



RTO No 6507

Emergency

Policy

- 1.1 Cheltenham Community Centre (CCC) employs an effective Emergency policy and procedure to guide all stakeholders in the event of an emergency.
- 1.2 This policy and procedure is employed to ensure the safety of personnel, clients and other stakeholders, and to minimise damage to the organisation's equipment, plant and installations.
- 1.3 All staff, clients and other appropriate stakeholders are informed of the emergency procedures, including in client orientation and staff induction.
- 1.4 CCC ensures that the information provided is accurate and regularly reviewed to ensure currency of practice.
- 1.5 The Manager is responsible for implementing this policy and reviewing its effectiveness.
- 1.6 This policy is implemented in compliance with the requirements of the VRQA guidelines.

Emergency plans

- 2.1 Professional expert advice is sought in relation to implementing this policy and procedure, and the Emergency Planning Guide, developed to AS 3745 Planning for Emergencies in Facilities and including record-keeping forms to document incidents and feedback on procedures.
- 2.2 Emergency plans will be simple but effective, and will be formulated and reviewed in consultation with personnel, emergency service specialists and in line with statutory requirements.
- 2.3 Procedures take into account the existing emergency systems of each building such as fire protection equipment, communication systems, emergency lighting, exit doors and stairwells. They also take into account staffing levels during normal working hours as well as after hour's activities and contacts.
- 2.4 Specific plans should be drawn up for emergencies created within the site and those caused by external sources.

Fire Wardens and the Emergency Control Organisation

- 3.1 Under the Australian Standard 3745-2010 Planning for emergencies in facilities there is a requirement for an Emergency Control Organisation (ECO) to be established – ie, the appointment of chief and deputy fire wardens for a building or facility. The purpose of the ECO is to direct and control the implementation of the facility's emergency response procedures.
- 3.2 Along with our emergency plans, fire wardens are an important risk control measure to ensure that CCC is prepared should an emergency situation occur.
- 3.3 Fire wardens have full authority to conduct an evacuation and all CCC staff and clients should know that the warden has this authority.
- 3.4 In accordance with the Australian Standard, it is recommended that emergency control personnel are trained and take refresher courses every 12 months to remain up-to-date with all statutory and regulatory changes to their duties.

- 3.5 It is recommended that organisations do not rely solely on their fire wardens as they may be unavailable on the day a fire starts. All staff must understand how to respond if a fire commences.

Key duties of fire wardens

4.1 General duties include:

- assisting in implementing and improving effective emergency procedures in your workplace and helping prevent emergencies by monitoring the adequacy of the fire risk control measures;
- raising awareness with other staff about the fire hazards that exist in your workplace, and *checking on a regular basis that fire exits are clear at all times.*
- instructing workers in how to respond in an emergency, including leading fire drills and real evacuation procedures – all staff must be familiar with all escape routes and exits from their designated area;
- ensuring all workers are accounted for during an evacuation; and assisting all people in the workplace should an emergency occur, including assisting people with special needs.
- assisting in the safe evacuation of workers and visitors from your workplace immediately in the event of the fire alarm being sounded, and ensuring that their designated area has been cleared.

4.2 During an evacuation, fire wardens need to:

- direct everyone to leave the building using all the appropriate routes and exits;
- check all accessible spaces in their area, including the bathroom, to make sure everyone has evacuated – this should be done on the way out of the building so that the fire warden isn't putting themselves at risk by re-entering the evacuated area;
- close the doors to help to isolate the fire; and
- guide everyone to the assembly area and assist in checking that everyone has arrived safely.

General Emergency Procedures

Floor plans	Floor plans will be posted in all areas indicating exits, assembly points, fire protection equipment, break glass alarms and any other relevant information eg. HAZCHEM, emergency showers etc.
Assembly points	These areas must be highlighted on floor plans for each area. Assembly points ensure wardens can take an initial count of personnel.
Evacuation points	These are highlighted on the floor plans for each area. Evacuation diagrams must be designed to the specifications of <i>AS 3745 Planning for Emergencies in Facilities</i> , and meet the requirements of WorkSafe. Evacuation to these points will only be undertaken upon the orders of a warden.
Evacuation Exercises	These are required to be completed at least every 12 months to assess readiness and responses to emergencies.
Awareness of ECO/ wardens and First Aiders	Information identifying emergency personnel is disseminated on main noticeboards. During an emergency these staff will wear a white helmet. Identity of first aiders will be made known to staff (at induction and annual fire drills) and listed at reception.
Emergency contacts	Emergency contact numbers for internal (wardens, controller, management, security) and external emergency liaison officers (police, fire brigade, ambulance) must be posted at reception and in the Manager's office.
Training of Wardens and other staff	All staff will be made aware (during induction and at annual fire drills) of general emergency procedures. Employees required to act as emergency wardens shall be provided with appropriate training on at least a 12-monthly basis. Such training should prepare wardens to respond to emergencies including fires, lockdowns, and medical emergencies, and includes reviews of Emergency Procedures.
Fire Equipment Training	Conducted in conjunction with Warden training, this should include practical demonstration of how to use fire extinguishers, blankets, and hoses.

Regular reviews of plans and procedures

- 5.1 The Manager is to review the Emergency Plan annually, consulting as necessary with emergency service personnel, experts and other staff.
- 5.2 The ECO is to:
- Conduct annual safety and risk management inspections of the facility, including communication systems, emergency lighting, exit doors and stairwells
 - Organise regular professional checks (in line with statutory requirements) of emergency systems such as fire protection equipment, security detectors and alarm systems.
 - Maintain a record of risk assessment inspections, service and/or inspection of emergency equipment, and emergency situations that arise in the facility.

Documents to be employed when implementing this policy and procedure:

Emergency Plan, and Annual Reviews of Emergency Plan

Inspection Checklists

Training Records

Floor Plans and Evacuation Diagrams

Date	Revision	Revised by
5/1/2012	Revision	Chris Donaghy
3/03/2020	Revised incorporating material from SCCC/CCC <i>Emergency Management Plan</i> (2016), AS 3745 and <i>Emergency Planning and Training Proposal</i> (Gareth Cunningham, RLink, 2019)	C O'Neill

Revision history