

\*INSERT LARGE LOGO HERE\*

\*INSERT COMPANY NAME HERE\*

\*INSERT SITE NAME HERE\*

EMERGENCY PROCEDURES MANUAL

\*INSERT SITE PHOTO HERE\*



# Contents

<b>Introduction.....</b>	<b>3</b>
Scope .....	3
References .....	3
Revision Details .....	4
Training Requirements .....	4
Emergency Codes .....	5
<b>Code Orange - Evacuation.....</b>	<b>6</b>
Evacuation Decision .....	6
Stage 1	
Removal of People from the Immediate Vicinity: .....	6
Stage 2	
Removal to a Safe Holding Area within the Facility: .....	6
Stage 3	
Complete Evacuation of a Building.....	6
Order of Evacuation - (Residents) .....	7
Personal Emergency Evacuation Plan .....	8
Searching Areas .....	8
Evacuation Routes .....	8
Passive Equipment That Assists Evacuation .....	8
Assembly Areas.....	9
Stage 3 Evacuation Assembly Areas .....	9
<b>Code Brown - External Emergency .....</b>	<b>10</b>
<b>Code Red - Fire/Smoke Emergency .....</b>	<b>11</b>
If You Discover A Fire.....	11
Roles And Responsibilities:.....	12
Chief Warden Role .....	12
Initial Fire Alarm.....	12
Mimic Panels/Sub Panel .....	12
False Alarms.....	12
If A Fire Is Discovered or Reported.....	12
Emergency Services.....	12
Other Duties .....	12
Completion of Incident .....	12
Deputy Chief Warden Role .....	13
Role On Hearing Fire Alarm .....	13
Wardens .....	13
Role On Hearing Fire Alarm .....	13
Fire Located or Reported .....	13
Staff Without A Specific Emergency Role .....	14
Role on Hearing Fire Alarm or Becoming Aware of Fire.....	14
Securing The Entrances To The Building .....	14
On Hearing Fire Alarm.....	14
Fire Detection And Compartmentation.....	14
Alarms and Detectors.....	15
Smoke Detectors .....	15
Thermal Detectors .....	15
Remote Fire Alarms .....	15
Sprinklers .....	15
Fire Alarm Panel .....	16
Reading The Fire Panel .....	16
Mimic Panels .....	16
Fire Compartmentation.....	16
Fire Extinguishing Equipment.....	17
Using An Extinguisher .....	17
Common First Attack fire Fighting Equipment found in Australia.....	18

<b>Code Blue - Medical Emergency .....</b>	<b>19</b>
Code Blue Requirements .....	19
Definition: Medical Emergency .....	19
Training Of Staff.....	19
<b>CODE YELLOW .....</b>	<b>20</b>
Chemical Spills.....	20
General Staff .....	20
Spill Kits .....	20
Gas Leak Or Toxic Smell.....	20
Personal Protective Equipment for clean-up procedures:.....	20
Clean-up procedure:.....	20
Structural Damage.....	20
Electrical Hazards .....	21
Water & Sewage .....	21
Ring Fire Service.....	21
Hazardous Substance Leak or Spill Flowchart .....	22
<b>Code Purple .....</b>	<b>23</b>
Evaluation.....	23
Non-Specific Threat.....	23
Specific Threat .....	23
Forms Of Bomb Threat.....	24
Telephone .....	24
Written Threat (May Include Emails).....	24
Response .....	24
Searches .....	25
Assembly Areas.....	25
Suspicious Objects:.....	25
Determining If An Object Is Suspicious.....	26
Letters and Parcels.....	26
Bomb Threat Action Chart .....	27
<b>Code Black .....</b>	<b>29</b>
Personal Threat Equipment .....	29
Reporting of incidents.....	29
Personal Threats .....	29
General Staff Response .....	29
Complete an Incident Report .....	29
Chief Warden or Senior Nurse .....	29
Complete an Incident Report .....	30
Hold-Up Response .....	30
Lockdown Procedure .....	30
Flow Chart – Code Black .....	31
Hold Up Response .....	32
Code - A.....	32
<b>Appendices .....</b>	<b>33</b>
Appendix A.....	33
Emergency Contacts.....	33
Utilities .....	33
Appendix B .....	34
Personal Emergency Evacuation Plan	
"Peep" .....	34
Appendix C.....	35
Assembly Areas – .....	35
Appendix D.....	35



## Introduction

There are a number of emergencies that could arise both internally and externally, which may necessitate the evacuation of staff, volunteers, contractors and others, who may be on site at the \*INSERT COMPANY NAME\* at the time of an emergency.

Australian Standard 3745 Planning for Emergencies in Facilities defines an emergency as:

“Any event that arises internally or from external sources, which may adversely affect persons or the community generally, and which requires an immediate response.”

Australian Standard 4083 Planning for Emergencies in Healthcare Facilities defines an emergency as:

“An event, actual or imminent, which endangers or threatens to endanger life, property or the environment and which requires a significant and coordinated response.”

It is a requirement of the SA Work Health Safety Regulations 2012 that a person conducting a business (or undertaking) at a workplace, must ensure that an emergency plan is prepared for that workplace. In doing so, communication must be undertaken with all persons in the workplace to coordinate the emergency response. To achieve this, information, training and instruction must be given to relevant workers in relation to implementing emergency procedures.

This policy document outlines the specific roles, responsibilities and functions of staff and persons acting as wardens affected by the emergency.

## Scope

This document covers all building occupants including staff, volunteers, visitors, clients and contractors who are on site at the \*INSERT SITE NAME HERE\* during an emergency situation.

## References

Work, Health, and Safety Act 2012

Work, Health, and Safety Regulations 2012.

Australian Standard 4083-2010 Planning for Emergencies Healthcare Facilities

Australian Standard 3745-2010 Planning for Emergencies in Facilities

Australian Standard 1851–2005 Maintenance of Fire Protection Systems and Equipment.

## Revision Details

Revision Date	Revised By
*INSERT DATE HERE*	AUSCompliance Pty Ltd consultants

Revision of this document is based on recommendations given in AS 3745 and AS 4083

The effect of the procedures on an organisation should be monitored at all stages of the implementation process and on a regular ongoing basis. Amendments shall be made to rectify any deficiencies or inaccuracies that are identified in the procedures.

The validity period should not exceed 5 years, but may be less than 5 yearly, depending on:

- the requirements of a maintenance cycle
- a major change to the facility
- an accreditation regime or
- when a deficiency in the procedures is identified

## Training Requirements

All \*INSERT COMPANY NAME HERE\* staff will undergo annual training with regard to responding to emergencies that may occur at the facility and off-site work locations. Training will be based on developing a good understanding and response to the emergency codes as outlined in Australian Standard 4083-2010 - Planning for Emergencies: Healthcare Facilities. This will include participation in trial evacuations.

## Emergency Codes

Emergency Codes are used in Healthcare Facilities worldwide to alert staff to various emergency situations. The use of codes is intended to convey essential information quickly and with a minimum of misunderstanding to staff, while preventing stress or panic among residents, clients and visitors to the facility. These codes are posted on placards throughout the facility for ready reference.

Australia Australian Standard 4083-2010 determines the codes used in the event of emergencies. All staff should be familiar with these codes and their importance as part of the \*INSERT COMPANY NAME HERE\* Emergency Procedures.

Colour Code	Specific Emergency
Code Orange	Evacuation
Code Brown	External Emergency (Natural & Technological Disasters)
Code Red	Fire/Smoke Emergency
Code Blue	Medical Emergency
Code Yellow	Internal Emergency (Failure or threat to essential services or hazardous substance incidents.)
Code Purple	Bomb/Arson Threat
Code Black	Personal Threat (Armed or unarmed person/s threatening injury to other or to themselves, illegal occupancy etc.)