PURPOSE

We are committed to ensuring a safe and healthy work environment for its workers and visitors where practicably possible and to minimise risk to health and safety in the workplace.

On a yearly basis or as needed we will conduct an Emergency Evacuation drill of all of its buildings.

RESPONSIBILITIES

Staff, including supervisors, managers and visitors are required to participate in the evacuation.

The drill, or in the event of an actual emergency, the evacuation will be conducted by the WHS Manager, HR Manager and the Loss Prevention Manager as well as all Fire Wardens.

- The Chief Fire Warden or Deputy Fire Warden will respond to the alarm and ascertain the location and type of the emergency and determine whether to evacuate the site.
- The Chief Fire Warden will determine whether Emergency Services are required; if *YES* dial 000.
- The Chief Fire Warden is in control of the site.
- All Fire Wardens are to report to the Chief Warden.
- The Chief Warden is to liaise with Emergency Services.
- All wardens will standby in the vicinity of the Chief Warden for status updates of emergency.
- Vehicles are not to enter the premises while the site is in lock down/ being evacuated.
- Fire Wardens are to conduct a sweep of the building to ensure no one is left behind.

KEY INSTRUCTIONS AND REQUIREMENTS

INSTRUCTIONS
IN CASE OF EMERGENCY

- REMOVE YOURSELF FROM DANGER
- ASSIST ANY PERSON IN DANGER *ONLY IF* IT IS SAFE TO DO SO
- ACT ON INSTRUCTIONS FROM FIREWARDEN
- LEAVE THE BUILDING BY THE NEAREST EMERGENCY EXIT
- PROCEED CALMLY TO THE DESIGNATED EMERGENCY AREA
- DO NOT RE-ENTER BUILDING UNTIL ADVISED IT IS SAFE TO DO SO

What to take in the event of an evacuation -

Essentials within arms reach: Mobile Phones, Swipe Card, Medications, Wallets, purse, Car Keys – Do not head back to your area once the evacuation has commenced.

Things that need to be completed/ taken

- Lock Fire Proof Safe – Fran M.
- Employees List – Deb S.
- Server backup tapes to be removed from site– IT Manager
- First Aid Box to be carried to assembly area – WHS OR Loss Prevention Manager
- Pens, Paper - WHS Manager
- Emergency Procedure Info – WHS Manager

Managers please note, a debrief will be conducted after the evacuation.

SECTION 1 – EMERGENCY DETAILS

Address:

Date/Time:

……

Area/s: Office HR, Office Marketing, IT, Warehouse, Workshop

Level of Occupancy: ☐ Staff Only   ☐ After-Hours

Type of Evacuation: ☐ Planned Exercise   ☐ *False Alarm   ☐ *Real Emergency

***Details/Cause**: ……………………………………………………………………………… *Go to Section 3*

SECTION 2 – EVACUATION SEQUENCE

Sequence of events	Time	
Alarm raised	Alert:	Evac:
Warden/s respond		
Evacuation commenced		
Wardens report to the Chief Warden	First:	Last:
Wardens arrive at assembly area / guard entry points		
Evacuation completed		
Emergency declared over		

Emergency	Response
☐ Fire Smoke Alarm	☐ Full evacuation
☐ Medical	☐ Partial Evacuation
☐ Emergency	☐ Hide or other appropriate action
☐ Bomb threat	☐ Shelter in place procedure
☐ External Emergency	☐ Other
☐ Other	…………………………………………………………………............
……………………	………………………………………………………………………….

SECTION 3 – DEBRIEFING / EVALUATION

Did all Wardens report to Chief Warden?   □ Yes □ No

If no, which Wardens/areas did not report? ……………………………………………………..

Were perimeter entrances guarded to prevent re-entry?   □ Yes □ No

If no, specify area/s that were not guarded …………………………………………..……

Did the Wardens use the emergency equipment competently?   □ Yes □ No

If no, specify details …………………………………………………………….………

Could the alarm be heard throughout the building?   □ Yes □ No

If no, please specify the area/s...

Were the public address announcements clear and audible?   □ Yes □ No

If no, provide details ....

Where emergency exits clear and operational?   □ Yes □ No

If no, specify area/s and problems ....

Where exit paths well lit?   □ Yes □ No

If no, specify area/s …………………………………………………………..……

Were all occupants evacuated?   □ Yes □ No

If no, who did not evacuate? ……………………………………….……………..

Were any mobility, vision or hearing impaired occupants present?   □Yes □ No

If yes, have specific procedures been established and discussed with those occupants?
                                                                                                              □ Yes □ No

Notes
List any issues that arose during the emergency
…… …… …… …… …… …… …… …… …… …… …… ……