any unnecessary risks and only if safe to do so try and contain or isolate the hazard.
- Follow the instructions on the Material Safety Data Sheets (MSDS).
- Ensure **"000 – Fire Brigade"** has been called if required (provide name, address, what is happening and happened).
- Evacuate the room, area, floor, and possibly the building on the directions of the Warden in charge or Emergency Services.

SPILL OR LEAK

On the discovery or report of a spill or leak the following should be implemented as soon as possible:

- Stop what you are doing and render your area and the people in it safe.
- Remove all people from the impacted area into a non-impacted area upwind and uphill if applicable. Possibly keep these people away from others (quarantine) until informed otherwise by the Warden in charge or Emergency Services.
- Notify the Warden in charge as soon as possible.

- Do not take any unnecessary risks, if safe to do so try and contain or isolate the hazard.
- Follow the instructions on the Material Safety Data Sheets (MSDS).
- Ensure **“000 – Fire Brigade”** have been called if required (provide name, address, what is happening and happened).
- Evacuate the area and possibly all buildings on the directions of the Warden in charge or Emergency Services.

Minor spill:

- A minor spill is when the quantity of liquid spilt is less than 20 litres.

Major spill:

- A major spill is when the quantity of liquid spilt is greater than 20 litres.

Environmentally hazardous liquid:

- Is any liquid that has the potential to cause damage or direct harm to the environment.

Chief Warden:

- Contact the Emergency Services (Fire Brigade) As soon possible on **“000”** (provide name, address, what is happening and happened).
- Make an announcement to inform occupants of the situation and what actions you want them to take.
- If a quick resolution is not found or Lords is going to be impacted for any period of time you must inform the Warden in charge as soon as possible.
- Consider shutting of the mains services if applicable, if safe to do so and you are confident to do so.

SEVEN (7) STEPS WHEN DEALING WITH A POSSIBLE HAZARDOUS MATERIAL SPILL:

1. Identify the spilled substance and refer to the Safety Data Sheet (SDS).
2. Ensure the safety of yourself and others. Remove all people and equipment from immediate danger if safe to do so.
3. The staff member responsible for the work area at the time of the spill gets the first opportunity to minimise the extent of the spill.
4. Quickly assess the situation and decide whether you can handle the situation with the resources at hand and use of your training and qualifications.
5. Major spills (greater than 20 litres) are to be immediately reported to the Warden in charge. The Warden in charge will task staff the appropriate roles to ensure staff and visitors are safe. Ensure the spill is being contained and the area is kept clear.
6. If the Warden in charge decides the spill needs specialist assistance they will contact **“000 – Fire Brigade”** (provide name, address, what is happening and happened). Await their arrival with all relevant paperwork.
7. Assist the Emergency Services with accurate information.

POWER FAILURE

The emergency lighting will activate at the loss of power. This will provide additional light for a minimum of 2 hours. Power is supplied to Lords via the mains power supply only. **There is no backup power supply.**

On discovery of power failure, the following should be implemented if possible:

- Stop what you are doing and render your area and the people in it safe.
- Notify the Warden in charge as soon as possible.
- Try and identify if an individual section or the complete facility has lost power.
- The Warden in charge will contact the power company for information.
- Ensure all visitors are safe and informed of the situation.

Warden in Charge:

- Make an announcement informing people of the situation and what actions you want them to take.
- Contact Western Power to gain information by phoning 13 10 87.
- If you are competent, confident and under the authority of the Warden in charge go to the power box and inspect to see if a switch has tripped and is now in the off position.
- If a quick resolution is not found or the facility is going to be without power for a period of time you must inform the Warden in charge.

In the event of a power failure Lords does not have a backup supply. Due to this it is up to the Warden in charge as to whether to close Lords immediately or continue to operate.

If operations are to continue the following constrictions will need to apply:

- Lords may stay open if there is enough lighting to provide a safe environment.
- If lighting levels become unsafe or staff resources become unable to provide a safe environment for the public, then Lords must close to the public.
- If Lords is closed to the public the staff can remain and work, only if safe to do so.

LOSS OF GAS SUPPLY

Gas is supplied to Lords via the main gas supply only. There is no backup gas supply. The pool and shower temperatures utilise gas to control the heating. The 25-metre pool would not close due to the loss of gas. The people using the pool will need to be made aware that there may be a drop-in temperature and they can make their own decisions whether to continue swimming. All decisions will be made by the Warden in charge.

LOSS OF WATER SUPPLY

Loss of water supply to Lords shall result in its closure if the loss of water supply is going to exceed four (4) hours. Lords must close within two (2) hours. Bathrooms shall be immediately closed, and all staff and visitors informed. All decisions will be made by the Warden in charge.

LOSS OF HEATING, VENTILATION OR AIR CONDITIONING

Lords is not reliant on heating, ventilation or air conditioning. Any impact would be related to working conditions and comfort of staff and visitors. Lords would only close in the event that the loss of any of these services resulted in an unsafe environment. All decisions will be made by the Warden in charge.

Warden in Charge:

- Upon your investigation if you believe there is an unsafe hazard that requires an evacuation and a response from the Fire Brigade activate the fire alarm by hitting the Manual Call Point on the FIP.
- Ensure all staff and occupants are aware of the required actions you require them to take such as the need to evacuate and the urgency required.
- Contact the Emergency Services (Fire Brigade) as soon possible on “000” (provide name, address, what is happening and happened) if required.
- Contact the service provider to gain information.
- Consider shutting off or turning on the mains services if applicable. This is only attempted with the authority of the Warden in charge if safe to do so and if you are confident and trained to do so.

INTERNAL
Code YELLOW

PERSONAL THREAT

CODE BLACK

This procedure outlines the initial response to a personal threat that may arise from aggressive or violent behaviours, an armed or unarmed person confronting occupants in a violent or threatening manner or where a person threatens to commit self-harm.

Once Police or other Emergency Services respond, they will assume control. Directions and actions will flow from the Emergency Services to the Warden in charge and onto all other person's present.

Under no circumstances should any personnel place themselves or others in further danger or risk.

Wherever there are unlawful demands including threats of violence for money, property or other items these should be handed over without question - our aim is to remove the person or people making the threats from Lords as soon as possible with the least amount of physical and emotional trauma to everyone present.

IRRATIONAL PERSON

When an irrational person(s) undertakes a campaign of damage against staff, visitors and or the property, this can be an unmanageable situation. The first concern should be to remove occupants from the danger and expected path of the offender(s). If these people cannot be removed from the area, you should minimise their exposure by closing doors, moving behind walls or furniture as this will isolate you from the offender(s). If safe to do so raise the alarm, call "000 – Police" (provide name, address, what is happening and happened). If safe to do so occupants should be removed from the threatened area in a quiet fashion, trying not to provoke the offender(s).

AGGRESSIVE OR VIOLENT BEHAVIOUR

At all times the staff must protect their own safety and call for assistance as soon as possible.

Mild agitation and aggressive signs:

- Rapid breathing
- Clenched fists/teeth
- Flared nostrils
- Pacing
- Violent gestures
- Verbal abuse
- Refusing to leave an area

Very high to extreme agitation and aggressive signs:

- Shouting and swearing
- Argues intensely
- Throws or damages property
- Aggressive behaviour towards staff and visitors
- Possession of a potential weapon

If possible try and de-escalate the situation:

- Use an empathetic non-confrontational approach but set boundaries.
- Listen to the person or persons but avoid giving opinions on issues and grievances beyond your control.
- Only one person to speak quietly and calmly.

- Offer food, drink and a place to sit.
- Reduce stimulation in the area, by removing all bystanders, turning off radios, tv's etc.
- Avoid aggressive postures (keep your arms down) and avoid prolonged eye contact.
- Remove any potentially dangerous items in the area.
- Try to remove all additional staff, visitors and others in immediate danger to a safe area away from the conflict.
- Try to ascertain what the person or persons wants and the level of urgency.
- Encourage the person or persons to think rather than act on the situation.
- Do not touch the person without asking their permission to do so.
- Never turn your back on the person or persons.
- Allow the person or persons ample personal space.

ARMED CONFRONTATION

In a situation of an armed confrontation, hostage taking or siege, it is most important that under no circumstances should any personnel place themselves or others in further danger or risk.

The following should be implemented if possible:

- Obey the offender's instructions but do only what you are told and nothing more, do not volunteer information.
- Stay out of danger. If you are not directly involved leave the building if safe to do so. Raise the alarm, call **"000 – Police"** (provide name, address, what is happening and happened).
- Carefully observe any vehicles used by the offender(s), taking particular note of the registration, model, colour, number of occupants and their description.
- Observe the offender(s) as much as possible. Note their speech, mannerisms, clothing, scars, distinguishing features, and markings. Record these observations individually in writing as quickly as possible after the incident.
- Complete the armed hold-up checklist and hand it over to Police on their arrival.
- Close the area after the offender(s) have left. Do not allow anybody in until the Police have authorised access.
- Ask witnesses to remain until the Police arrive. Explain to the witnesses that their view of events, however fleeting could provide key information when pieced together with other evidence. If they are unable to remain, gather their details and pass them onto the Police.

When the intruder departs follow these steps:

- Contact the Police "000" (provide name, address, what is happening and happened).
- Provide a description of what happened:
 - The type of threat
 - The exact location.
 - Your name.
 - Your role or position at Lords.
 - Description of the car and the direction it left in if you can.
 - Complete the armed hold-up checklist and hand it over to Police on their arrival.
 - Close off the area after the offender(s) are gone. Do not allow anybody in until the Police have completed their investigation and authorise access.

CIVIL DISOBEDIENCE AND ILLEGAL OCCUPANCY PROCEDURES

If there is evidence of civil disobedience and illegal occupancy, the following should be implemented if possible:

- Alert the Warden in charge, staff, and visitors of the civil disorder occurring in or around Lords.
- Remain in the current area, unless advised otherwise by the Warden in charge or Emergency Services.
- Remain calm and **DO NOT** access the area or location where the civil disorder is occurring.
- If possible secure all medical supplies, cash, records and other valuable property whilst remaining in your current location.
- Ensure **"000 - Police"** have been called if required (provide name, address, what is happening and happened).

MISSING PERSON

All Occupants who are reported as missing must be reported to the Warden in charge immediately. Below is an explanation of the roles staff members should perform when a person is missing, or their absence is unexplained.

Unexplained absence is defined as but not limited to:

- The absence is unexplained.
- The person has not returned to the area within the allocated time.
- The person has possibly left Lords and is unauthorised to do so or a minor.
- The absence is reported to the police.

ROLES AND ACTIONS

Staff

- Report to the Warden in charge immediately when a person is identified as missing.
- Follow the direction and instructions of the Warden in charge.
- Stay with the person who has reported the missing person and keep them calm.

Warden in charge

- Coordinate an internal search of Lords.
- Coordinate an external search of Lords.
- Coordinate a search of the immediate vicinity surrounding Lords.
- Notify security and request their assistance.
- Ensure the relevant paperwork has been filled out.
- Notify the local Police by phoning "000".

WHEN THE MISSING PERSON IS LOCATED

- Assess the person(s) for any signs of injury and respond accordingly.
- Document any injuries.
- Investigate and report the cause of the missing person to Lords.
- Notify staff involved, Police, security, and all other people who have been informed or possibly assisting.

BOMB THREAT AND SUSPICIOUS PACKAGE

CODE PURPLE

The following guidelines are provided to assist with threat assessment and the subsequent response actions.

THREAT TYPES

Specific:

This type of threat is less common but likely to be more credible. The caller provides detail, which may describe the device, its placement, the reason, time of activation, building name, address etc.

Non-specific:

This type is the most common threat. Little detail is provided by the caller prior to the caller terminating the call.

Both types of threats should be taken seriously, and any decisions or actions should be made by the appropriate person. Where personnel receive or become aware of a bomb threat or similar form of intimidation – above all, keep calm and do not alarm other employees and visitors until “000 - Police” have been notified and then follow the instructions given by the Police over the phone and implemented by the Warden in charge until the Emergency Services arrive and take control.

TELEPHONE THREAT

- Treat the threat as genuine and record information for the Police.
- Prolong the call, keep the person talking and possibly ask the following key questions:
 - The location of the bomb or package?
 - The time set for detonation?
 - Why was it placed in the location?
 - Who put the bomb there?
- **DO NOT** replace the handset or hang up the phone as this allows the phone call to be traced.

LETTER OR EMAIL THREAT

Handle the item as little as possible. If possible, place the item into a plastic zip lock bag to preserve any physical evidence.

When a suspicious object is reported or found the following steps are to be followed:

- Do not touch or disturb it.
- Keep the area clear by removing people from the immediate area and surrounding areas.
- Turn off all electronic equipment including mobile phones that may trigger the device.
- Raise the alarm ensuring the Warden in charge is notified.
- Ensure “000 - Police” has been notified (provide name, address, what is happening and happened).

BOMB THREAT SEARCH PROCEDURES

The Warden in charge will call on the assistance of the Emergency Services (Police and Fire Brigade) for direction and to instigate the search procedures. A briefing will be held prior to any search being conducted to establish the search method, search area(s) and means of communications and reporting. Under the guidance of the Police (via the phone – possibly). The search should concentrate initially upon the room or floors named or described in the bomb threat.

The search shall include the following procedures:

- Conduct a visual search from floor level to waist height (under chairs, tables and cabinets etc.), start and finish in a common area or point.
- Conduct a visual search from waist to ceiling height (behind curtains, window ledges, top of cabinets and air conditioning vents or ducts).

BOMB
(and Suspicious Package)
Code PURPLE

Note: If no particular floor or area has been specified in the threat, concentrate initially on the floors or areas accessible to the public starting at the lowest level.

- Search teams must always be a minimum of two people.
- As the areas are searched the Warden in charge and Police need to be informed as soon as possible. Additionally, this information needs to be documented with the search time and which area was searched.
- Keep information within the search teams, Chief Warden, Deputy Warden, Warden, Police and other Emergency Services to avoid panic.
- If something is found that appears suspicious **DO NOT** remove or touch it, notify the Warden in charge, Police and other Emergency Services of its location and description.

SUSPICIOUS PACKAGES

A suspicious package may:

- Be a package of any shape or size.
- Be handwritten or have poorly typed addresses.
- Have incorrect spelling or incorrect titles.
- Have excessive postage and wrapping.
- Contain loose contents within the package.
- Has been posted from overseas.
- Has no return address.
- Has a powder, particles or crystals in or around the openings.
- Be any item you are apprehensive about.

SUSPICIOUS PACKAGES SEARCH

The most appropriate person to carry out the initial search are Lords staff. This is because they have the knowledge of “what belongs” or “what does not belong” in the area or location. The search should be aimed at identifying an object that is not normally found in an area or location.

Objects which should be looked at but not limited to could be:

- Suspiciously labelled objects.
- An object similar to that described in the original threat.

- An object of unusual size, shape or sound.
- The presence of wires, string, powder, particles, crystals, explosive wrappings or other unfamiliar materials.

DISCOVERY OF A SUSPICIOUS PACKAGE

If you discover a suspicious object or package observe the following procedures:

- Never attempt to move or open it.
- Clear the area immediately by removing occupants from the immediate and surrounding areas with consideration of alternative exit routes.
- Raise the alarm and advise the Warden in charge and Emergency Services.
- Ensure “**000 – Police & Fire Brigade**” have been notified (provide name, address, what is happening and happened) if the Emergency Services are not present.
- Follow instructions from the Emergency Services and the Warden in charge.
- Turn off mobile phones or electrical items that may trigger or activate the package.

QUESTIONS TO ASK REGARDING A SUSPICIOUS PACKAGE

If you identify a suspicious package, ask yourself the following questions:

- Who is it addressed to, does it have the correct title, position and full name?
- Is the shape or size consistent with something that you have ordered?
- Is there a return address or details of the sender?
- Is it genuine and written legibly?
- Do you know the sender?
- Were you expecting a package?
- Has the package been opened?
- Is there any threatening wording on or in the package?
- Is it marked “private” or confidential”?
- Where was it sent from: locally, interstate or overseas?

- Is there an excessive amount of postage stamps on it?
- Is it excessively packaged and secured with tape?
- Is there any discoloration, leaking, smells, tin foil or wires?
- Does the package contain liquid or powder?
- Does the package have any overseas addresses, but local post stamps?
- Do the contents seem to have moved or dislodged?

If you feel that you cannot identify or are still apprehensive about the package on completion of the above, proceed with your emergency procedures for this type of hazard and ensure **“000 – Police & Fire Brigade”** have been notified (provide name, address, what is happening and happened).

ACTIONS TO TAKE REGARDING A SUSPICIOUS PACKAGE

If you receive a suspicious package via mail, courier or personal delivery undertake the following actions:

- Keep your hands away from your face to avoid possible or further contamination.
- Separate and isolate the people “possibly” exposed, from people who are present but not been exposed.
- Remain calm and instruct somebody to notify **“000 – Police & Fire Brigade”** (provide name, address, what is happening and happened).
- Remain in your current work area and stop others that have not been in contact with the package or area from entering.
- If possible but without leaving your work area wash your hands in warm water.
- Wait for the Emergency Services to arrive and assist.
- Follow the instructions from the Emergency Services.

If the item has not been opened:

- Place the item(s) in a plastic bag and seal it.
- Place all items in a second plastic bag and seal the second bag.
- Stay in your immediate work area. This also applies to co-workers in the same room.
- Stop others from entering and possible contamination.
- Remember you are not in immediate danger.
- Remain calm and follow instructions from the Warden in charge.
- Ensure **“000 – Police & Fire Brigade”** have been notified (provide name, address, what is happening and happened).

If the item has been opened:

- Do not disturb the item any further.
- Do not pass the item around.
- Isolate the people possibly exposed from the non-exposed people.
- If any material has spilt from the item, do not try and clean it up, or brush it from your clothing. If possible, place an object over the package without disturbing it, such as a sealed bin.
- Stay in your immediate work area. This also applies to co-workers in the same room, stop others from entering and possible contamination.
- Remember you are not in immediate danger.
- Remain calm and follow instructions from the Warden in charge and Emergency Services.
- Ensure **“000 – Police & Fire Brigade”** have been notified (provide name, address, what is happening and happened).

When notifying “000 – Police & Fire Brigade” advise them of following:

- Exact location of the incident including:
 - Premises name.
 - Street address and nearest cross street.
 - Your name, title and position held.
 - The number of people potentially exposed.
 - A description of the package or device.
 - The current action or steps taken.

BOMB
(and Suspicious Package)
Code PURPLE

EVACUATION

CODE ORANGE

There are three levels of an evacuation. Each level is appropriate depending on the severity of the situation, hazard or emergency. Each level of evacuation can be increased or decreased by the Warden in charge or the Emergency Services.

LEVEL ONE (1) EVACUATION

A level one (1) evacuation is either where you shelter in place* or the emergency does not require an evacuation of the room, area, or building.

LEVEL TWO (2) EVACUATION (Partial Evacuation)

This is the minimum level of evacuation when fire and or smoke is involved.

A level two (2) evacuation is when you remove all occupants from the area within the fire zone impacted by the hazard or emergency remaining inside the premises.

LEVEL THREE (3) EVACUATION (Full Evacuation)

A level three (3) evacuation is a complete evacuation of all occupants from the premises to the external emergency assembly points. This will start with the people in the most danger, then the complete evacuation of the impacted fire zone followed by the remainder of the building.

*Shelter in Place

Shelter in place is where you do not exit the building and we try to secure the premise & buildings (if applicable & safe to do so) to stop people from the outside getting into the premise.

→ **Note:** Do not return to the premises until it is deemed safe to do so, by the attending Emergency Services or Warden in Charge.

When performing any level of evacuation, you always work towards:

- Evacuating as many people as possible in the shortest amount of time.

This is done by:

- Evacuating the largest number of people, in the most danger.

Remember we always:

- Evacuate the people in the most danger first.

Evacuations are carried out by teams:

- Teams are made up with a minimum of two people.

EVACUATION MATRIX

| | | | |
|---|--|--|---|
| First (1st) Priority | Evacuate the largest amount of people in the most danger. | Single person in the most danger – mobility is irrelevant. | Multiple people in the most danger – consider mobility status. |
| Second (2nd) Priority | Evacuate the largest amount of people nearest the danger. | Single person nearest the danger – mobility is irrelevant. | Multiple people nearest the danger – consider mobility status. |
| Third (3rd) Priority | Evacuate the people still located within the impacted fire zones. | Single person still located within the impacted fire zone – mobility is irrelevant. | Multiple people still located within the impacted fire zone – consider mobility status. |
| Fourth (4th) Priority | Evacuate the remainder of people from the location. | Single person remaining within the location – mobility is irrelevant. | Multiple people remaining within the location – consider mobility status. |

QUESTIONS TO ASSIST IN EXPLAINING

Who do you evacuate first?

- Evacuate the person or people in the most danger first.

Who to evacuate first if more than one person is in the most danger?

- Then you consider mobility status:
 - 1st) Ambulant (walking).
 - 2nd) Needing assistance (wheelchair, walking frame etc).

EXTERNAL EMERGENCY

CODE BROWN

External emergencies are incidents external to Lords that threaten the:

- Structure of the buildings
- The safety of:
 - Visitors
 - Staff
 - Other people onsite

It may also reduce the capacity of the Emergency Services to function normally.

External emergencies include but are not limited to incidents in the immediate surrounds of Lords:

- Explosion
- Natural Disaster
- Impacts on the building or grounds
- Chemical spills with noxious vapours impacting people
- Bush fires with airborne embers and smoke
- Civil disturbance or Police incident

In the event of any of the above but not limited to, the following should be implemented initially if applicable and possible:

- Take immediate refuge as far away from the incident as possible and consider the following:
 - When safe and on the guidance of the Warden in charge or the attending Emergency Services remove all occupants from the impacted area to a non-impacted area.
 - Do not take unnecessary risks.
 - Ensure “000 – Fire Brigade / Police / Ambulance” has been called if required (provide name, address, what is happening and happened).
 - Do not evacuate until instructed to do so by the Warden in charge or the Emergency Services.
 - Remain at the nominated location until you have been given the “all clear” by the Warden in charge or Emergency Services.
 - Collect relevant paperwork and perform a roll call of all staff and visitors that were present prior to the incident.

EARTHQUAKE

Staff, members and visitors to Lords are to follow the instructions of the Warden in charge during an earthquake. Do the following:

- Keep yourself and others calm.
- Ensure everybody moves away from windows and outside walls.
- Do not use the lifts.
- Keep away from glass, mirrors, large light fittings, bookcases and other objects that may fall.
- If possible, instruct occupants to take cover under a desk from falling debris or to move to an internal corner of a room, sit down and protect yourself and others.

Once the tremor has stopped:

- Look around for any injured or trapped people within your area and assist if possible.
- Wait for instructions to evacuate the building. Sometimes it is safer to remain in your current position, if the area has not suffered substantial damage.
- Ensure emergency evacuation stairwells are safe prior to moving through them.
- Always keep occupants away from glass and windows.
- Be prepared for aftershocks.

Chief Warden, Deputy Warden & Warden:

- Assess the injuries to people.
- Assess the damage to the building and determine if there are safe exit paths for people internal to the building.
- Ensure first aid is given to the people most in need.
- Ensure the Emergency Services are notified by calling **"000 – Fire Brigade and Ambulance"** (provide name, address, what is happening and happened).
- Shut down applicable mains supply if hazardous and only if safe to do so (power, gas, water).
- Initiate a controlled evacuation.
- It is important that a very good search of their area is conducted to ensure nobody is left in danger.
- People need to be evacuated to the safest emergency assembly point.
- Pass onto the arriving Emergency Services the location of known occupants who have been unable to self-evacuate and any known missing persons.

BUSH FIRES

Bush fires in the surrounding area can still cause a lot of smoke and flying embers in and around Lords. If smoke is thick and causing coughing and sore eyes all doors and windows may need to be closed. The air conditioning will also possibly need to be shut down (but still have water running through it) if it is bringing the smoke air into the building

For information on the fire visit www.emergency.wa.gov.au for the most up to date information.

It would be advised that all staff and visitors stay inside Lords and do not attempt to go out into the smoke or attempt to drive in these conditions. Visibility will be low; emergency vehicles will be approaching and people do panic in these situations.

MEDICAL EMERGENCY

CODE BLUE

All medical situations that are life threatening and serious in nature call **“000 – Ambulance”** immediately (provide your name, location address, information on what has happened and the casualty’s situation). Inform the first aid responder and Warden in charge and let the most medically qualified person take control of the situation.

FIRST (1ST) AID KIT LOCATIONS:

LORDS

- First Aid Room (opposite reception)

UNCONSCIOUS PERSONS - D.R.S.A.B.C.D (Call “000” immediately)

Danger

Is there additional danger that needs attention, to prevent further injury.

Response

Is the casualty responding? Squeeze the muscle above the collar bone, and call their name.

Send

Send somebody to get help - call **“000”**.

Airway

Check that the airway is not compromised, place the casualty on their side and check for any foreign matter.

Breathing

Is the casualty breathing?

- Yes, place them in the recovery position.
- No, place them on their back and start CPR.

CPR

Cardiac Pulmonary Resuscitation is done with 30 chest thrusts & 2 breaths every 30 seconds.

Defibrillator

Follow the instructions and place the defibrillator on the casualty.

CUTS

Inform the first aid responder and Warden in charge, let the most medically qualified person take control of the situation. Place a clean bandage, cloth, t-shirt or hand over the cut to stem the bleeding. Leave the original layer on, place a firm bandage over the injury and continue to add more bandages if needed. Seek medical assistance if required.

EYE INJURY

Inform the first aid responder and Warden in charge, let the most medically qualified person take control of the situation. Turn the casualties head to the side with the injured eye being lower. Wash large amounts of clean water over the eye. Place a patch over the eye and seek medical assistance if required.

BURN

Inform the first aid responder and Warden in charge, let the most medically qualified person take control of the situation. Immediately place the affected area under running water for up to 20 minutes, the water is to be cool and a tap or shower is the best option. If any clothing is wet with hot liquid or affected by a chemical splash, remove it quickly and carefully. If skin starts to tear or removes with the clothing leave it on and continue to cover the area in large amounts of water. If possible, remove any tight clothing, watches, rings, or jewellery from the injured area, this will prevent further injury as a result of swelling from the burn. Seek medical assistance if required.

CRUSH

Inform the first aid responder and Warden in charge, let the most medically qualified person take control of the situation. This emergency will need to be dealt with by paramedics as soon as possible. The area needs to be made safe and the actions of the most medically qualified person should be in consultation via phone with Emergency Services.

SEIZURE OR FIT

Inform the first aid responder and Warden in charge, let the most medically qualified person take control of the situation. Immediately remove all hazards from the person and area. DO NOT RESTRAIN the person, clear all objects away from the person that may cause additional harm. Ensure “000” has been called and if the person is known and the seizures or fits are common seek their medical information and possible medication. Medication is only to be given if a pre - plan and consent has been given or under the authority of St Johns (000) or medical professionals.

SPRAINS OR STRAINS

Inform the first aid responder and Warden in charge, let the most medically qualified person take control of the situation. Ensure they stop what they are doing, sit them down and take all weight off the injured part of the body. Follow the RICER acronym for treating this injury.

- Rest the injured body part
- Apply ice to the injured area for 20 minutes every 2 hours
- Place a compression bandage on the injured area
- Elevate the injured part to reduce swelling
- Refer the person to a qualified professional

FALLS

Inform the first aid responder and Warden in charge, let the most medically qualified person take control of the situation. If there is uncertainty of injuries allow the person to remain in the current location as comfortable as they can be. Contact St John Ambulance “000” if necessary and consider evacuating other occupants within the area.

ALLERGIES

An allergy is an abnormal immune response where a person’s immune system responds to a harmless substance as though it may cause them harm.

Allergic reactions may be present in the following ways:

- Respiratory System – Breathing, Airways, Throat, Nasal Passage
- Skin – Hives, Rash, Swelling
- Gut – Vomiting, Stomach Cramps, Diarrhoea
- Heart and Circulation – Fall in blood pressure resulting in collapse / unconsciousness

EpiPen and Anaphylaxis

If the casualty has an ASCIA Action Plan, follow it. Casualties with Anaphylaxis will have an EpiPen which will need to be administered as soon as possible.

If Conscious:

- Lay the casualty down flat, or if struggling to breathe, let them sit.
- Send for help and locate the casualties EpiPen if applicable.
- Administer the EpiPen according to its instructions.
- Record the time the EpiPen was administered.
- Check “000” ambulance has been called.
- Loosen and remove tight clothing around the neck, chest and waist. Remove watches, rings, bracelets in case of swelling.
- Monitor and care for airway, breathing and circulation.
- Hand over information to the arriving Ambulance crews.

ALL CLEAR

NO COLOUR CODE

The emergency can only be deemed “all clear” by the Warden in charge or the attending Emergency Services.

The all clear will be delivered to staff, contractors, and visitors verbally. By making the all clear announcement you are informing all people present that the emergency has been mitigated, investigated, deemed to be a false alarm and all services to the site are in normal working order. Meaning all areas within Lords are safe and normal.

WARDEN IN CHARGE - ANNOUNCEMENTS

ANNOUNCEMENT (ALL CLEAR - FIRE ALARM ACTIVATION)

“Attention Attention all staff & visitors - The fire alarm was activated and is a **false alarm**. You may return to normal duties and we apologise for any inconvenience this may have caused – Thank you.”

ANNOUNCEMENT (ALL CLEAR - OTHER INCIDENT OR EMERGENCY)

““Attention Attention all staff & visitors - The alarm was activated and is a **false alarm**. You may return to your normal duties and we apologise for any inconvenience this may have caused – Thank you.”

ANNOUNCEMENTS (EMERGENCY - FIRE ALARM ACTIVATION)

“Attention Attention all staff - We have a confirmed code RED. All staff are to render their area’s safe and start evacuating all occupants calmly to (the nominated emergency assembly point).”
(repeat).

“Attention Attention all staff - We have a confirmed code RED. All staff are to render their area’s safe and start evacuating all occupants calmly to (the nominated emergency assembly point).”

ANNOUNCEMENT (EMERGENCY - OTHER)

“Attention Attention all staff - We have a confirmed code (apply appropriate code colour). All staff are to render their area’s safe and start evacuating all occupants calmly to (the nominated emergency assembly point).”
(repeat).

“Attention Attention all staff - We have a confirmed code (apply appropriate code colour). All staff are to render their area’s safe and start evacuating all occupants calmly to (the nominated emergency assembly point).”

Emergency Colour Codes:

| | | |
|------------------|--|----|
| Red | Fire & Smoke | 17 |
| Yellow | Internal Emergency | 22 |
| Black | Personal Threat | 26 |
| Purple | Bomb Threat & Suspicious Package | 29 |
| Orange | Evacuation | 32 |
| Brown | External Emergency | 34 |
| Blue | Medical Emergency | 36 |
| No Colour | All Clear | 38 |

15 APPENDIXES

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BUILDING EVACUATION REPORT

This form is to be used to record occasions when the Fire Alarm is activated, including drills or planned emergency evacuations. The report is to be completed by either:

- Chief Warden, Deputy Chief Warden or Warden in charge onsite.
- Alternatively, the report can be completed by a staff member performing in an emergency management role should any of the above not be present.

Site: _____

Date: _____ **Time:** _____

Did DFES attend: Yes No **DFES Incident Number:** _____

Cause of Fire Alarm Activation: Training Drill Fire Agents Personal Threat
 Bomb Threat Unknown

Did other Emergency Services attend: Police Ambulance Other

How were the emergency service(s) notified: _____

Any injuries: _____

Was there any damage? _____

Areas for improvement: _____

OUTCOMES AND ACTION PLAN

| Issues Identified | Control | Responsible Person | Date to Complete |
|--------------------------|----------------|---------------------------|-------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Chief Warden Approved: _____ Date: ____ / ____ / ____

BOMB THREAT CHECKLIST (1/2)

(Remember: to remain calm and not replace the handset when the caller ends the call)

IMPORTANT QUESTIONS TO ASK:

Where did you put it? _____

When will the bomb explode? _____

What does it look like? _____

EXACT WORDING OF THE THREAT:

GENERAL QUESTIONS TO ASK:

How will the bomb explode? _____

Did you put the bomb there? _____

Why did you put it there? _____

BOMB THREAT QUESTIONS:

What type of bomb is it? _____

What is in the bomb? _____

What will make the bomb explode? _____

CHEMICAL / BIOLOGICAL THREAT QUESTIONS:

What type of substance is in it? _____

How much of the substance is in there? _____

How will the substance be released? _____

Is the substance a liquid, powder or gas? _____

OTHER QUESTIONS TO ASK:

What is your name? _____

Where are you? _____

What is your address? _____

BOMB THREAT CHECKLIST (2/2)

NOTES FOR AFTER THE CALL:

Callers Voice

Accent (specify): _____

Any Speech Impediment: _____

Voice (soft, loud, etc): _____

Speech (fast, slow etc): _____

Dictation (clear, muffled etc): _____

Manner (calm, emotional, etc): _____

Did you recognise the caller? _____

Was the caller familiar with the area: _____

Threat language

Well spoken: Y / N Incoherent: Y / N Irrational: Y / N Taped: Y / N

Message read by caller: Y / N Abusive: Y / N Other: _____

Background Noises

Street noises: Y / N House noises: Y / N Aircraft: Y / N Voices: Y / N

Music: Y / N Machinery: Y / N International (beeps) call: Y / N

Other

Sex of the caller: M / F Estimated age of caller: _____

Call Taken

Duration of the call: _____ Number called: _____

Action (obtain the details from the supervisor)

Who was the caller reported to? _____

Phone Number: _____

Organisation: _____

DETAILS OF THE PERSON THAT RECEIVED THE CALL:

Name: _____

Contact Number: _____

Date of call: _____ Time of call: _____

PERSONAL EMERGENCY EVACUATION PLAN (1/2)

PEEP's are individualised emergency evacuation plans designed for mobility impaired staff or regular volunteers who may require assistance during an emergency. A copy of the PEEP should be kept with the relevant Warden and the applicable assistant with an additional copy kept in a central location which is readily accessible to the responding emergency services. The information on the PEEP shall be disseminated to all people responsible for its implementation.

Person Name: _____

Phone/Ext: _____ Mobile: _____

Email: _____

Site: _____

Work Location: _____ Floor Number: _____

Assistance animal involved: YES / NO Description: _____

Is the occupant trained in emergency response procedures? YES / NO

The occupants preferred methods of receiving updates to the emergency response procedures (text, email, braille, etc):

The occupants preferred method of notification of an emergency (text, visual alarm, vibrating device, etc):

Type of assistance required: _____

Equipment required for evacuation: _____

Egress procedure (step by step details): _____

PERSONAL EMERGENCY EVACUATION PLAN (2/2)

DESIGNATED ASSISTANTS AND WARDENS' DETAILS

Name of Assistant: _____

Phone/Ext: _____ Mobile: _____

Email: _____

Work Location: _____ Floor Number: _____

Name of Warden: _____

Phone/Ext: _____ Mobile: _____

Email: _____

Work Location: _____ Floor Number: _____

Other: _____

Phone/Ext: _____ Mobile: _____

Email: _____

Work Location: _____ Floor Number: _____

Are the designated assistants trained in emergency response procedures? YES / NO

Are the assistants trained in the use of the evacuation equipment? YES / NO

Are the assistants familiar with the 3 levels of evacuation? YES / NO

Is the occupant and assistants aware of the best path of travel to safety? YES / NO

Notes: _____

Issue Date: ____ / ____ / ____

Review Date: ____ / ____ / ____

Person Requiring Assistance Approved: _____ Date: ____ / ____ / ____

Assistant Approved: _____ Date: ____ / ____ / ____

Chief Warden Approved: _____ Date: ____ / ____ / ____

INTRUDER IDENTIFICATION CHECKLIST (1/4)

Witness name: _____

Working location: _____

Contact numbers: _____

Occupation: _____

Purpose of being present: _____

What does it look like? _____

DESCRIPTION OF OFFENDER(S):

N° OF OFFENDER: 1 2 3 4 5 6 7+ _____

SEX: Male Female Unknown _____

RACE: Caucasian Asian European Aboriginal
 Indian Islander Maori _____

AGE: -10 11-15 16 17 18 19 20 21-25
 26-30 31-35 36-40 41-45 46-50 51-55 _____

HEIGHT: 5ft/152cm 5¹/₂ft/170cm 6ft/183cm 6¹/₂ft/200cm
 Taller than you Shorter than you _____

WEIGHT: 8st/51kg 9st/57kg 10st/64kg 11st/70kg 12st/76kg
 13st/83kg 14st/94kg 15st/105kg 16st/116kg _____

BUILD: Thin Slim Medium Heavy Muscular Fat Stout _____

HAIR: Black Brown Blonde Red Blonde/Red Grey White Silver
 Dyed Shaved Straight Curly Wavy Tied-up Spiked
 Flat Top Mullet Dread Locks Dirty _____

EYES: Black Brown Hazel Blue Green Grey _____

GLASSES: Sunglasses Prescription Wire Frame Plastic Frame Rimless
 Clear Bifocal _____

INTRUDER IDENTIFICATION CHECKLIST (2/4)

COMPLEXION: Pale Fair Medium Tanned Brown Dark Acne
 Freckled Scarred _____

FACIAL HAIR: Moustache Beard Sideburns Unkempt Goatee Full
 Stubble Colour: _____ Other: _____

SPEECH: Normal Foreign Impediment Uneducated Swearing
 Husky Deep High Squeaky Quite Loud _____

HANDS: **Gloves:** Cotton Leather Rubber Bike Garden Work
Dish Washing Colour _____ Type _____

WEAPON: **Handgun:** Short Barrel Long Barrel Automatic Revolver
 Black Chrome _____
Shotgun: Pump Automatic Double Barrel Single Barrel Sawn Off
 Barrel Under _____
Rifle: Bolt Automatic Pump Leaver Action Telescope
 Short Barrel Long Barrel Sawn Off Magazine _____
Knife: Carving Sheath Kitchen Flick Fishing Stanley
 Retractable Folding Pocket Multi Tool / Blade
Length of blade: _____ Length of handle: _____
Colour of blade: _____ Colour of handle: _____
Width of blade: _____

VEHICLE: **Body:** Sedan Wagon Van Ute Coupe 4x4
 Motorcycle Moped Panel Van Commercial _____
Make: Holden Toyota Hyundai Mitsubishi Daihatsu
 Ford Nissan Land Rover _____
Model: _____
Colour: White Silver Red Blue Green Black
 Grey Pink Gunmetal Burgundy _____
Damage: Front Back Driver Side Passenger Side Roof

INTRUDER IDENTIFICATION CHECKLIST (3/4)

Accessories: Aerial Tow Ball Bull Bar Roof Racks Basket
 Alloy Wheels Sunroof _____

Interior: Seat Covers Bucket Seat Bench Seat Auto
 Manual Grey Brown Black Tan _____

Registration: WA NSW QLD SA NT TAS ACT VIC

JEWELLERY:

Earrings: Left Ear Right Ear Stud Rings Hoops Bangles

Necklace Bracelet Piercing(s) Chain Choker

TATTOOS:

Left / Right Hand Left / Right Arm Left / Right Lower Leg
 Left / Right Upper Leg Neck Face Head Body Back

CLOTHING:

Head: Glasses Beanie Stocking Cap Straw Hat Mask

Colour: _____ Design: _____

Upper Body: Pullover Jacket T-Shirt Flannel Shirt Collar
 Hoodie Sports Jacket Team Uniform _____

Colour: _____ Design: _____

Stains: _____ Labels: _____

Lower Body: Jeans Shorts Track Pants Skirt Chino's

Team Uniform _____

Colour: _____ Design: _____

Stains: _____ Labels: _____

Dresses: Short Long Winter Thick Material

Colour: _____ Design: _____

Stains: _____ Labels: _____

INTRUDER IDENTIFICATION CHECKLIST (4/4)

Accessories: _____

Make Up: _____

DISGUISES:

Balaclava Beanie Stocking Handkerchief Rubber Mask

Plastic Mask Character Mask Sunglasses Hood Pulled Tight

Colour: _____ Design: _____

Patches: _____

TEETH:

All Present Missing Clean Yellow _____

INJURIES:

Cuts Bruises Limp Abrasions _____

Left / Right Hand Left / Right Arm Left / Right Lower Leg

Left / Right Upper Leg Neck Face Head Body Back

NAME

AGE

BUILD

HEIGHT

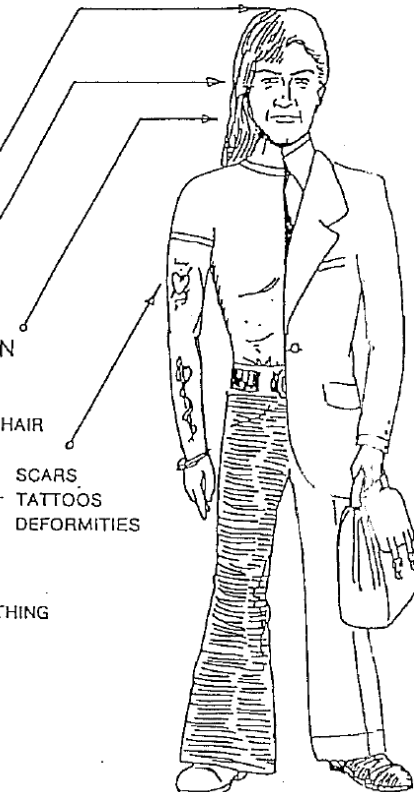
EYES

COMPLEXION

THATCH — HAIR

ODDITIES — SCARS
TATTOOS
DEFORMITIES

RIG — CLOTHING



The features to be observed are many...

Try to observe to a system – start at the top of the face and move down!

Be alert and observant... watch and make a mental note of all you can see.

EMERGENCY EVACUATION EXERCISE OBSERVERS CHECKLIST

Facility Name _____

Date: _____ Time: _____

Floor / Area: _____

| Evacuation Sequence | Tick | Min | Sec |
|---|------|-----|-----|
| Alarm sounded | | | |
| Wardens responded | | | |
| Wardens check floor / area | | | |
| Wardens report to Chief Warden – floor or area is clear | | | |
| Persons needing assistance accounted for (PEEP's) | | | |
| Arrived at designated emergency assembly point | | | |
| Wardens check all staff & visitors are present | | | |
| Evacuation completed | | | |
| Drill terminated | | | |
| Debrief with all people involved | | | |
| Debrief with all Wardens | | | |
| Evacuation Diagrams present and up to date | | | |
| Emergency Plan present and up to date | | | |

Observers Name: _____

Comments: _____

Signature: _____ Date: ____ / ____ / ____

KEY INFORMATION & EMERGENCY CONTACT NUMBERS

| Position / Name | Name | Phone Number |
|-----------------------------------|---|----------------|
| Chief Warden | Amy Fuller | 0416 144 626 |
| Deputy Chief Warden | Fleur Kuljis | 0407 977 500 |
| Senior OHS / HR Officer | Jasmina Kulelija | 9237 9257 |
| Ranger Services – City of Subiaco | Duty Phone | 9237 9222 |
| Security Contractor | Secure X | 9440 5599 |
| Security Monitoring | Security Alarm Monitoring Services (SAMS) | 1300 365 151 |
| WA Police | Emergency | 000 |
| WA Police | Non - Emergency | 13 14 44 |
| WA Police | Wembley Police Station | 9214 7100 |
| Crime Stoppers | Reporting Information | 1800 333 000 |
| WA Fire Brigade (DFES) | Emergency | 000 |
| WA Fire Brigade (DFES) | Non - Emergency | 9395 9209 |
| WA Fire Brigade (DFES) | Daglish Fire Station | 6478 9110 |
| WA Fire Brigade (DFES) | Vincent Fire Station | 6202 4410 |
| Ambulance (St Johns) | Emergency | 000 |
| Western Power | Emergency | 000 / 13 13 51 |
| Western Power | Non - Emergency | 13 10 87 |
| Atco Gas | Emergency | 000 / 13 13 52 |
| Atco Gas | Non - Emergency | 6163 5000 |
| Water Corporation of WA | Emergency | 000 / 13 13 75 |
| Water Corporation of WA | Non - Emergency | 13 13 85 |
| WA Performance School | Cameron Lynch | 0430 554 661 |
| Australian Learning Group | Irwin Swinny | 0420 354 223 |
| Peak Trampoline | Nikki Wood | 0431 409 575 |
| Meerkats - 588 Hay Street | | 08 9388 0011 |

| VERSION | REVISION | DATE | REVISION DESCRIPTION | NEXT REVIEW |
|---------|----------|---------------|----------------------|---------------|
| 1.0 | N/A | December 2022 | New Document | December 2023 |
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WA FIRE
TRAINING, SERVICES & EQUIPMENT
Workplace Emergency Solutions

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