Emergency Response Plan

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Abbreviations

ABDC	Australian Bomb Data Centre
AS	Australian Standard
AS/NZS	Joint Australian/New Zealand Standard
BCA	Building Code of Australia
DDA	Commonwealth Disability Discrimination Act 1992
ECO	Emergency Control Organization
ECP	Emergency Call Point (white)
EPC	Emergency Planning Committee
ERT	Emergency Response Team
EWIS	Emergency Warning and Intercommunication System
FIP	Fire indicator panel
HB	Handbook
IED	Improvised Explosive Device
MCP	Manual Call Point (red)
PA	Public Address System
PEEP	Personal Emergency Evacuation Plan
SSEP	Sound System for Emergency Purposes
WIP	Warden Intercommunication Point

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1. Building Profile

Site Contact:-

Name:- Naomi Douglas	
Company:- The Westmead Institute for Medical Research	
Phone:- 02 8627 3101	**Fax:-** 8627 3099

Location:-

176 Hawkesbury Rd, Westmead.	
New South Wales	
Ph: 02 8627 3000	2145

After Hours Contacts:-

1st Security: Tricorp 1300 456 321	2nd Naomi Douglas 0447 058 255

Emergency Planning Committee:-

Operations Manager	8627 3000
Chief Operating Officer	8627 3000
Research Manager	8627 3000
Chief Fire Warden	8627 3000
WHS Manager	8627 3000

Essential Services

Security Alarm Monitor:	Security Night Patrol:	Security Onsite Provider:
Company:- Tricorp	Company:- Tricorp	Company:- N/A
Phone:- 1300 456 321	Phone:- 1300 456 321	Phone:-
Fire Alarm Monitor:-	**Fire/Essential Services:-**	
Company:- Romtekgrid	Company:- Base Fire Protection	
Phone:- 02 9666 1555	Phone:-02 9764 5555/0434689204(Eric Holland)	

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Building Type:- Medical RESEARCH FACILITY

Number of Areas:-

Building One	Nine (9) Floors in Total, with P1 & L8 being Plant Rooms, Basement Pump Room
Car Park	NA (WIMR car park is Redevelopment Building Site)

Number of Occupants:

Building:- Business Hours 08:30 – 1700hrs	350
After Hours:- 1700 – 08:30hrs	Varied based on research demands

Building Hours:-

Day of Week:-	Office/Administration	Access & Work
Monday:-	08:30 – 1700	0600 - Midnight
Tuesday:-	08:30 – 1700	0600 - Midnight
Wednesday:-	08:30 – 1700	0600 - Midnight
Thursday:-	08:30 – 1700	0600 - Midnight
Friday:-	08:30 – 1700	0600 - Midnight
Saturday:-	-	0600 - Midnight
Sunday:-	-	0600 - Midnight

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1.1 Emergency Systems Profile:

Fire Alarm System:-

Panel Type	Location
Fire Indicator Panel	Level 1 Entry Corridor, North Western End (Entry from Car Park)
Mimic/Sub Panel	Hawkesbury Road Entrance Foyer

Audible/Visual Alarm Notification:-

☒**FIP**	☒Evacuation Tone ☒P.A ☒Multi Zone System (cascade or not)
☒**Fire Alarm**	☐ Siren ☒Bells
☒**Strobes**	☐
☒**Other Comms**	☒Mobile Phone

Detection System:-

Panel Type	Location
☒Smoke ☒Heat ☐ Beam ☐ Infa-Red ☐ Ultra-violet ☒VESDA	Smoke & Heat Throughout all Levels of Building VESDA in main Entrance Atrium of Hawkesbury Rd
☒Door Release	Throughout Buildings

Suppression System:-

☒Sprinklers On All Levels	☒Hydrants Fire Stairs	☒Hose Reels Throughout	X Gaseous Server Room

Fire Extinguishers:

Foam   **Dry Chem**   **CO2**

Sprinkler / Pump Room:-

Location:- **Basement Level 1, Access from Loading Dock Entrance, off Hospital Road**
☒   Diesel ☐ Electric
Details:- Servicing Sprinkler and internal Hydrant & Hose Reel Systems

Life Safety Systems:-

☒ Fire Isolated Stairway	☒ Smoke Doors	☒Emergency Lighting.
☒ Stairway Pressurisation	☒ Fire Doors	☒Magnetic Door Release
☒ Emergency Stair Lighting.	☒ Exit Lighting	☐ Precission Walls (Smoke curtains)
☒ Smoke Lobbies	☒ Fire Control Rooms as defined by BCA	

Smoke Handling:-

Standard Smoke Handling System throughout building.

Engineered Solution Smoke Extraction System installed in the Entrance Atrium serviced by VESDA Detection System.

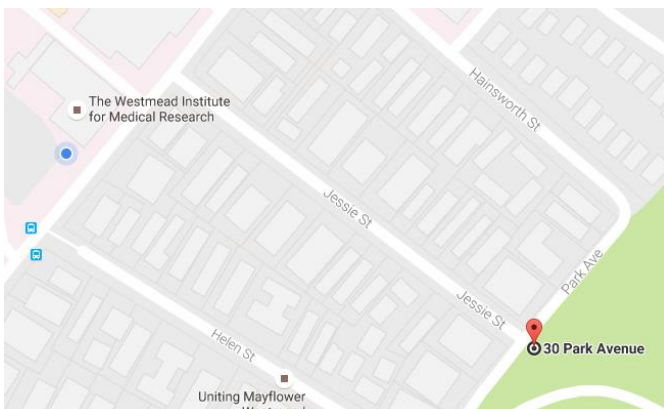**Assembly Area:-**

The Primary Assembly Area: is located the grass area in front of Children's Hospital Westmead.

CHW Park
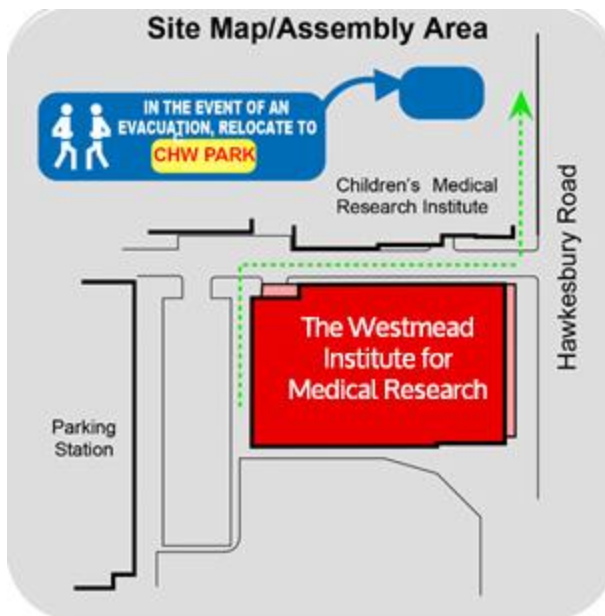
Secondary Assembly Area:- Grassed area inside Parramatta park at the end of Jessie St (Coleman Oval)

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2. PURPOSE

This Emergency Response Plan (ERP) has been constructed to fulfil the responsibilities as per the following:-
Workplace Health and Safety Act 2012
Workplace Health and Safety Regulations 2012
Building Code of Australia, and the NSW Fire Brigades Act 1989 where the provision of services includes providing emergency response strategies to emergencies.

The ERP establishes an organisational structure, outlines actions and procedures and identifies available resources to enable The Westmead Institute for Medical Research site and the Emergency Services to manage an emergency by providing an effective and safe response. The document also outlines the procedures to notify and communicate with neighbouring facilities, emergency services and the community if the emergency has the potential of involving or affecting them.

This document covers emergencies within The Westmead Institute for Medical Research.

The ERP core objectives are to:

- Preserve life and ensure the safety of people

- Minimise damage to the property

- Minimise the impact to the environment

- Minimise the impact on business continuity and reputation

- Minimise the impact on neighbouring industry and the community

2.1 DEFINING AN EMERGENCY

An emergency is defined as an event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which is beyond the resources of The Westmead Institute for Medical Research staff to manage or which requires coordination of a number of significant emergency management activities. For emergencies within the facility, the CFW will be responsible for defining the level of the emergency and response required.

The emergency might include (but not be limited to) the following: Delete what is not required!!!!!!!

- Fire or Explosion – Facility or Aircraft
- Security - Terrorism/Bomb threat/Sabotage/Hostage/Loss of records.
- Natural Hazard – Severe Storm/Flash Flooding/Earthquake.
- Equipment failure - Electrical emergency or other equipment failure.
- Hazardous material incident. (HAZMAT)
- Neighbouring Industrial Accident (including shipping, road transport) - gas release, potential explosion or fire with toxic by products

2.2   Formation

An emergency planning committee (EPC) shall be formed for each facility by the person or
persons responsible for the facility or its occupants and visitors. Depending on the nature of the particular facility(ies), the EPC may be formed either for an individual facility, or group of facilities. The EPC shall be appropriate for the particular facility(ies).

Those responsible for a facility or its occupants shall ensure that the EPC has adequate resources to enable the development and implementation of the emergency plan.

Note:
1. The EPC should ensure applicable legislative requirements are met.

2. Those responsible for a facility or its occupants should ensure that leases include obligations

     to participate in emergency activities, including evacuation exercises.
3.   Resources include time, finance, equipment and personnel.

4.   Building/facility owners, agents, occupiers, lease holder, or employers are typically those responsible for a facility or its occupants.

5.   Due to regulatory and other local factors, it may not be appropriate to form an EPC covering a group of facilities in different States/Territories.

6.   The EPC should consider the need for appointment of specialist advice.

2.2.1 RESPONSIBILITIES

The EPC, where necessary in collaboration with facility owners, managers, occupiers and employers, shall be responsible for the development, implementation and maintenance of the emergency plan, emergency response procedures and related training. This may be undertaken in conjunction with relevant external organisations.

The scope of EPC duties may also include First Attack Fire Fighting, First Aid, environmental safety actions and shut-down procedures.

The EPC shall ensure that during emergencies, instructions given by ECO personnel shall overrule normal management structure.

Note: If the EPC becomes aware of features of the facility that could jeopardise the evacuation of the occupants and visitors, the EPC should notify the persons responsible for the facility.

The duties of the EPC shall include the following:

(a) Identifying events that could reasonably produce emergency situations.
(b) Developing an emergency plan in accordance with Section 3 of the Australian Standards 3745-2010.
(c) Ensuring that resources are provided to enable the development and implementation of the emergency plan.

Note: Resources include time, finance, equipment and personnel.

(d) Nominating the validity period for the emergency plan and the evacuation diagram.

Note: 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 or an accreditation regime.

(e)   Ensuring that the emergency plan is readily identifiable and available to the appropriate persons.
(f)   Establishing an emergency control organisation (ECO) to operate in accordance with the emergency plan.
(g)   If deemed necessary, establishing a specialist emergency response team (ERT).
(h) Authorising, or having authorised, the release and implementation of the emergency plan. The following shall apply to the implementation process:

(i) Awareness of the emergency response procedures Information about the procedures shall be disseminated to occupants. The information shall be in a suitable format.
Note: Suitable formats are listed in Clause 6.7 of the Australian Standards 3745-2010.

(ii) Training A formalised training schedule shall be developed to ensure that relevant training is provided to ECO members and facility occupants. The training program shall be based on the emergency response procedures and be in accordance with Section 6 of the Australian Standards 3745-2010.
(iii) Testing the emergency procedures The EPC should ensure that the emergency procedures are tested in accordance with Clause 7.2 of the Australian Standards 3745-2010.
(iv) Review of procedures The effect of the procedures on an organisation should be monitored at all stages of the implementation process. Amendments shall be made to rectify any deficiencies or inaccuracies that are identified in the procedures.

(i) Establishing arrangements to ensure the continuing operation of the ECO.

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Note: For example, resignation, holidays, training of deputies, etc.

(j) Ensuring that the register of ECO members is current and readily available.
(k) Establishing strategies to ensure visitors are made aware of emergency response procedures.
(l) Ensuring that the emergency response procedures remain viable and effective by reviewing, and testing the emergency response procedures at least annually.
(m) Ensuring that the emergency plan is reviewed at the end of the validity period, after an emergency, an exercise, or any changes that affect the emergency plan.
(n) Ensuring that a permanent record of events for each emergency is compiled and retained.
(o) Identifying and rectifying deficiencies and opportunities for improvement in the emergency plan and emergency response procedures.

2.2.2 Membership

The EPC shall consist of not less than two people who shall be representative of the stakeholders in a facility one of which shall be management, unless the facility is owned or occupied and operated by a single person, in which case the EPC may be the sole person who is the owner/occupant. At least one member of the EPC shall be a competent person (as defined in Clause 1.4.5 of Australian Standard 3745-2010).

Note:

1. *In most facilities, the EPC would comprise senior management, tenants, chief warden and specialist facility personnel, such as the maintenance engineer and, where reasonably available, an occupant with a disability. The effectiveness of an emergency planning committee with respect to all occupants includes the extent to which it provides for occupants with a disability.*

2. *External contractors, consultants or others engaged by the facility to provide specialist advice should not be members of the EPC but may attend EPC meetings.*

2.2.3 Meetings

The EPC shall meet at least annually.
A record of EPC meetings shall be made and retained in accordance with the relevant legislative requirements.

Note: *This may include minutes of meetings, communication, financial position, reports and specialist advice.*

2.2.4 Indemnity

Facility owners, managers, occupiers and employers should obtain professional advice on the level of indemnity provided to EPC members. The EPC members should be advised of the level of indemnity provided to them.

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3. Training and Exercises

3.1 Emergency Planning Committee Training

Training is to be provided to EPC members so it enables them to competently execute their obligations in which shall address, but not necessarily be limited to, the following:

  (a) Developing managing and maintaining an emergency plan.
  (b) The duties of the EPC and ECO as described in the emergency response procedures and emergency plan.
  (c) The duties of the ERT, where it exists, as described in the emergency response procedures and emergency plan.
  (d) The conduct of site-specific emergency identification and analysis in which is referring to helmets, hats etc and collection of data during evacuation exercises or desktop scenarios.
  (e) Establishing and managing an ECO, referring to constituting the number of wardens and how the site will be managed as a whole during an incident.
  (f) The management of appropriate documentation the introduction of checklists such as bomb threat, intruder, general incident and also specific situations that may arise within the premises.
  (g) The management and development of assessment activities.
  (h) The development and implementation of training activities including emergency exercise management.
  (i) Emergency mitigation, emergency preparedness and emergency prevention.
  (j) The installed fire safety systems, for example, sprinkler systems, fire doors and installed emergency communications, notifications and warnings.
  (k) Liaison with Emergency Services.
  (l) Post-evacuation management.

3.2 ECO TRAINING

3.2.1 All ECO members

All ECO members, including nominated deputies, shall be trained to develop the skills and knowledge necessary to undertake the duties set out in the emergency response procedures. There shall be sufficient personnel trained in all positions within the ECO to allow for projected absences i.e. a Deputy Warden who is trained but will not assume the role of a warden until one is absent to back fill or otherwise stipulated by either the Chief Warden or Deputy Chief Warden whoever is the Incident Controller at the time.

3.3.1.2 Training Content

The training shall consist of the following but not limited to due to the fact that every business, premises or building has different needs and wants, The topics are as the following:

  (a) The duties of the ECO as described in the emergency response procedures and emergency plan.
  (b) Procedures for the specific emergencies contained in the emergency plan.
  (c) Responding to alarms and reports of emergencies.
  (d) Reporting emergencies and initiating the installed emergency warning equipment.(if applicable)
  (e) Communication during emergencies.
  (f) Pre-emergency activities
  (g) Emergency activities.
  (h) Post-emergency activities.
  (i) Occupants and visitors with disabilities. (*This will consist on filling out personal emergency evacuation plans.*
  (j) Human behaviour during emergencies.
  (k) The use of installed emergency response equipment such as evacuation chairs, emergency response plans, generalised emergency response documentation etc, WIP's etc.

(l)   The performance of the building and its installations during a fire or other emergency such as fire doors, emergency lights, exit-signage, sprinklers, ventilation and smoke control systems and fire-rated stairs.

The training shall include exercises and assessments such as a walk and talk of the facility in regards to paths of egress, operational fire suppression (fire extinguishers, blankets and hose reels) etc.

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3.3.2 Chief Warden Group
Chief Warden, Deputy Chief Warden, Communications Officer

In addition to the training for all ECO members listed in Clauses 6.3.1 and 6.3.2 of Australian Standards 3745-2010, persons appointed to the positions of chief warden, deputy chief warden and communications officer, along with the nominated deputies for each position, shall have additional training, including but not limited to the following:

    (a) Their roles and responsibilities within the emergency plan.

    (b) Duties of the EPC.

    (c) Duties of the ERT, where it exists, as described in the emergency response procedures.

    (d) Decision-making, command and control.

    (e) Record keeping.

    (f) Actions for the specific emergencies contained in the emergency response procedures.

    (g) Coordination of communications(s) during emergencies, including use of any installed specialised communications equipment.

    (h) Liaison with Emergency Services.

    (i) Coordination of evacuation activities.

    (j) Implementation of post-emergency activities in accordance with the emergency plan.

3.3.3 Confine Small Workplace Emergencies

Where Confine Small Workplace Emergencies arise (initial response by occupants) by specific occupants is included in the emergency procedures, these occupants shall be trained to enable them to competently execute their duties. This entails them to contain or suppress small emergencies such as a small fire 1m x 1m x 1m, small chemical/fuel spills etc.
The training for Confine Space Workplace Emergencies shall address, but not necessarily be limited to, the following:

    (a) The duties of the ECO, and ERT, where it exists.

    (b) Preparing for site-specific fires.

    (c) Reporting fires.

    (d) Evacuating from endangered areas.

    (e) Identifying, reporting and correcting unsafe conditions.

    (f) Responding to fire emergencies.

    (g) Identifying the classes of fire.

    (h) Selecting the correct first-attack equipment.

    (i) Safe operating procedures for first-attack equipment.

    (j) Determining if it is safe and appropriate to use first-attack equipment.

    (k) Procedures to be followed after first-attack equipment have been used.

    (l) Post evacuation activities i.e. the organisation of refilling of the fire extinguishers or equipment used to contain spills.

3.4 OCCUPANTS AND VISITORS

3.4.1 Occupants working at a facility

All occupants working in a facility shall receive training to enable them to act in accordance with the emergency response procedures for their site/facility. The training set out in the Australian Standards shall be provided for all new occupants including casual occupants/employees, at the commencement of their duties in a workplace or their occupancy of a structure.
The training should include, but not necessarily be limited to, the following:

    (a) Occupant responsibilities within the facility emergency response procedures.

    (b) The types of emergencies contained in the emergency plan.

    (c) How to report emergencies including activation of alarm systems, if installed.

    (d) Recognising and reporting unsafe conditions, and correcting unsafe conditions when appropriate.

(e) The authorities, roles, responsibilities and identification of ECO members.

(f) Reacting safely to emergencies and alarms.

(g) Evacuation procedures.

(h) The location of internal and external staging and assembly areas, as contained in the emergency plan.

(i) The location of egress routes.

(j) Post-emergency protocols.

(k) Procedures for specific emergencies.

3.4.2 Visitors

Visitors to the site/facility shall be provided with appropriate information on the emergency response procedures, as determined by the EPC.

3.5 SKILLS RETENTION

3.5.1 ECO skills retention

ECO members, including nominated deputies, shall attend a skills retention activity at intervals not greater than 6 months.

Skills retention activities shall—

(a) Be determined by the EPC, based on the specific requirements for the facility and its emergency plan;

(b) Include revision of roles and responsibilities as set out in the emergency response procedures; and

(c) Include instruction on the operation of the communications system (if installed). Skills retention activities may also include, but not necessarily be limited to, table-top exercises and evacuation exercises for the ECO.

3.5.2 Occupant skills retention

In workplaces, occupants shall participate in skills retention activities at intervals not exceeding more than 12 months, to enable them to act in accordance with the emergency response procedures.

Occupants' skills retention activities shall address the following:

(a) Responding to alarms and reports of emergencies.

(b) Personal emergency evacuation plans, where these are in place.

(c) Procedures for specific emergencies as contained in the emergency response procedures.

(d) Identification of ECO members.

Note: Occupant skills retention may be delivered by various methods (e.g., verbal, classroom, diagrams and online).

3.5.3 First-attack Fire Fighting

Where first-attack fire fighting by specific occupants is included in the emergency procedures, these occupants shall attend a skills retention activity in first-attack fire fighting at intervals not greater than two years.

Work Health and Safety Act 2011

If employees work at a fixed place of work, the employer must ensure that:
One or more persons are appointed and appropriately trained to oversee any such incident, if appropriate, in the use of on-site fire fighting equipment.

3.5.4 Emergency response

Where a specialist Emergency Response Team has been deemed necessary, the ERT members shall attend a skills retention activity in their specific procedures at intervals not greater than one year.

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3.6 Communication Systems

All ECO members shall be instructed on the operation of the communication system (if installed). Regular checks of the communication system should be carried out, either at monthly intervals, or as determined by the EPC. Records shall be retained.

Note: Communication systems include EWIS, S.S.E.P, PA systems both fixed and portable occupant warning equipment, strobe lights and colour-coded lights. The conduct of regular checks by ECO members provides the necessary practice in the effective use of the system and the timely identification of any system faults. A useful tool in the assistance of managing such roles is that of the Australian Standards 1851 in which sets out step-by-step requirements and time intervals for the verification of elements and equipment relating to emergency response procedures.

3.7   EVACUATION EXERCISES

A program of site-specific emergency response exercises shall be developed in collaboration with the facility owners, managers, occupiers and employers each facility to determine the effectiveness of the emergency response procedures, ECO actions and occupants' response, both when first developed and on an ongoing basis.

The initial testing and implementation of the emergency response exercises and first full scale evacuation shall be in accordance with Clause 7.2 of the Australian Standards 3745-2010. The ongoing program of emergency response exercises shall be in accordance with Clause 7.3 of the Australian Standards 3745-2010.

The following should apply for all emergency response exercises:
   (a) Emergency response exercises should be consistent with the identified emergencies in the emergency plan.
   (b) Simple objectives and outcomes for emergency response exercises should be identified.
   (c) Observers should be appointed for all emergency response exercises. The observers shall use a checklist to record the details of the emergency response exercise.
   (d) Each emergency response exercise should be prefixed by an announcement that it is an exercise only.
   (e) Debriefing sessions shall be held at the conclusion of every exercise.
   (f) A report shall be forwarded to the EPC following each emergency response exercise. The report shall include any deficiencies in the evacuation exercise that were identified at the debriefing session.

Notes: Emergency response exercises should be conducted during the operating hours of the facility to appropriately test the ECO, emergency response procedures and responses of the occupants and visitors.

3.7.1 Initial Testing and Implementation

Once the EPC has established that the emergency response procedures are satisfactory and workable and the ECO has been trained, the emergency response procedures should be tested within the first 12 months. The first emergency response exercise shall be a full scale evacuation exercise unless the facility is a large or a multi storey building, and if this is the case a partial evacuation may be undertaken to test the emergency response procedures and the ECO in the first instance.

When the ECO and procedures have been proven to be satisfactory, the first large-scale evacuation should be held. The EPC in collaboration with the facility owners, managers, occupiers and employers shall arrange for occupants to be notified before the evacuation exercise takes place. Adequate planning time, including the proposed date, shall be given.

All occupants and ECO members shall have participated in an evacuation exercise in the first 12 months of the implementation of the emergency response procedures and a record of their attendance be taken in the form of an attendance register.

Notes: Realistic performance targets may be considered as a measure of the procedures effectiveness. It shall be accepted by management that the emergency response procedures be properly tested and that all ECO members have sufficient practice to ensure their effectiveness in an emergency situation. In less complex facilities this may only be a matter of sounding the alarm, having people walk to the assembly area

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and accounting for people. With the experience gained from the first evacuation, subsequent evacuation exercises will become more realistic.

3.7.3 Ongoing Scheduled Maintenance Program

Following the implementation phase, a program of site-specific emergency response exercises shall be developed for each facility. A program of evacuation exercises shall be included.

The size and configuration of the facility, together with the type of occupancy, will determine the type and time interval between emergency response exercises. These may be conducted either as partial emergency response exercises or a total emergency response exercise covering the entire facility. All areas of a facility shall participate in at least one emergency response exercise in each 12-month period. All occupants of the floor(s) or area(s) involved in the emergency response exercise shall take part, unless the EPC grants a written exemption prior to conducting the emergency response exercise.

Note: The aim of emergency response exercises is to have all occupants participate in at least one emergency response exercise per year consistent with the nature of the facility and its identified emergencies. For training purposes, exemptions are allowed for some unforeseen circumstances and may be treated by the ECO as refusals for the emergency response exercise. Where exemptions to remain are given, the ECO shall give a report of the exempted occupants to the chief warden.

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4 Emergency Control Organisation (ECO)

4.1 Structure and Identification

The ECO shall be appropriate to the facility and to the emergency response procedures as determined by the EPC.

The titles of 'Chief Warden', 'Communications Officer', 'Floor Warden' or 'Area Warden' and Warden' should be used when these positions are included in the ECO. Titles for other positions may be determined by the EPC.

4.1.1 Positions on the ECO

The ECO shall consist of a Chief Warden or equivalent as a minimum. The following positions shall be included if they are deemed necessary by the EPC for the site and in accordance with the requirements of the Australian Standard 3745-2010:

  (a) Chief Warden
  (b) Deputy chief warden.
  (c) Communications officer and deputy.
  (d) Floor/area wardens and deputies.
  (e) Wardens and deputies.

Other ECO positions may be incorporated into the ECO, for example, runners, stair wardens, roll call wardens, traffic wardens, section wardens. An up-to-date register of all ECO members shall be kept readily available, with or via the chief warden.

The following chart identifies the structure and identification of the Emergency Control Organisation (ECO) and its relation to the EPC and occupants.
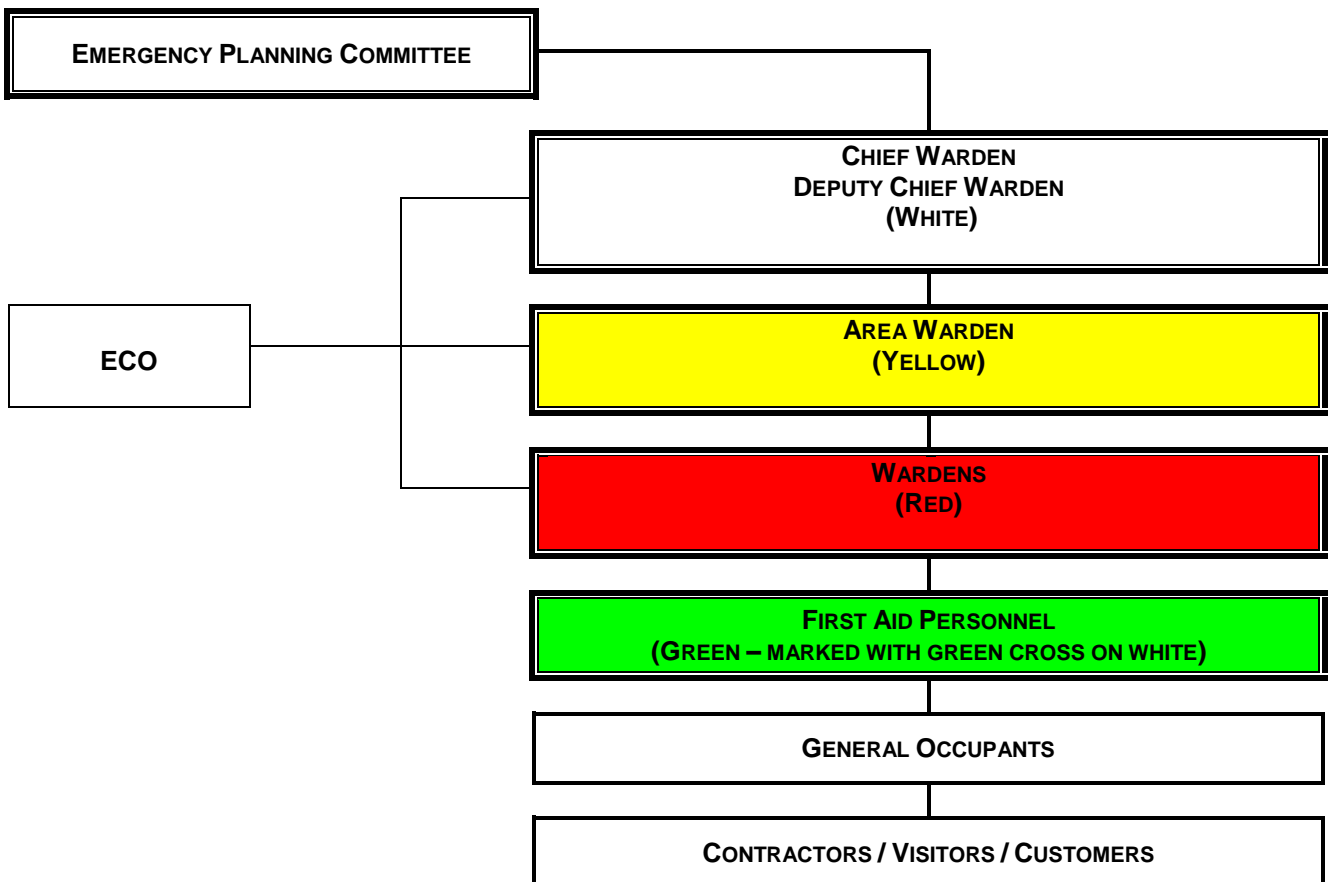
4.1.2 Number of ECO members

The number of ECO members shall be determined in accordance with—
    a) The size of the facility, floor or area;
    b) The number of occupants and visitors; and
    c) The installed occupant warning equipment.
    d) The fire engineered and life safety features of the facility.

The positions and number of ECO members shall be considered by the EPC. There is no actual set number of wardens set for facilities.

Note: In single tenancies, the ECO may consist of one person, who would be the 'chief warden'.

4.1.3   Authority

During emergencies, instructions given by the emergency control organisation (ECO) personnel shall take precedence over the normal management structure.

Note: Nothing in this clause is intended to over-ride or change the legislative responsibility of the facility owners, managers, occupiers and employers in ensuring the safety of all occupants and visitors to the facility

1. Authority given to the ECO to act during an Emergency must be acknowledged by the facility owners, managers, occupiers and employers as part of the Emergency planning activities

2. The EPC should ensure that the appropriate people, such as senior management, have been advised of the authority of the ECO during emergencies.

3. This authority is intended to ensure that, during an emergency situation, life safety takes precedence over asset protection, environmental considerations, production operations and business continuity.

4.1.4   Indemnity

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 to them.

4.2   ECO Selection Criteria

4.2.1 Chief Warden & Deputy Chief Warden

The person appointed as the Chief or Deputy Chief Warden shall—

    (a) Be capable of performing their duties;
    (b) Be capable of leading and taking command;
    (c) Display effective decision-making skills;
    (d) Demonstrate the capability to remain calm under pressure;
    (e) Be available to undertake their appointed duties;
    (f) Be capable of effectively communicating with occupants and visitors;
    (g) Be familiar with the facility; and
    (h) Be able to undergo relevant training.

4.2.2 Floor or Area Wardens

Floor or Area wardens should be appointed consistent with the level of their day-to-day responsibilities. The Floor or Area warden responsibilities should be attached to a specific position, to ensure where possible, that the person appointed to the position, in either a permanent or temporary capacity, carries out the necessary functions.

Persons appointed as floor/area wardens shall—

  (a) Be capable of performing their duties;
  (b) Have leadership qualities and the ability to command authority;
  (c) Display effective decision-making skills;
  (d) Demonstrate the capability to remain calm under pressure;
  (e) Be available on-site to undertake their appointed duties;
  (f) Be capable of effectively communicating with occupants and visitors;
  (g) Be capable of deputising for other positions on the ECO; and
  (h) Be able to undergo relevant training.

4.2.3 Wardens

Persons appointed as Wardens shall—

  (a) Be capable of performing their duties
  (b) Have leadership qualities and command authority;
  (c) Be available to undertake their appointed duties;
  (d) Be capable of communicating with occupants and visitors;
  (e) Be capable of deputising for other positions; and
  (f) Be able to undergo relevant training.

4.2.4 Deputy Wardens

The appointment of deputies shall be considered, to ensure the effective functioning of the ECO. Persons appointed as deputies shall have the same capabilities and personal attributes as required for the substantive position being that of a Warden position.

4.3   Primary roles and duties

4.3.1 General

The primary role of the ECO is to give top priority to the safety of the occupants and visitors of the facility during an emergency. Life safety shall take precedence over asset protection during an emergency.

The ECO should have clearly documented pre-emergency, emergency and post-emergency duties and responsibilities.

This section lists the duties of each member of the ECO, when it comprises the full range of roles. In cases, where the ECO does not include all of the roles defined in the Australian Standard, duties shall be addressed in the emergency response procedures.

4.3.2 Pre-emergency

The actions to be undertaken by the ECO prior to an emergency event should be as set out in the emergency response procedures and may include the following:

Chief Warden:

  i) Maintain a current register of ECO members.

ii)   Replace ECO members when a position becomes vacant.
iii) Conduct regular exercises.
iv) Ensure the emergency response procedures are kept up-to-date.
v)   Attend meetings of the EPC, as appropriate.
vi) Attend training and emergency exercises, as required by the EPC.
vii) Ensure personal ECO identification is available.

Floor/Area Warden:

i)   Confirm sufficient wardens for area of responsibility.
ii)   Coordinate the completion of PEEP documentation.
iii) Report on deficiencies of emergency equipment.
iv) Ensure that wardens have communicated the emergency response procedures to all occupants within their nominated areas.
v)   Ensure that occupants are aware of the identity of their wardens.
vi) Coordinate safety practices (e.g., clear egress paths, access to first-attack equipment and disposal of rubbish) by wardens throughout their area of responsibility.
vii) Attend training and emergency exercises, as required by the EPC.
viii) Ensure personal ECO identification is available.

Wardens:

i)   Ensure that all occupants are aware of the emergency response procedures.
ii)   Carry out safety practices (e.g., clear egress paths, access to first-attack equipment and disposal of rubbish).
iii) Ensure personal ECO identification is available.

4.3.3   Emergency

The actions to be undertaken by the ECO in the event of an emergency shall include, but not be limited to, the following:

Chief Warden:

On becoming aware of an emergency, the chief warden shall take the following actions:

i)   Respond and take control, as appropriate.
ii)   Ascertain the nature of the emergency and implement appropriate action.
iii) Ensure that the appropriate Emergency Service has been notified.
iv) Ensure that you contact the floor or area wardens via any means necessary and are advised of the situation, as appropriate.
v)   If necessary, after evaluation of the situation and using all of the information, and resources available, initiate an action plan in accordance with the emergency response procedures and control entry to the affected areas.
vi) Monitor the progress of the evacuation and record any action taken in an incident log.
vii) Brief the Emergency Services personnel upon arrival on type, scope and location of the emergency and the status of the evacuation and, thereafter, act on the senior officer's instructions.
viii) Any other actions as considered to be necessary or as directed by Emergency Services.

Deputy Chief Warden:

The deputy chief warden shall assume the responsibilities normally carried out by the chief warden if the chief warden is unavailable, and otherwise assist as required.

Floor/area Wardens:

On hearing an alarm or on becoming aware of an emergency, the floor or area wardens shall take the following actions:

i) Head towards the nearest Warden meeting point

ii) Implement the emergency response procedures for their floor or area.

ii) Contact the Chief Warden via the agreed method of communication

iii) Direct wardens to check the floor or area for any abnormal situation.

iv) Commence evacuation if the circumstances on their floor or area warrant this.

v) Communicate with the chief warden by whatever means available and act on instructions.

vi) Advise the chief warden as soon as possible of the circumstances and action taken.

vii) Co-opt persons as required to assist a warden during an emergency.

viii) Confirm that the activities of wardens have been completed and report this to the chief warden or a senior officer of the attending Emergency Services if the Chief Warden is not contactable.

Wardens:

Persons selected as wardens shall carry out activities as set out in the emergency response procedures and as directed by the floor or area warden. Warden's activities may include the following:

i) Act as floor or area wardens.

ii) Operate the communication system(s) in place.

iii) Check that any fire doors and smoke doors are properly closed.

iv) Close or open other doors in accordance with the emergency response procedures.

v) Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated.

vi) Ensure orderly flow of people into protected areas, for example, stairways.

vii) Assist occupants with disabilities.

viii) Act as leader of groups moving to nominated assembly areas.

ix) Report status of required activities to the floor or area warden on their completion.

4.3.4 Post-emergency

The actions to be undertaken by the ECO after an emergency should include, but not be limited to, the following:

Chief warden:

i) When the emergency incident is rendered safe or the Emergency Service returns control, notify the ECO members to have occupants return to their facility, as appropriate.

ii) Organise a debrief with ECO members and, where appropriate, with any attending Emergency Service.

iii) Compile a report for the EPC and management.

Floor/Area Wardens and Wardens:

Compile a report of the actions taken during the emergency for the debrief.

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5. Fire Awareness

5.1.1 Basic Fire Science

Fire is a chemical reaction that produces lots of heat and light. This reaction (fire or "combustion"), takes place between a **fuel** (a substance which will burn) and an **oxidiser** (usually oxygen). This reaction is started and kept going by the presence of sufficient **heat**. Combustion is not a simple chemical reaction, but consists of a series of very rapid chemical changes forming a chain reaction.

The "Triangle of Combustion" refers to the three elements – fuel, heat and oxygen in which is required for combustion to exist. There is also a fourth element to consider, the **chemical chain reaction** which is the transfer of the triangle of combustion to now the "Fire Tetrahedron" (A tetrahedron is a four sided figure). The chemical chain reaction is essential in sustaining a fire. If this process is inhibited or interrupted, the combustion reaction is suppressed and the fire is extinguished. This can be represented in the following diagram:
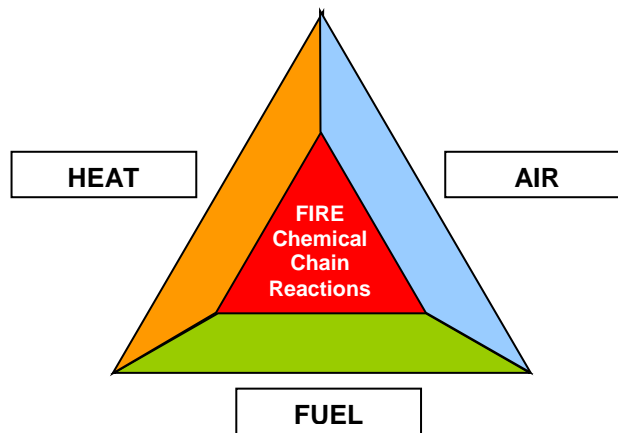
5.1.2 Fire Extinguishment Methods

A fire can be extinguished by removing one or more of the factors that make up the "tetrahedron of combustion". In other words, a fire can be extinguished by one or more of these four methods:

Cooling:- Involves removing the heat from a fuel (e.g. applying water to a fuel to reduce its temperature).

Smothering:- Involves reducing the air supply in an area (e.g. using fire blankets, foam and inert gas to separate the air from the fire.

Starving:- Involves removing or limiting the fuel source from the path of fire (e.g. removing hay from a burning barn, shutting off a gas supply at a gas fire).

Inhibiting:- Involves interrupting the chemical chain reaction (e.g. vaporising liquids and extinguishment powders work in a way by interfering with the combustion process.

5.1.3 Spread of Fire – Heat Transfer

Convection is the transmission of heat within a liquid or a gas and is due to their difference in density. As a liquid of gas is heated, it expands and become lighter, thus rising and being replaced by the heavier liquid or gas. In this way, fire draws in oxygen to further continue the chemical chain reactions, the super heated gases rise up vertical shafts supplying sufficient heat to fuel supplies on upper floors.

Conduction is the transmission of heat through a material such as steel beams. This enables sufficient heat to affect a fuel source through objects such as roller shutters and walls.

Radiation is the transmission of heat by waves travelling through space until the heat is absorbed by other fuel sources. This enables heat to affect a fuel source some distance away.

5.1.4 Classification of Fire

Fires come in five different classes according to the type of fuel which is burning. In addition, fires may also sometimes involve electricity.

Class A – Common Combustible Solids

These fires are involving common solid materials such as wood, paper, textiles, plastic and rubber. They are extinguished by cooling the fire with water.

The more finely divided the solid material, the easier it can ignite due to being finer and have a larger surface area. A solid piece of timber for instance, is difficult to ignite with a match. Wood shavings, however, are easier to ignite; while wood dust, suspended in air under the right conditions, may explode or ignite.

Class B – Flammable Liquids

These are fires involving flammable and combustible liquids such as petrol, alcohol, kerosene and petroleum based oil products. They are extinguished by smothering or sometimes by inhibiting (or interrupting) the chemical chain reaction.

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Class C – Flammable Gases

These are fires that involve flammable gases such as LPG, hydrogen and acetylene. They can generally only be safely extinguished by starving the gas supply.

Extinguishment by smothering and chain reaction inhibition is quite possible, but there is the risk that the gas supply still escaping may form a cloud, find an ignition source, and explode.

Class D – Combustible Metals

These are fires involving combustible materials such as magnesium. They require special smothering agents for extinguishment. While some can be extinguished by using dry sand or earth, many metal fires require the use of very specific fire fighting agents.

Note: Water based smothering agents should not be used to extinguish these fires as the water can react with the metals to produce hydrogen, a flammable and highly explosive gas.

Class (E) – Electrical Involved

Electricity does not burn, but it is a dangerous complication to fire fighting, and is a source of heat.

A fire fighting agent that does not conduct electricity should be used on an electrical fire to avoid the risk of electric shock. Extinguishers containing such agents generally display the bracketed letter (E) on their instruction label.

Note: Technically there is no such thing as a Class "E" fire but the term is sometimes used to refer to electrical fires.

Class F – Fats & Oils

These are fires involving hot fat and cooking oils and require special smothering agents. Other fire fighting agents can be ineffective and water and even foam can be dangerous to use on Class F fires. This is because when water comes in contact with hot oils, it expands explosively to about 1700 times its original volume as it turns to steam, and may even cause oil to splatter or violently splash.

The fire classes and best extinguishing methods are detailed in the following table:

Class	Fuel	Examples	Extinguishing Method
A	Common combustible solids	Wood, paper, plastics textiles etc.	Cooling
B	Flammable liquids	Petrol, paint thinners, kerosene etc	Smothering
C	Flammable gasses	LPG, Natural Gas	Starving
D	Combustible metals	Magnesium, Iron shavings	Special inhibiting agents
(E)	Electrically involved fires	Live electrical equipment	Smothering
F	Fats and Oils	Deep frying oils	Smothering

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6. Extinguishing Equipment

A portable fire extinguisher is primarily a cylinder containing a fire fighting agent under pressure which can be discharged onto a fire.

As little as 15 years ago, different types of extinguishers were constructed and operated very differently. Some required a plunger to be depressed; others had to be turned upside down. Now, despite the type of portable fire extinguisher used in the common workplace, different types have the same or similar components and are operated in the same manner.

The following figure shows an exploded version of a DCP (Dry Chemical Powder) extinguisher. Since 1999, all extinguishers are coloured red and have a coloured band located at the top of the cylinder that indicates the contained agent.

Valve Assembly

Wall Bracket

Pull Pin Retainer

Pull Pin

Hose Assembly

Gauge

Valve Stem Assembly

Spring

Neck O-ring

Syphon Tube Assembly

Hose Retainer

Nozzle

Label Band

Nozzle Cap

Main Label

Cylinder
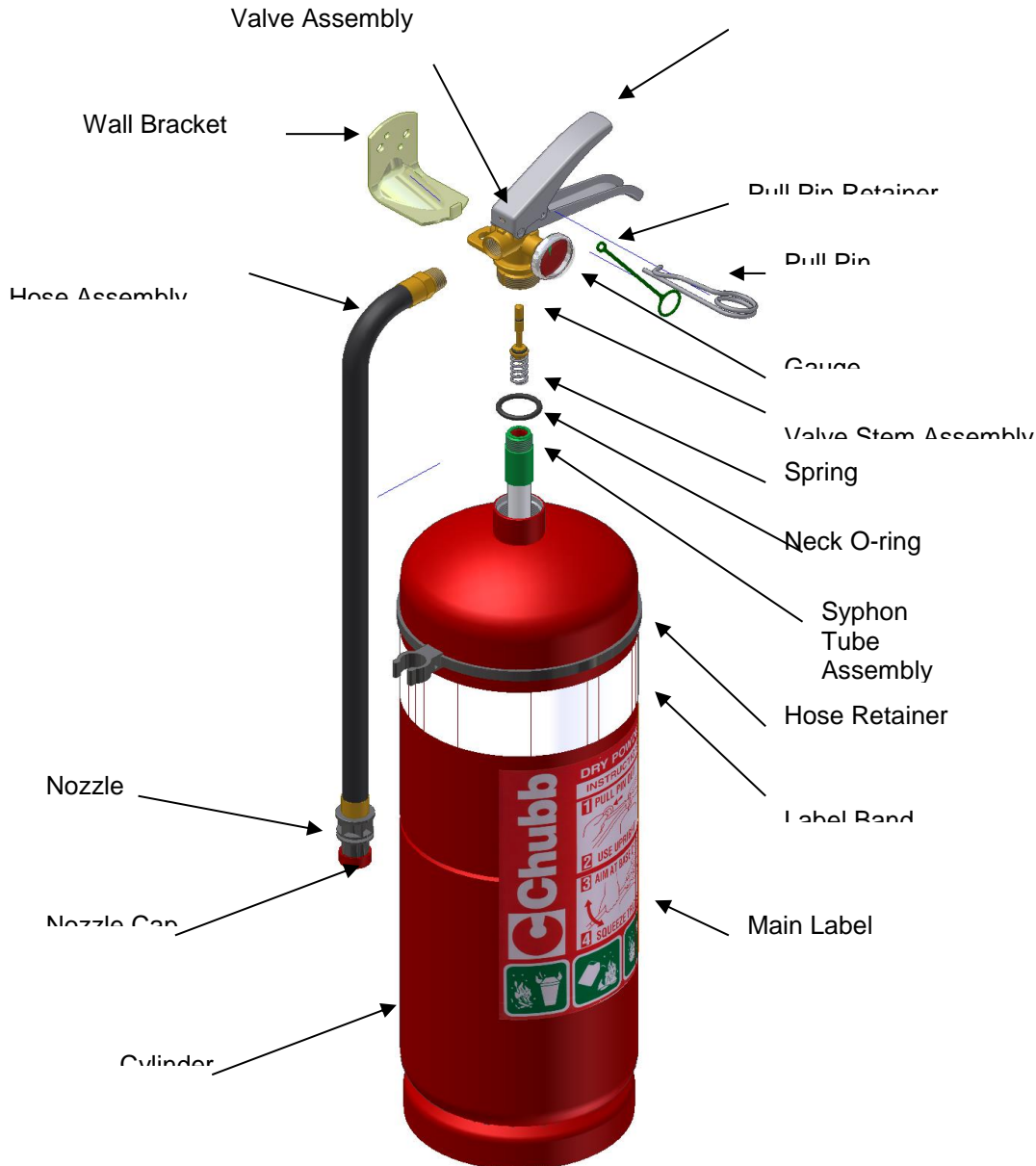
6.1.1 Usage Safety Labels

Some fire agents can be dangerous to use on some classes of fire. Care should be given when determining if the extinguisher is safe to use on electrically involved fires (Class (E)) to avoid electrocution, liquid fires (Class B) to avoid spreading the fuel, or if it is effective on common combustible (Class A) fires.

Extinguishers now have Usage Safety Labels on them to show if they can or cannot be used on fires. If it is safe to use they are shown with a Green Pictograph or if unsafe to use it is shown by the way of the international danger or do not use symbol as being a Red Circle with a line through it.

As shown below are some of the safe pictographs and do not use pictographs.

Class A   **Class B**   **Class (E)**

Danger B   **Danger (E)**

6.1.2 Fire Extinguishers

Fire extinguishers are made for first attack fire fighting, and can be used to:

- Extinguish fires in their early stages.
- Help other fire fighting agents work better.
- Extinguish some special types of small fires.

There is no such thing as an extinguisher that can safely and effectively extinguish all classes of fire although there is some that come close. Each fire fighting agent has its own characteristics and limitations. Using the wrong type of extinguisher can be ineffective or plan outright dangerous.

Working out the type of fire that is burning and picking the correct type of extinguisher to use is an important part of their correct use and the most difficult task at hand when attending an incident. Fire extinguishers have colour coded bands to identify the type of fire fighting agent inside.

Fire Extinguishers are installed throughout the site. It is important that all occupants become familiar   with the type of fire extinguishers provided and their locations. Only personnel who are trained in the use of extinguishers should attempt to fight the fire. Refer to Section 3.1.3 of the ERP.

	Contents:	Water
	Extinguishing Method:	Cooling
	Coloured Band:	Red
	Class of Fire:	A
	Duration:	70 - 80 seconds
	Distance:	7-8 metres
	Danger:	Electrically conductive
		Spreads fuel fires
	Contents:	Foam
	Extinguishing Method:	Smothering
	Coloured Band:	Blue
	Class of Fire:	B (also safe on A)
	Duration:	30 - 40 seconds
	Distance:	3-4 metres
	Danger:	Electrically conductive
		Do not disturb the foam blanket
	Contents:	Wet Chemical
	Extinguishing Method:	Smothering
	Coloured Band:	Oatmeal
	Class of Fire:	F (also safe on A and limited effectiveness on B)
	Duration:	90 - 100 seconds
	Distance:	3-4 metres
	Danger:	Electrically conductive
	Contents:	Dry Chemical Powder (DCP)
	Extinguishing Method:	Smothering & Inhibiting
	Coloured Band:	White
	Class of Fire:	Type 1:B (E)
		Type 2:AB(E)
	Duration:	90 - 120 seconds (9.0kg)
	Distance:	7-8 metres
	Danger:	May destroy micro-electronics
		Avoid Using in a confined space
	Contents:	Carbon Dioxide CO_2
	Extinguishing Method:	Smothering by displaces Oxygen
	Coloured Band:	Black
	Class of Fire:	(E) Effective on small fires
	Duration:	11-13 seconds (3.5kg)
	Distance:	3-4 metres
	Danger:	Short duration
		Director freezes

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6.1.3 Fire Extinguisher Operation

By the far most commonly used type of extinguisher used is the squeeze handle type. These are operated by removing the safety pin, or operating a safety catch, on the head of the extinguisher, then squeezing the operating handle, while aiming the discharge nozzle/director at the base of the fire. A simple acronym for operating an extinguisher is **PASS**. This stands for:

- **P**ULL **–** the safety pin, and test extinguisher

- **A**IM **–** at the base of the fire

- **S**QUEEZE **–** the operating handle/trigger

- **S**WEEP **–** from side to side until the fire is extinguished.

In most cases, the extinguisher will have a plastic anti-tamper seal holding the safety pin in place to the head assembly/handle. This anti-tamper device shows that the extinguisher has not been activated since its last service. This anti-tamper tie is quite easy to break as the safety pin is twisted or pulled out.

6.1.4 Fire Extinguisher Maintenance

Extinguishers need regular maintenance to keep them safe, serviceable and reliable. All extinguishers shall be maintained according to Australian Standard 1851-2012 which is available through Australian Standards.

Servicing of all fire extinguishers shall be carried out by qualified service technicians holding a Certificate II in Asset Maintenance (Portable Fire Equipment Service Operations). The service intervals are as follows:

6 Monthly Inspection: - Visual, Weight and Cylinder Pressure Inspection (Level 1)

Annual Inspection: - Visual, Weight and Cylinder Pressure Inspection (Level 2)
(For Foam & Wet Chemical requires empty and refill)

3 Yearly Inspection: - For Aggressive Environment (inside Plant Rooms, Exposure to UV and Chemicals etc) Pressure Test (Level 4)

5 Yearly Inspection: - Pressure Test of Cylinder at an authorised checking station. (Level 4)

After Use: - Refill of contents in extinguisher (Level 5)

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7. Fire Prevention

7.1.1 General Fire Prevention

It is vital to have a fire plan in the workplace that ensures all employees can get out of the building safely. Whether you are the employee or the employer, there are a number of things you need to make sure are known to be prepared for, and properly deal with a fire at work. There is no use with only having a 'hazy idea' of what evacuation procedures and fire fighting steps that should be taken.

Escape Routes

All employees should know their fire escape plan. There needs to be at least two ways to get out of a building, in case one of them has been blocked by fire. If you are the employer, make sure that all employees know what their escape options are.

There must ALWAYS be a clear path to each exit. Obstacles in the way can cause people to trip and fall, adding more possibility of injuries.

Make sure all escape routes are clearly marked so those who are trying to escape the building have no problem finding where they need to go during a stressful situation.

When it comes to those escape options, it is vital to make sure the doors are unlocked when there are employees or visitors in the building. You don't want employees to go to what they think is a way to get out of a building safely and be stuck inside because the door has been chained or locked.

Never wedge fire doors open as they are designed to protect escape routes and prevent the spread of toxic smoke and fumes. And as fire needs oxygen to survive, a fresh feed of air through wedged open fire doors may only lead to building the fire hazard

The keeping of flammable liquids in general areas is not permitted except under special circumstances, in which case only minimal quantities are to be held in approved containers.

All occupants need to be encouraged to observe the greatest care in the use of matches, portable heaters, electrical appliances and other possible causes of ignition. Their immediate surrounding area should be kept neat and tidy.

7.1.2 Food Preparation Areas

These are high risk areas which require:

a)   All areas are being kept clean and grease free.
b)   Oils, spirits and fats etc. are stored in suitable containers away from possible flame sources.
c)   All staff shall aware of the location and operation of alarms and extinguishers and/or hose reels.

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8. Discovery of a Fire

8.1.1 Preliminary

The primary duty of general occupants is not to combat the fire but to ensure as far as practicable and to the best of their ability, the safety of themselves and others. General occupants with current skills in the use of extinguishers or other equipment may attempt to extinguish the fire if safe to do so.

Throughout these procedures, the indication to "Raise the Alarm" is a reference to this sub-section:
- Communicate to occupants in the near vicinity the existence of a fire e.g. shout **"Fire Fire Fire"**,
- Break a red/white fire break glass alarm if one is nearby,
- Contact the Area Warden/Warden and/or the Chief Warden by telephone or face to face communication, to give information of the location and type of emergency.
- **Contact the Fire Brigade by dialling 0-000 or 112 from a mobile phone.**

8.1.2 On discovery of a fire:

If you ever discover a fire, keep your cool but think fast and act with caution. Size it up fast; knowing when to attempt extinguishing the fire yourself and when to call for help is essential.

Most fires start small, but they can rage out of control in a few minutes. It is important to know where the fire extinguishers are located and how to operate them properly. Distinguish before you extinguish. Choose the correct extinguisher for the type of fire (paper/wood, grease/gas/flammable liquids, electrical). If you are not trained or authorised to use an extinguisher, don't try. The time you waste in figuring out how to operate an extinguisher could mean the difference between minor damage and a major disaster.

In case of fire, the important thing is to know what to do and do it fast. The exact order to do the things depends on the situation and resources at hand.

- Sound the alarm and evacuate the area.
- Warn anyone in the area so they can get to safety. This is especially important with indoor fires. Most people die from smoke, poisonous gases and panic (usually the result of not knowing what to do). If there is an escape plan, adapt it to the emergency.
- Call the emergency numbers you've been given, and give the details about the fire (location, how it started etc.).
- Never hesitate to call the fire services, even if the fire seems minor and you manage to put it out before fire fighters arrive.
- The quicker the alarm is sounded, the sooner the fire service can attend the scene.
- Have someone meet the fire service at the Fire Indicator Panel to tell where the fire is. They can lose valuable minutes if they have to find it themselves.

You are responsible for preventing fires, but not to put out major fires. Fight the fire only if you can do it safely with proper extinguishing resources.

8.1.3 Initial Response:

- *Raise the alarm*
    - Ensure personnel are aware of the emergency.
    - Ensure Wardens have been notified.
    - Ensure that Fire Rescue New South Wales has been called.
- *Decide on action*
    - Support – Do not attempt to fight the fire alone.
    - Size – A fire greater than a metre^2 should be left to experienced fire fighters.
    - Surroundings – Check for danger such as gas cylinders or chemicals etc.
    - Smoke, Fumes, Heat – Fires producing rancid fumes should be left.
- *Equipment*
    - Correct equipment for the class of fire.
    - If the appropriate extinguisher is not available, the fire should be left.
- *Safety*
    - Test the equipment prior to approaching the fire.
    - Keep low – stay below the smoke level.
    - Safe escape route – keep between the fire and the exit.
    - Contain – If the fire cannot be controlled, close the doors if safe before leaving.

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8.1.4 After the Fire:

If the fire is extinguished prior to the arrival of the Emergency Services:
- Do not disturb the fire area and protect and preserve the incident scene
- Keep occupants away from the smoke and affected areas
- Ensure the Chief Warden is notified of the equipment used for replacement
- Complete any OH&S reporting procedures

8.2 Chief Warden Team

8.2.1 Evacuation Procedures

1.   Automatic activation of the **Evacuation Tone**. **WHOOP, WHOOP**

2.   Wait at the Fire Indicator Panel for Area Wardens to advise when their area is clear. Ask:
   - *Is anyone remaining or refusing to leave the area?*
   - *Is there any mobility impaired or special needs persons?*
   - *Are there any areas not searched?*

   If it is not safe to remain at the Fire Indicator Panel, evacuate and reinstate the Emergency Control Point to the car park assembly area.

3.   Notify adjacent facilities if the emergency is likely to affect those properties.

4.   Notify the Sites Senior Management.

5.   Instruct the Facility Manager to engage the appropriate contractor to ensure gas to site is turned off.

6.   As Area Wardens report in via the WIP's, note down on the Evacuation Checklist the area as being cleared, how many people remain, the location and number of any mobility impaired and areas not searched (if any).

7.   Follow post evacuation procedures.

8.3 Area Wardens and Wardens

8.3.1 Evacuation Tone Procedures

1. Area Wardens assign Wardens to search and clear occupants from your designated area. Wardens should close, but not lock all doors during their search.

2. Ensure all parts of your designated area have been evacuated with particular attention to:
   a) Blind passages, partitioned areas, offices and meeting rooms,
   b) Amenities such as toilets, tea rooms and resource sections.

3. Area Wardens remain close by the Warden Point to receive reports from the Wardens.

4. Wardens should report on:
   a) The location of anyone refusing to leave
   b) The location of mobility impaired and special needs persons
   c) Any areas unable to be checked.

5. When all Wardens have returned and all areas have been checked, leave via the nearest safe exit.

6. Should ensure the Visitors/Contractors sign in book is collected and taken to the assembly area to account for these persons.

7. Report evacuation information (eg all clear, areas not able to be searched, mobility impaired persons) to the Chief Warden at the Fire Indicator Panel (location) and proceed to the Assembly Area.

8.3.2 Liaising with Emergency Services when they arrive

1. Provide the Combat Agencies Senior Officer with the Evacuation Checklist detailing:
   - The nature and location of the emergency
   - Areas reported as clear
   - Areas that are evacuating
   - Location of any remaining occupants and mobility impaired
   - Places that have not been searched/cleared

2. Follow the instructions of the Senior Officer.

3. The Senior Officer will advise that either:
   - The building is safe to re-enter,
   - Some areas may not be entered, or
   - The entire building may not be re-entered.

4. Proceed to the assembly area and advise staff of the situation.

5. Fill in an Evacuation Incident Report.

8.3.3 False Alarm Procedures (If the Area Warden/Warden reports no Emergency):

1. Advise the Area Warden and Deputy Chief Warden to wait in the area for the arrival of the Emergency Services.

2. Wait at the Fire Indicator Panel for Fire Rescue New South Wales. Do not reset the Fire Indicator Panel.

3. After the Fire Rescue New South Wales have either reset or isolated the cause of the alarm complete a General Incident Report.

8.4 After Hours Procedures

8.4.1 On discovery of a fire (No Alarm Activation):

- Remove people from danger,
- Pair up with another occupant so if something happens to either of yourselves at least one maybe able to render assistance.
- Close doors and windows if possible to slow the progress of the fire and contain smoke,
- Raise the alarm and notify the After Hours Contact of the nature and status of the emergency,
- Ensure Fire Rescue New South Wales has been called by dialling 0-000 or 112 from a mobile phone,
- Leave via the nearest safe exit and proceed to the Assembly Area,
- Mobility impaired and special needs persons should be reported to the Emergency Services on their arrival

8.4.2 On Activation of Evacuation Tone:

- Remove people from danger,
- Pair up with another occupant so if something happens to either of yourselves at least one maybe able to render assistance.
- Close doors and windows if possible to slow the progress of the fire and contain smoke Evacuate the building immediately via the nearest safe exit even if there is no evidence of a fire,
- Proceed directly to the Assembly Area,
- Contact Fire Rescue New South Wales by dialling 0-000 or 112 from a mobile phone to ensure they have received the alarm,
- Delegate a representative to speak with the Emergency Services on their arrival,
- Do not re-enter the building until cleared by the Officer in Charge of the Emergency Service.

8.4.3 Post Evacuation Procedures

1. At the Assembly Area, congregate occupants together in area groups.

2. Ask personnel if they notice anyone who was present prior to the Evacuation Tone now missing.

3. Notify the Chief Warden of anyone noticeably missing.

4. Ensure occupants do not re-enter the site until allowed by the Chief Warden.

8.5 First Aid Officers

8.5.1 Evacuation Tone Procedures

- Collect the nearest First Aid Kit, Fire Aid Officer Identification.
- Proceed to the nearest Warden Point and meet with the Area Warden.
- Standby to assist personnel requiring first aid treatment
- If more than one First Aider is available on the floor, leave via the nearest safe exit.
- Proceed directly to the Assembly Area and provide assistance where necessary.

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8.6 General Occupants

8.6.1 Evacuation Tone Procedures

- Leave via the nearest safe exit.
- Do not take large items such as large bags. Do not go to locker rooms to collect belongings.
- Proceed directly to the Assembly Area via the nearest, safe exit and escort any visitors / contractors.
- Remain at the Assembly Area until cleared to re-enter the site by the Chief Warden.
- If you notice anyone who was present prior to the evacuation now missing, report this to the Area Warden/Warden.

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9. Collecting Information

9.1 Mobility Impaired or Special Needs Person

9.1.1 Definition

A Mobility Impaired or Special Needs Person is any person who is unable to exit the building without assistance. This includes people who:
   a) are wheel chair bound or require mobility equipment due to injury or disability, such as crutches or frame
   b) are visually or hearing impaired
   c) injured due to the nature of the emergency

9.1.2 Assistance

In the event of an evacuation the Area Warden shall nominate a Warden or responsible person to assist the mobility impaired out of the immediate danger area.

9.1.3 Direct Evacuation

If direct evacuation from the building is possible, such as being located on a ground floor level, mobility impaired should be assisted to, but not obstructing, the nearest safe exit. When all occupants have been evacuated, assist the mobility impaired directly to the Assembly Area.

9.1.4 Fire Safe Area

If evacuation directly from the building is not possible, such as being located on an upper floor level, mobility impaired should be assisted to, but not obstructing the nearest safe fire rated stairs. When all occupants have been evacuated, assist the mobility impaired onto the fire stair landing and ensure the Chief Warden has been notified. The door should be closed to provide isolation from the danger area. A Warden or responsible person shall wait with the mobility impaired until assisted by the Emergency Services.

9.1.5 Hearing Impaired Persons

Wardens are to be mindful of hearing impaired persons who may not hear the alarms or hear your instruction to evacuate. If this appears the case, check to ensure that person is aware of the need to evacuate.

9.2 Refusals to Evacuate

9.2.1 No Physical Force

At no time are Wardens, occupants or persons other than Emergency Services Personnel to use physical force to remove someone who refuses to evacuate. Touching, poking or slapping a person who seems to be in a state of extreme fear or shock may cause a violent reaction.

9.2.2 Procedure

Wardens who encounter a person refusing to leave shall:

- Verbally persuade the occupant to evacuate
- Report the location of the person to the Area Warden, who will notify the Chief Warden
- No personnel shall re-enter the building or cleared area to retrieve people who refuse to leave.

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9.3 Unconscious Persons

If the unconscious person is not in immediate danger, call for first aid assistance and ensure a responsible person remains with them until assistance arrives.

If the person is in imminent danger, Wardens may use implied consent to move the person to a safe area. Avoid moving the person more than is necessary as the extent of their injury is unknown.

9.4 Assembly Areas

The Assembly Areas for Westmead Institute of Medical Research are located at:

1.   Primary Assembly Point
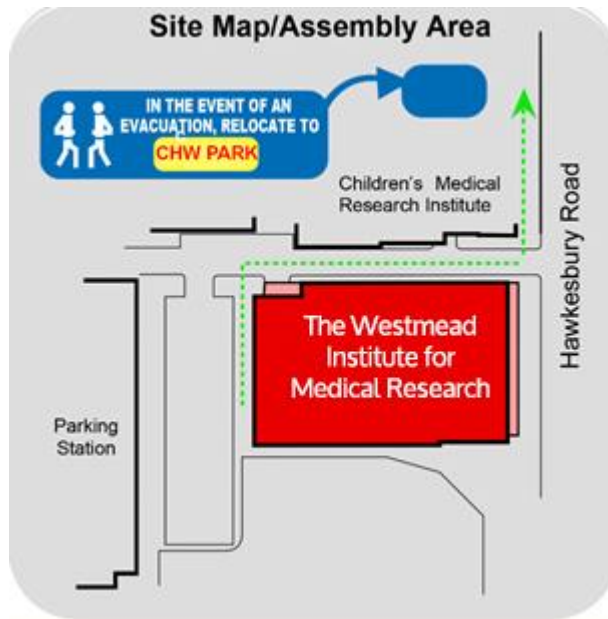
2.   Secondary Assembly area – Grassed area inside Parramatta park at the end of Jessie St (Coleman Oval)
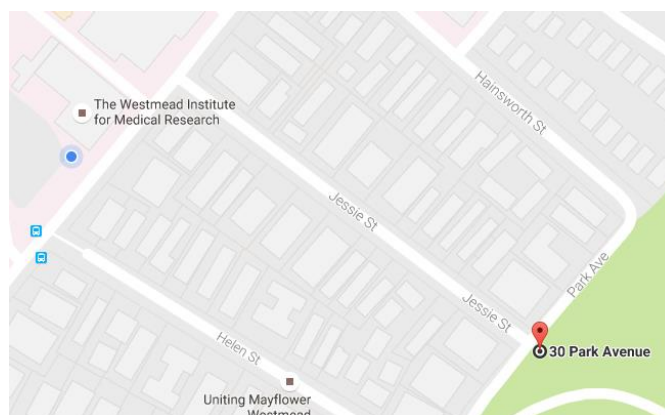
10. Bomb Threats

10.1.1 General

Bomb threats are a serious public concern of recent times. A bomb threat could be either a prank or a genuine warning of an impending bomb attack. The uncertainty creates a risk that cannot be ignored. Usually, bomb threats are committed by individuals seeking to create a state of alarm and confusion in an organization. The disruption may be minimized by proper site-specific planning and nomination of appropriate decision-making authorities.

10.1.2 Types of Threats

Bomb threats may be in one of the following forms:

Written Threat: If a bomb threat is received in writing, it should be kept, including any envelope or container. Once a message is recognized as a bomb threat, further unnecessary handling should be avoided. Every possible effort has to be made to retain evidence such as possible fingerprints, handwriting or typewriting, paper and postmarks. Such evidence should be protected by placing the evidence in an envelope (preferably a plastic envelope).

Telephone Threat: An accurate analysis of the telephone threat can provide valuable information on which to base recommendations, action and subsequent investigation. The person receiving the bomb threat by telephone should, as soon as possible, complete the information required by a bomb threat checklist. A bomb threat checklist should be held by telephonists and other persons who regularly accept incoming telephone calls.

Suspect Object: A suspect object is any object found on the premises and deemed a possible threat by virtue of its characteristics, location and circumstances.

Following an analysis of information received, the Chief Warden, or in his/her absence, the Deputy Chief Warden should categorise the bomb threats, which may be either specific or non-specific as follows:

Specific Threat: The caller will provide more detailed information, which could include statements describing the device, why it was placed, its location, the time of activation and other details. Although less common, the specific threat is the more credible.

Non-Specific Threats: An individual may make a simple statement to the effect that a device has been placed. Generally very little, if any, additional detail is conveyed before the caller terminates the conversation.

The non-specific threat is the more common, but neither threat can be immediately discredited without investigation. In other words, every threat has to be treated as genuine until proven otherwise.

10.2 Acknowledgement of Threat

10.2.1 On receipt of a bomb threat

- Contact Executive Management and advise them of the nature and content of the threat. Management may provide information of similar or past instances.
- Collate information from the threat and the advice from the NSW Police Force and Management, then:
    - Categorise the threat as either Specific or Non Specific
    - Decide on course of action detailed below

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10.2.2 Course of action

After assessing all available information, there are four courses of action to consider:

a)   *Take no further action*

Although this may be tempting when receiving a call from children or someone seemingly intoxicated, however if there is the slightest doubt then another course of action should be considered.

b)   *Search without Evacuation*

Considered if the threat has been assessed as low, this option consists of conducting a search of the premises without an evacuation of occupants. If an object is found, then an evacuation can be conducted. The Assembly Area and exits shall also be searched.

c)   *Evacuation and Search*

Considered if the threat is assessed as moderate but there is no reason to believe an explosion is imminent. This option consists of conducting a search of the exits and Assembly Area, evacuating all occupants except essential staff and search teams, then conducting a thorough search.

d)   *Full Evacuation without search*

Considered if the threat is assessed as high as in such cases as the possibility of an imminent explosion. This option consists of conducting a complete evacuation of all occupants. Prior to an evacuation, exits shall be searched and an alternate Assembly Area chosen and searched.

10.2.3 Search Procedures

The most appropriate personnel to carry out a search, in any given area, are the occupants of the building, structure or workplace because they have the knowledge of 'what belongs' or 'what does not belong' in a location at any given time. The aim of the search is to identify any object that is not normally found in an area or location, or for which an owner is not readily identifiable or becomes suspect for any other reason, for example:

a) A suspiciously labelled object;
b) an object similar to that described in the threat;
c) an object of unusual size, shape and sound; or
d) the presence of pieces of tape, wire, string or explosive wrappings, or other unfamiliar materials.

On locating a suspect object, search personnel should not touch, cover or move it. The location should be conspicuously marked, for example, a paper trail to the nearest exit is most suitable. After ensuring there are no other suspect objects in the vicinity, the area should be evacuated and isolated. Search of other areas should continue to ensure that there are no other suspect objects.

Note: Law enforcement authorities, i.e., the police, do not normally assist occupants of buildings, structures or workplaces in searching for suspect bombs unless a suspect bomb has been located by the site occupants. Care should be exercised with mobile phones, radio sets, wireless technology transmission and any other equipment producing electromagnetic radiation in situations where improvised explosive devices are suspected. Such equipment should not be used until clearance is given by the attending bomb technicians.

10.2.4 Search sequence

General priorities for searching should follow the following sequence:
a) Outside areas including evacuation assembly areas.
b) Building entrances and exits and, particularly, paths people will use to evacuate.
c) Public areas within buildings. Most buildings contain public areas that are accessible for the placement of an 'object'. These areas usually provide a means of exit, which evacuees have to pass through, or be in proximity to, during an evacuation.

10.2.5 Limitations of Total Evacuation

At first thought, immediate and total evacuation would seem to be the most appropriate response to any bomb threat. However, the evacuation procedures in response to a bomb threat do not necessarily follow those for a fire, for example, doors and windows shall be left opened, to lessen blast effect, and not closed as in the case of fire. Additionally, there are significant safety and economic factors associated with a bomb threat, which may weigh against an immediate evacuation, as follows:

a) **Risk of injury**: As a general rule, the easiest area in which to plant an object is in the shrubbery sometimes found outside a building, an adjoining car park or in an area to which the public has the easiest access. Immediate evacuation through these areas might increase the risk of injury and car parks should not normally be used as assembly areas.

b) **Response limitation**: Total and prompt evacuation will remove personnel who may be required to make a search.

c) **Panic**: A sudden bomb threat evacuation may cause panic and unpredictable behaviour, leading to unnecessary risk of injury.

d) **Essential services:** Some evacuations may be precluded by the essential nature of the operations conducted within the building.

e) **Loss to business services**: While the protection of life should outweigh any economic loss, repeated threats may increase loss of business and interruption of services to an unacceptable level.

There are some conditions that make immediate total evacuation an undesirable response to the bomb threat. Total and immediate evacuation, whilst risky, is the easy decision, and having taken the easy way, the hard decision of when to return still has to be made.

10.2.6 Partial evacuation

One alternative to total evacuation is a partial evacuation. This response is particularly effective when the threat includes the specific or general location of the placed object or in those instances where a suspect object has been located without prior warning. Partial evacuation may reduce risk of injury by removing non-essential personnel.

Personnel essential to a search may remain, critical services may be continued and, in cases of repeated threat, loss of output will be minimized. Partial evacuation requires a high degree of planning, training, supervision, coordination and rehearsal.

Suspect mail items have many similarities in common with other 'suspect articles', which may be encountered by any enterprise or individual. The philosophy of handling these items varies and is outside the scope of this document, and if further clarification is required seek advice from your local police station or the AFP.

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11. Civil Disorder and Illegal Occupancy

11.1.1 Preliminary

This section provides basic guidance on planning and response for civil disorder and illegal occupancy. The information contained in this section is not sufficient, in itself, to adequately plan for civil disorder and illegal occupancy.

Planning for these emergencies may be done in consultation with the police or other specialist advisers and should be specific to the facility. This planning should be consistent with the facility's security standard operating procedure. Security and Access Policy and Procedures (Document Reference: WMI-PP-OP-BS-30.03)

There have been many examples where industrial unrest, an emotional international situation or an unpopular political decision, have led to public demonstrations. Planning for emergencies should include the development of procedures and guidelines aimed at minimising the danger to facility occupants and visitors, and may include the risks of asset and revenue loss.

The ECO, together with managers and supervisors are responsible for co-ordinating the response to such incidents, until the arrival of police to whom they should provide such assistance as may be required. Managers and supervisors can contribute in a practical way to the satisfactory resolution of these emergencies by ensuring the following:

   a)   withdrawal of their staff where necessary,
   b)   supervising the locking up of offices, securing records, files, cash and other valuable property
   c)   while at the same time promoting an air of confidence and calm.

11.1.2 RESPONSE

Immediately the Chief Warden is aware of civil disorder occurring in, or in the vicinity of, the facility, the imminence of such an event, or an unauthorised entry into the facility by a disaffected person or group, the Chief Warden or any senior member of the ECO who is in a position to act, shall take the following action:

   a)   Notify the police and request assistance.
   b)   Alert members of the ECO.
   c)   Inform facility occupants and visitors of restrictions to be implemented.
   d)   Initiate the following actions:

   1.   Immediate actions to consider for the Chief Warden on becoming aware of illegal occupants:

   a)   restrict illegal occupants to affected area;
   b)   restrict facility occupants' and visitors' access to affected area;
   c)   inform occupants and visitors of unaffected areas to remain at their location unless otherwise advised; and
   d)   implement specific facility security protocols.

   2.   Immediate actions to consider for the Chief Warden on becoming aware of a civil disorder:

   a)   restrict access to and egress from the facility;
   b)   inform occupants and visitors of unaffected areas to remain at their location unless otherwise advised;
   c)   restrict contact between the demonstrators and the facility occupants;
   d)   implement specific facility security protocols;
   e)   restrict the use of external non-emergency communication; and
   f)   notify managers and supervisors.

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12. Building Damage

12.1.1 General

Generally, buildings in Australia can withstand a certain amount of damage without placing their occupants at risk. Recent experience however has shown that although extremely rare, there is a remote possibility of building failure due to unexpected forces such as earthquakes, vehicle collisions or struck by falling objects such as large trees, other possible causes of failure may be explosions and internal failure.

If a collapse has occurred or imminent move cautiously in the affected area, check your footing before applying your weight, and walk near walls or over structural supports where the roof is strongest. Check roof and ceilings for integrity before walking underneath them

Where possible, evacuation should be discussed with the emergency services. Where exits are blocked or unusable, the Chief Warden should organise and announce alternate exit routes.

12.1.2 Immediate action

Attend to any injured person(s)
• Administer first aid where appropriate (avoid contact with blood and other body fluids by using protective gloves).

Call for assistance
• Contact appropriate emergency services by telephoning 000.

Ensure the safety of the rest of the group
• Evacuate the building according to circumstances.
• Determine if there are any casualties and the nature of their injuries, without placing any personnel at risk.

Call together the site's ECO and implement the emergency procedures
• Assemble and record all site personnel.
• Determine missing persons and report to emergency service personnel.

12.1.3 Chief Warden:

- If safe, proceed to the Emergency Control Point
- Notify emergency services (Call 0-000 or 112 from a mobile phone)
- Contact ECO personnel to organise injury and damage report
- Organise a check of exits
- Commence evacuation

12.1.4 Area Warden and Wardens:

- Area Wardens and Wardens should meet at the nominated Warden Meeting Point.
- When safe to do so, make contact with the Chief Warden
- Organise assessment of injury and damage on your floor
- Submit damage report to Chief Warden
- Commence evacuation if required or as ordered by the Chief Warden

13. Medical Emergency

13.1.1 Preliminary

The possibility of a medical emergency has to be considered during the course of a normal working day. Although not directly related to the operation of the building, Management and staff must be prepared to take appropriate steps to assist the ill or injured.

13.1.2 Procedure

- Contact the Chief Warden
- Dial 0-000 or 112 from a mobile phone and request an ambulance
- Provide the following detail as requested:

  - Address: **176 Hawkesbury Road Westmead NSW**
  - Nearest Cross Street: **Hospital Road**
  - Floor/Area
  - Details of Injury
  - Your Name
- Have someone remain with the injured person until help arrives.
- Despatch a trained first aider to the scene, if available.
- Based on their training, the first aider should render assistance to the injured and make them comfortable.
- If the injury has resulted from a fall, do not move the person and where possible do not leave them unattended.
- The first aider will remain with the injured person until arrival of the ambulance.
- Ensure responding emergency services personnel have a clear path of access to the injured person.

14. Armed Hold-up/ Intrusion

14.1.1 Preliminary

Managers should ensure cash and valuables are secured and kept to a minimum workable level. Employees who may be subject to such an incident should be given instruction to ensure their safety.

14.1.2 If confronted by an armed intruder

- Obey the instructions
- Try to remain calm and avoid staring directly at any weapon
- Do not take any action to excite the intruder.
- Hand over cash/valuables on request.
- Take a mental note of descriptive information, including:
  - Head – Hair, complexion, eyes, scars, facial hair, speech
  - Body – Build, shirt, arms, tattoos, weapons
  - Legs – Pants, shoes
  - Exit – Height, direction of travel, vehicle
- Contact police by dialling "0-000 or 112" and asking for police.
- Contact management

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15. Air Conditioning Contamination

15.1.1 Procedure

- Contact the Chief Warden.
- Shut down the air conditioning systems immediately, even if the contamination is minimal. Contact the Facility Manager to do this or for instructions on how to do this.
- Contact the most Senior Officer and Fire Brigade and request attendance.
- Follow Evacuation Procedures.

16. Electrical Failure

16.1.1 Procedure

- Contact the Chief Warden.
- Chief Warden shall
  - Contact the electricity provider for the site
  - Receive updates from the electricians on estimated time to electrical recovery
  - Make announcements to the Occupants on the situation every 30 minutes
- Occupants may remain in the building but should vacate if the electricity has not been returned in 1 hour. The emergency exit lighting may begin to fail after this time.

17. CBR Hazard (Chemical, Biological or Radiological)

17.1.1 Preliminary

Biological hazards are a potential source of harm or danger that makes use of biologically produced substances, particularly bacteria or viruses that affect humans, animals, food crops and water supplies.

17.1.2 Procedure

- Place a waste bin over the substance to confine. Avoid handling.
- Advise the Chief Warden.
- Notify Emergency Services (0-000 or 112 from a mobile phone)
- Priority is to confine and quarantine. If substance has been touched, ensure those people are separated from others and if available washed or showered. Clothes should be quarantined for analysis.
- Area is to be kept clear until arrival of Emergency Services
- The air conditioning system should be shut down immediately

18. Gas Leak

18.1.1 In the event of a gas leak

- Organise to turn off the gas.
- Establish scope of emergency and whether safe containment will be speedily achieved (if in doubt commence evacuation).
- Ensure injured are moved to a place of safety upwind and no one is exposed to further risk or injury.
- Barricade Area
- Notify Area Wardens of the situation and ensure they are prepared for possible evacuation.
- Ensure Fire Brigade, Gas Company and ambulance are notified, if required.
- Instruct Area Wardens to implement evacuation, if necessary.
- Ensure no open flames, welding, matches or smoking.

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19. Motor Vehicle Accident

19.1.1 Procedure

Should an emergency situation arise as a result of a motor vehicle accident on site the following procedure shall apply:

- Notify the Chief Warden, who will activate the Emergency Control Organisation and if the circumstances warrant, request attendance from relevant emergency services by "0-000 or 112" telephone call.

- Provide the following details as requested:
  - Address: **176 Hawkesbury Road Westmead NSW**
  - Nearest Cross Street: **Hospital Road**
  - Floor/Area
  - Details of Injury
  - Your Name

- If safe to do so, evacuate all affected persons to a point of safety and assist the injured. Be alert to hazards such as other passing traffic, fuel and/or chemical spillage.

- Wardens should establish a perimeter under the direction of the Chief Warden to restrict access to the emergency site for emergency services personnel.

- Such events may result in fire; explosion or spillage and the Chief Warden should consider containment as a priority until the arrival of emergency services before initiating any other on site response.

20. Spills & Leaks – Dangerous Goods/Hazardous Substances

20.1.1 Procedure

- Shut off valves if appropriate
- Shut down all air conditioning systems if possible (chemical spills)
- Isolate any ignition sources
- Contain leaks, prevent spills entering drains and neighbouring properties
- Barricade area
- Clean up spillage as per product SDS
- If beyond local response capabilities contact Fire Brigade/Hazmat.

21. Laboratory Emergency Response Plans

21.1 Introduction

Laboratory Emergency Management Plans are a critical aspect of people and property safety at Westmead Institute for Medical Research.

Westmead Institute for Medical Research developed a comprehensive Emergency Response Plan, the implementation of which is overseen by an Emergency Planning Committee (EPC).

The EPC is the principal advisor to the Westmead Institute for Medical Research on all matters relating to emergency management at Westmead Institute for Medical Research

The aim of the Emergency Response Plan is to enable management and staff to quickly and decisively respond to any emergency, which could:

- threaten the safety of persons, property or the environment;
- interrupt or significantly diminish the capability of the Institute to undertake its usual business operations.

Westmead Institute for Medical Research Board, all Centre Directors, the Chief Operating Officer and line managers are accountable to the Executive Director for ensuring that:

- Emergency management plans that best suit the particular emergencies that are likely to arise in a given work area, are developed and implemented in the workplaces under their control, having regard to the nature and extent of the hazards and processes present therein;
- Emergency controllers and wardens receive the necessary training and information to enable them to discharge their duties effectively;
- Emergency management plans are regularly tested, reviewed and modified.

21.2 Responsibility for Developing, Implementing & Testing of Plans

The Laboratory Managers are responsible for ensuring that measures are taken to assess the nature and extent of the risks posed by the hazards and processes carried out in their laboratory and ensure that an effective emergency response plan is developed and implemented.

The Laboratory Managers must ensure that the laboratory emergency response plan is compatible with the Institute's overall emergency response plan.

21.3 Staff Involvement in Implementing Emergency Response Plans

All laboratory staff are required to be familiar with and take an active role in the implementation of the laboratory emergency response plan should the need arise.

Key laboratory staff e.g. wardens, first aid officers and researchers in charge may be required to carry out a critical role in an emergency to ensure that an emergency response is timely, appropriate and effective.

It is particularly important for these key staff to be identified and receive training as part of the Emergency planning process.

21.4 Emergency Control and Coordination

Laboratory Manager / Staff:- In the event an incident occurring whereby the Laboratory Emergency Response Plan is enacted, the Chief Fire Warden must be immediately notified and briefed on the emergency situation, nature of the project, risks and control measures, so that the Chief Fire Warden can make an informed decision on what actions to implement.

Chief Fire Warden:- Take charge of the incident, support Laboratory Staff with implementing Laboratory Emergency Response Plan, brief emergency services on their arrival, assist emergency services as needed.

21.5 Testing of Laboratory Emergency Response Plans

The Work Health & Safety Manager is responsible for ensuring that emergency response plans are tested on a regular basis. The primary purpose of the testing is to ensure that:

- Staff responsible for initiating emergency management systems, utilising emergency equipment and coordinating the emergency response can respond confidently and effectively so that people and property are not exposed to unnecessary risk;
- laboratory emergency response plans and systems are compatible with the response provided by the buildings Emergency Control Organisation (ECO), Building Services Staff and other essential services e.g. fire, ambulance;
- the Institute's laboratory emergency response plans and systems are regularly reviewed and modified if required.

21.6 Emergency Contact Numbers

A register of emergency contact numbers should be maintained and made available to laboratory staff to allow the speedy contacting of key laboratory and building services staff members and emergency services should the need arise.

External Emergency Services (Triple 0 '000') - If an emergency is life threatening or there is imminent risk to either property or the environment, dial 0 '000' to be connected to emergency services (Fire, Police or Ambulance). Then contact Laboratory Managers to inform them of the emergency situation.

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Appendix

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Appendix A- ECO Register

Fire Wardens

White Hats

Position	Level	Person	Phone	Email
Chief Fire Warden	Fire Panel L1	Mark Hinze	0413 130 055	Mark.hinze@sydney.com.au

Yellow Hats

Position	Level	Person	Phone	Email
L1 Area Warden	1	Ces Nast	8627 3100	Cecil.nast@sydney.edu.au
L2 Area Warden	2	Joey Lai	8627 3220	Joey.lai@sydney.edu.au
L3 Area Warden	3	Shabeel Askar		Shabeel.askar@sydney.edu.au
L4 Area Warden	4	Laszlo Iriny	8627 3431	Laszlo.iriny@sydney.edu.au
L5 Area Warden	5	Scott Read	8627 3414	Sear2072@uni.sydney.edu.au
L6 Area Warden	6	Grant Parnell	8627 3604	Grant.parnell@sydney.edu.au
L7 Area Warden	7	Barb Guild	8627 3739	Barbara.guild@sydney.edu.au

Red Hats

Position	Level	Person	Phone	Email
L1 Fire Warden	1	Carol Devine	8627 3121	Carol.devine@sydney.edu.au
	1	Christine Browne	8627 3104	Christine.browne@sydney.edu.au
	1	Andrew Johnston	8627 3190	Andrew.johnston@sydney.edu.au
L2 Fire Warden	2	Maggie Wang	8267 3210	Xin.wang@sydney.edu.au
	2	Hong Yu	8627 3211	Hong.yu@sydney.edu.au
	2	Bhawana Nain	8627 3221	Bhawana.nain@agrf.org.au
L3 Fire Warden	3	Rhonda Hale	8627 3005	Rhonda.hale@sydney.edu.au
	3	Kaia Pondelak	8627 3012	Kaia.pondelak@sydney.edu.au
	3	Toni Adler	8627 3210	Toni.adler@sydney.edu.au
L4 Fire Warden	4	Muhammad Kamruzzaman	8267 3417	Muhammad.kamruzzaman@sydney.edu.au
	4	Carola Venturini	8267 3415	Carola.venturini@sydney.edu.au
	4	Cecilia Lee	8627 3423	Celi4752@uni.sydney.edu.au
L5 Fire Warden	5	Saeed Esmaili	8627 3159	Saeed.esmaili@sydney.edu.au
	5	Enoch Tay	8627 3576	Enoch.tay@sydney.edu.au
	5	Elvira Jimense-Vera	8627 3516	Elvira.jimenez-vera@sydney.edu.au
L6 Fire Warden	6	Rebecca Stokes	8627 3574	Rebecca.stokes@sydney.edu.au
	6	Loan Le	8627 3673	Loan.le@sydney.edu.au
	6	Mojgan Nazari		mojan.nazari@sydney.edu.au
L7 Fire Warden	7	David Bishop	8627 3706	David.bishop@sydney.edu.au
	7	Tania Moujaber	8627 3728	Tania.moujaber@sydney.edu.au
	7	Gulietta Pupo	8627 3785	Gulietta.pupo@sydney.edu.au
	7	Varsha Tembe	8627 3782	varsha.tembe@sydney.edu.au

WIMR First Aid Officers

Green Hat

Position	Level	Person	Extension	Email
First Aid Coordinator	Assembly Area	Helen Schmid	73780	Helen.schmid@sydney.edu.au
First Aid Coordinator	Assembly Area	Linda Bradford	73795	Linda.bradford@sydney.edu.au

Appendix A- ECO Register – (Cont)

Floor First Aid Officers

Position	Level	Person	Extension	Email
L1 – First Aid Officer	1	Ces Nast	73100	Cecil.nast@sydney.edu.au
L1 – First Aid Officer	1	Andrew Johnston	73190	Andrew.johnston@sydney.edu.au
L3 – First Aid Officer	3	Shabeel Askar		Shabeel.askar@sydney.edu.au
L3 – First Aid Officer	3	Abigail Robles	73022	abigail.robles@sydney.edu.au
L3 – First Aid Officer	3	Mark Hinze	73020	Mark.hinze@sydney.edu.au
L4 – First Aid Officer	4	Desmanrini Desmanrini	73422	Desmarini.desmarini@sydney.edu.au
L4 – First Aid Officer	4	Alicia Fajardo Lubian	73415	Alicia.fajardolubian@sydney.eud.au
L4 – First Aid Officer	4	Harunor Rashid		
L5 – First Aid Officer	5	Mehdi Ramezani-Moghadam	73537	Mehdi.ramezani-moghadam@sydney.edu.au
L5 – First Aid Officer	5	Sally Coulter	73537	Sally.coulter@sydney.edu.au
L6 – First Aid Officer	6	Nicole Fewings	73606	Nicole.fewings@sydney.edu.au
L6 – First Aid Officer	6	Bonnie Hiener	73644	Bonnie.hiener@sydney.edu.au
L6 – First Aid Officer	6	Eunok Lee	73629	Eunok.lee@sydney.edu.au
L7 – First Aid Officer	7	Lauren McDonald	73739	Lauren.mcdonlad@sydney.edu.au
L7 – First Aid Officer	7	Pamela Provan	73732	Pamela.provan@sydney.edu.au

Appendix B- Personal Emergency Evacuation Plan

PERSONAL EMERGENCY EVACUATION PLAN

OCCUPANT DETAILS	
OCCUPANT NAME:	
LOCATION:	BUILDING/FACILITY: FLOOR: ROOM No:
IS AN ASSISTANCE ANIMAL INVOLVED?	☐ YES ☐ NO

EMERGENCY PROCEDURES	
ARE YOU TRAINED IN THE EMERGENCY RESPONSE PROCEDURES?	☐ YES ☐ NO
PREFERRED METHOD OF RECEIVING UPDATES TO THE EMERGENCY RESPONSE PROCEDURES:	☐ TEXT ☐ EMAIL ☐ BRAILLE ☐ VERBAL ☐ OTHER
PREFERRED METHOD FOR NOTIFICATION OF EMEREGENCY:	☐ VISUAL ALARM ☐ PERSONAL VIBRATING DEVICE ☐ SMS ☐ OTHER
TYPE OF ASSISTANCE REQUIRED:	
EQUIPMENT REQUIRED FOR	

CONTROLLED DOCUMENT

EVACUATION:	
PATH OF EGRESS PROCEDURE:	1. 2. 3. 4. 5.

DESIGNATED ASSISTANTS & CONTACT DETAILS:	
NAME: PHONE: MOBILE: EMAIL:	
NAME: PHONE: MOBILE: EMAIL:	
NAME: PHONE: MOBILE: EMAIL:	
NAME: PHONE: MOBILE: EMAIL:	
ARE YOUR DESIGNATED ASSISSTANTS TRAINED IN THE EMERGENCY PROCEDURES?	
ARE YOUR DESIGNATED ASSISSTANTS TRAINED IN THE EMERGENCY PROCEDURES?	

CONTROLLED DOCUMENT

ARE YOUR DESIGNATED ASSISSTANTS TRAINED IN THE EMERGENCY PROCEDURES?	
ARE YOUR DESIGNATED ASSISSTANTS TRAINED IN THE EMERGENCY PROCEDURES?	

DIAGRAM OF PREFERRED ROUTE FOR ASSISTED EVACUATION: (PLEASE PROVIDE DIAGRAM)

CONTROLLED DOCUMENT

ISSUE DATE ..../........../..............   REVIEW DATE:
........../........../..............

OCCUPANT APPROVAL: ....   DATE:
........../........../..............
(signature)

CHIEF WARDEN: ....   DATE:
........../........../..............
(signature)

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Appendix C- Evacuation Checklist

Evacuation Checklist					
Floor/Area	**Clear ✓ / ✗**	**Refusal to Evacuate**	**Mobility Impaired /Special Needs**	**Medical Emergencies**	**Comments**

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Appendix D- Evacuation Incident Report

Evacuation Incident Report
To be completed in the event of a partial of complete evacuation of the premises

General Summary   ### Warden Debriefing

Name of Building: _____   Personnel Movement:

Address: _____   From each floor: _____

Date of Evacuation: _____   _____

Time of Evacuation: _____   _____

Cause of Evacuation: _____   _____

Services Attended:
- ☐ Fire Brigade
- ☐ Police   In the fire stairs: _____
- ☐ Ambulance   _____
- ☐ SES   _____
- ☐ _____

Systems Operated:
- ☐ FIP Indicators   Assembly Area: _____
- ☐ Audible Fire Alarm _____
- ☐ Sprinkler Systems   _____
- ☐ A/C Shutdown
- ☐ PA Systems   Refusals to leave: _____
- ☐ Exit Lighting   _____
- ☐ _____   _____
- ☐ _____
- ☐ _____   Casualties: _____

Est time taken to   _____
complete evacuation: _____
_____

_____   Locked or
                         unsearched areas: _____

Equipment Used: _____   _____

_____   _____

Comments: _____   Debriefing
                                         Comments: _____
_____   _____

_____   _____

_____   _____

_____   _____

CONTROLLED DOCUMENT

Appendix E- General Incident Report

<table>
<tr><td colspan="6" align="center">**General Incident Report**</td></tr>
<tr><td colspan="6">**Occurrence Details**</td></tr>
<tr><td colspan="3">Date:</td><td colspan="3">Time:</td></tr>
<tr><td colspan="6">Site Address:</td></tr>
<tr><td colspan="6"></td></tr>
<tr><td colspan="6">Occupier / Unit:</td></tr>
<tr><td colspan="6"></td></tr>
<tr><td colspan="6">**Type of Emergency**</td></tr>
<tr><td colspan="2">☐ Fire / Smoke</td><td colspan="2">☐ Structural Damage</td><td colspan="2">☐ IED / Bomb Threat</td></tr>
<tr><td colspan="2">☐ Explosion</td><td colspan="2">☐ Chemical Spill or Threat</td><td colspan="2">☐ Hazardous Material Incident</td></tr>
<tr><td colspan="2">☐ Biological Threat</td><td colspan="2">☐ Terrorism</td><td colspan="2">☐ Intrusion / Security Breach</td></tr>
<tr><td colspan="2">☐ Hostage</td><td colspan="2">☐ Civil Disturbance</td><td colspan="2">☐ Vehicle Accident</td></tr>
<tr><td colspan="2">☐ Land Storm / Gale</td><td colspan="2">☐ Medical Emergency</td><td colspan="2">☐ External Services</td></tr>
<tr><td colspan="2">☐ Hold-up / Robbery</td><td colspan="2">☐ Bush Fire</td><td colspan="2">☐ Other (Details Below):</td></tr>
<tr><td colspan="2">Details:</td><td colspan="2"></td><td colspan="2"></td></tr>
<tr><td colspan="2"></td><td colspan="2"></td><td colspan="2"></td></tr>
<tr><td colspan="2"></td><td colspan="2"></td><td colspan="2"></td></tr>
<tr><td colspan="2"></td><td colspan="2"></td><td colspan="2"></td></tr>
<tr><td colspan="2"></td><td colspan="2"></td><td colspan="2"></td></tr>
<tr><td colspan="6">**Equipment Used**</td></tr>
<tr><td>**Extinguishers**</td><td colspan="2" align="center">Type</td><td align="center">Quantity</td><td align="center">Type</td><td align="center">Quantity</td></tr>
<tr><td></td><td colspan="2">☐ CO2</td><td></td><td>☐ AFFF</td><td></td></tr>
<tr><td></td><td colspan="2">☐ DCP</td><td></td><td>☐ SWP</td><td></td></tr>
<tr><td></td><td colspan="2">☐ WChem</td><td></td><td>☐ VL</td><td></td></tr>
<tr><td>**Fire Hose Reels**</td><td colspan="2">Location</td><td></td><td>Location</td><td></td></tr>
<tr><td></td><td colspan="2"></td><td></td><td></td><td></td></tr>
<tr><td></td><td colspan="2"></td><td></td><td></td><td></td></tr>
<tr><td>**Other**</td><td colspan="2">Details / Location</td><td></td><td>Details / Location</td><td></td></tr>
<tr><td></td><td colspan="2"></td><td></td><td></td><td></td></tr>
<tr><td></td><td colspan="2"></td><td></td><td></td><td></td></tr>
<tr><td colspan="6"></td></tr>
<tr><td colspan="6"></td></tr>
</table>

General Incident Report (cont)

Alarm Activation
Building:
FIP Alarm Zones:

Evacuation		
Site (Multi-Building)	**Building Evacuation**	**Partial Evacuation Areas**
☐ Complete Site Evacuation	☐ Complete Evacuation	Location of Evacuation:
☐ Partial Site Evacuation	☐ Partial Evacuation	
Buildings Evacuated:	Floors/Areas Evacuated:	
☐ EWIS ☐ Alarm ☐ Verbal	☐ EWIS ☐ Alarm ☐ Verbal	

Initial Response (Extinguishers, First Aid, Services Called etc)

Emergency Services in Attendance

☐ Fire Brigade	☐ Ambulance	☐ Police	☐ Other

Senior Officer Rank/Names:

Casualties		
Name	**Injury**	**Hospital**

EMERGENCY RESPONSE PLAN

B0MB THREAT CHECKLIST				
To Be Completed on receipt of a bomb threat telephone call				

Background:	☐ Machinery	☐ Music	☐ Children	☐ Office noises	☐ Traffic

Questions to ask:

1. When is the bomb going to explode?	
2. In which building?	
3. Where did you put the bomb?	
4. When did you put it there?	
5. What does the bomb look like?	
6. What kind of bomb is it?	
7. What will detonate the bomb?	
8. Did you place the bomb?	
9. Why did you place the bomb?	
10. What is your name?	
11. Where are you?	
12. What is your address?	

Is the threat CHEMICAL – BIOLOGICAL – RADIOLOGICAL

1. What kind of substance is it?	
2. How much of the substance is there?	
3. How will the substance be released?	
Is the substance liquid, powder or gas?	

Exact wording of threat – include expletives and/or fanciful statements

Caller Details

Voice:	☐ Male	☐ Female	☐ Child	☐ Teen	☐ Mature
Speech:	☐ Impediment	☐ Stutter	☐ Nasal	☐ Accent	
	☐ Uneducated	☐ Well Spoken	☐ Fast	☐ Slow	☐ Rasping
	☐ Loud	☐ Soft	☐ Message Read	☐ Taped	☐
Manner:	☐ Angry	☐ Calm	☐ Abusive	☐ Pleasant	☐ Emotional
	☐ Aircraft	☐ Crowd	☐ TV/Radio	☐ House noises	☐

Receipt

Call taken:	Date:		Duration:	
	Time:	am / pm	Number Called:	
Recipient:	Name:		Contact Number	
	Signature:			

DO NOT HANG UP
Report the call directly to the Chief Warden

CONTROLLED DOCUMENT

Appendix G- Hazardous & Dangerous Goods Onsite

HAZARDOUS & DANGEROUS GOODS ON-SITE

Hazardous and Dangerous Goods stored on site					
Material	DG Class	UN No:	Hazardous Property	Location on Site	Maximum Quantity
Diesel	C1	1202	Combustable – Flamable	Sprinkler/Pump Room	1 x 20,000 litre tank
Hazardous and Dangerous Goods handled on site					

CONTROLLED DOCUMENT

Appendix H- Emergency Evacuation Diagrams

EVACUATION DIAGRAM

The Westmead Institute
FOR MEDICAL RESEARCH

Hawkesbury Road
WESTMEAD NSW 2145

Sprinkler Valve
&
Booster Pump Room

Basement 1

FOR ALL EMERGENCY SERVICES
dial 0-000

UPON DISCOVERY OF SMOKE/FIRE OR BECOMING AWARE OF AN EMERGENCY IN THE BUILDING

- Evacuate immediate danger area closing doors behind you
- Contact Dial '0-000' to alert staff
- Inform Warden

ON THE SOUNDING OF THE ALERT TONE "BEEP... BEEP"

- Standby and prepare for possible evacuation
- Wardens will search areas for signs of an emergency
- If an emergency is discovered, begin evacuation and advise the Chief Warden

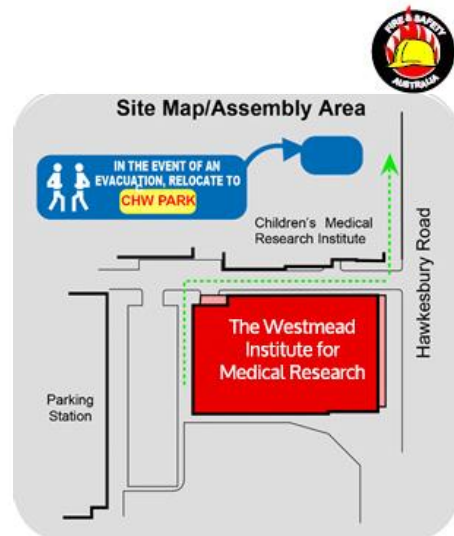**ON SOUNDING OF THE EVACUATION TONE "WHOOP... WHOOP"**

- Wardens will direct an evacuation of the area
- Evacuate the building via the nearest safe exit and proceed to the Assembly Area and ensure you are accounted for
- Wardens will remain with occupants at the Assembly Area

DO NOT re-enter the building until the Fire Brigade declares it safe to do so

www.fireandsafetyaustralia.com.au

Legend

	Fire Hose reel
CO2	Fire Extinguisher
DCP	Fire Extinguisher
Foam	Fire Extinguisher
	Fire Hydrant
	Fire Door & Wall
	Exit Route

Site Map/Assembly Area

IN THE EVENT OF AN EVACUATION, RELOCATE TO **CHW PARK**

Children's Medical Research Institute

The Westmead Institute for Medical Research

Parking Station

Hawkesbury Road

EVACUATION DIAGRAM

The Westmead Institute
FOR MEDICAL RESEARCH

Hawkesbury Road
WESTMEAD NSW 2145

FOR ALL EMERGENCY SERVICES
dial 0-000

Level 1

Nitrogen & Carbon Dioxide Tanks
Electrical Kiosks
Roller Door
Loading Dock
Histology
FIP EWIS
Biological Services
WBS Shared Facilities
Human Applications
SFIP
Carbon Dioxide
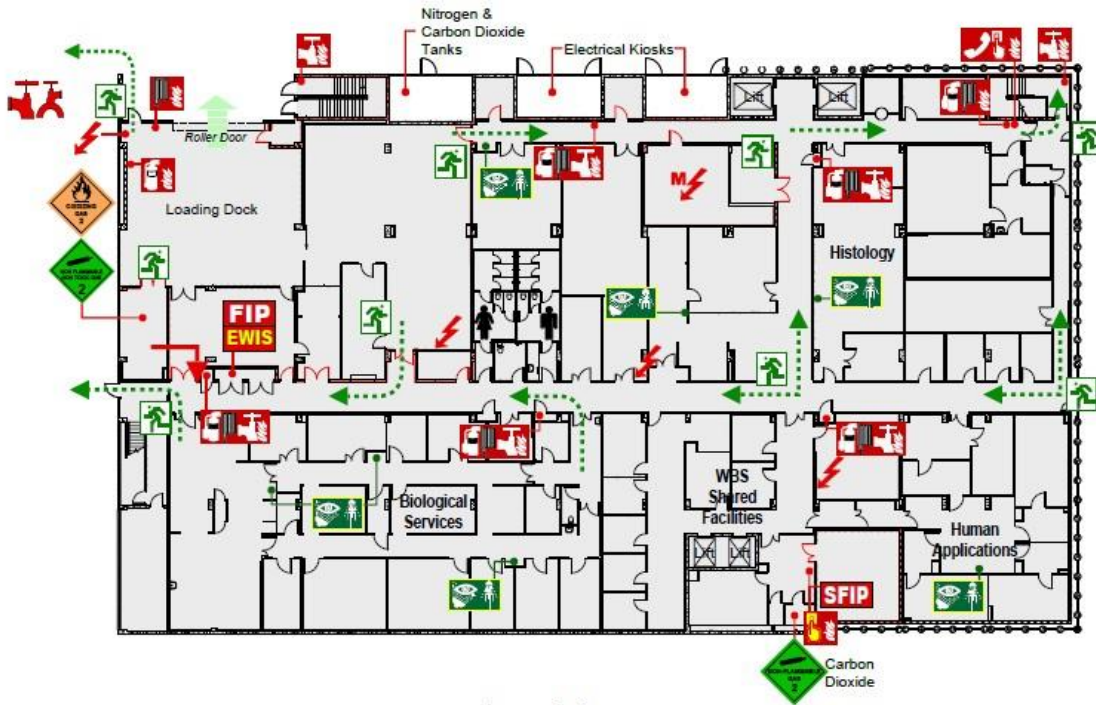
CONTROLLED DOCUMENT

Legend

Symbol	Description
	Fire Hose reel
CO2	Fire Extinguisher
DCP	Fire Extinguisher
	Fire Hydrant
	Hydrant Booster
	Break Glass Alarm
FIP	Fire Indicator Panel
SFIP	Sub Fire Indicator Panel
EWIS	Emergency Warning Inter-communication Panel
	Warden Intercom Phone
	Emergency Gas Release
	Fire Door & Wall
	Emergency Shower & Eye Wash
	Electrical Switchboard
	Exit Route

UPON DISCOVERY OF SMOKE/FIRE OR BECOMING AWARE OF AN EMERGENCY IN THE BUILDING

- Evacuate immediate danger area closing doors behind you
- Contact Dial '0-000' to alert staff
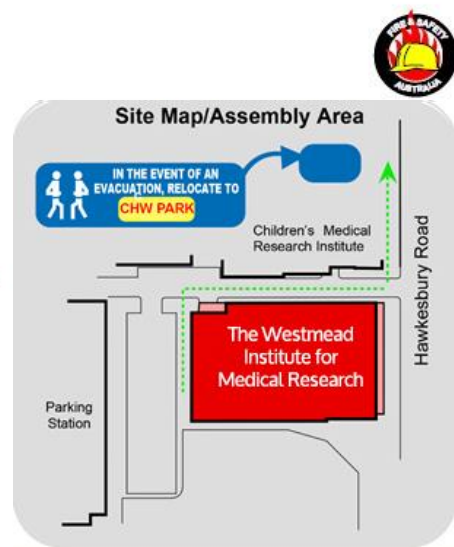- Inform Warden

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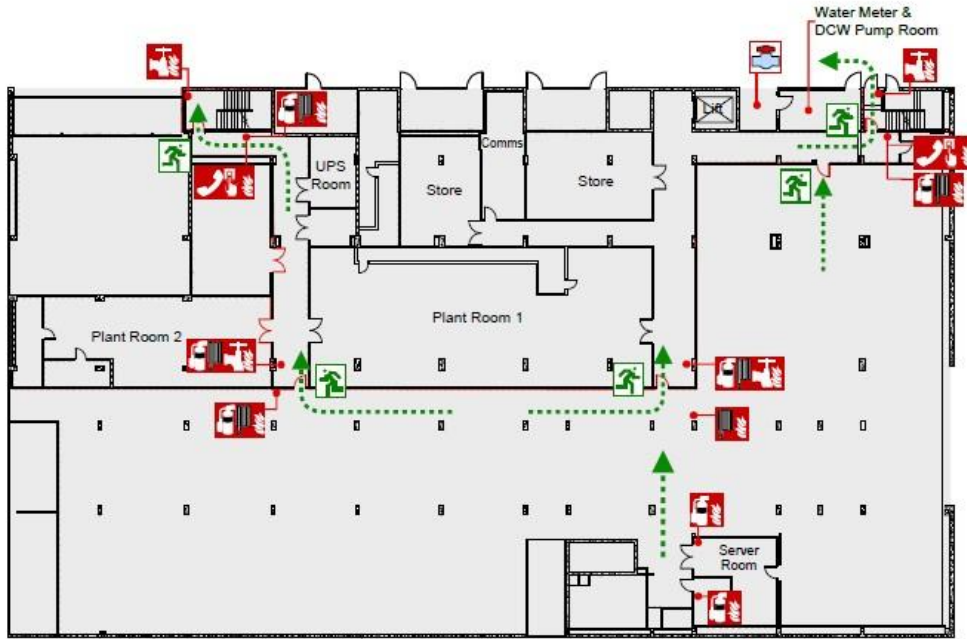- Wardens will remain with occupants at the Assembly Area

DO NOT re-enter the building until the Fire Brigade declares it safe to do so

www.fireandsafetyaustralia.com.au

Site Map/Assembly Area

IN THE EVENT OF AN EVACUATION, RELOCATE TO CHW PARK

Children's Medical Research Institute

The Westmead Institute for Medical Research

Parking Station

Hawkesbury Road

EVACUATION DIAGRAM

The Westmead Institute
FOR MEDICAL RESEARCH

Hawkesbury Road
WESTMEAD NSW 2145

Water Meter &
DCW Pump Room

Comms

UPS
Room

Store

Store

Plant Room 2

Plant Room 1

Server
Room

Level P1

FOR ALL
EMERGENCY
SERVICES
dial 0-000

**UPON DISCOVERY OF SMOKE/FIRE OR
BECOMING AWARE OF AN EMERGENCY
IN THE BUILDING**

- Evacuate immediate danger area closing doors behind you
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"BEEP... BEEP"**

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- If an emergency is discovered, begin evacuation and advise
  the Chief Warden

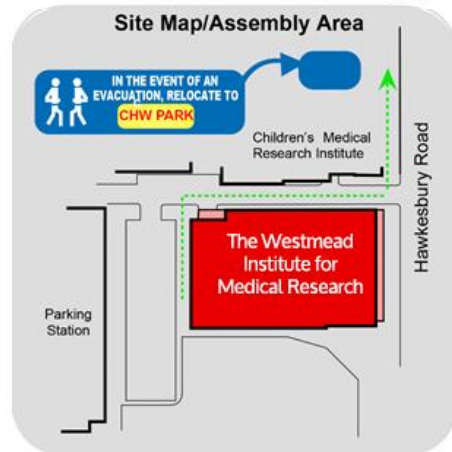**ON SOUNDING OF THE EVACUATION TONE
"WHOOP... WHOOP"**

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  to the Assembly Area and ensure you are accounted for
- Wardens will remain with occupants at the Assembly Area

**DO NOT re-enter the building until
the Fire Brigade declares it safe to do so**

Legend

	Fire Hose reel
CO2	Fire Extinguisher
	Fire Hydrant
	Break Glass Alarm
	Warden Intercom Phone
	Gas Shut Off
	Fire Door & Wall
	Exit Route

www.fireandsafetyaustralia.com.au

Site Map/Assembly Area

IN THE EVENT OF AN
EVACUATION, RELOCATE TO
CHW PARK

Children's Medical
Research Institute

**The Westmead
Institute for
Medical Research**

Parking
Station

Hawkesbury Road

EVACUATION DIAGRAM

The Westmead Institute
FOR MEDICAL RESEARCH

Hawkesbury Road
WESTMEAD NSW 2145

FOR ALL EMERGENCY SERVICES
dial 0-000
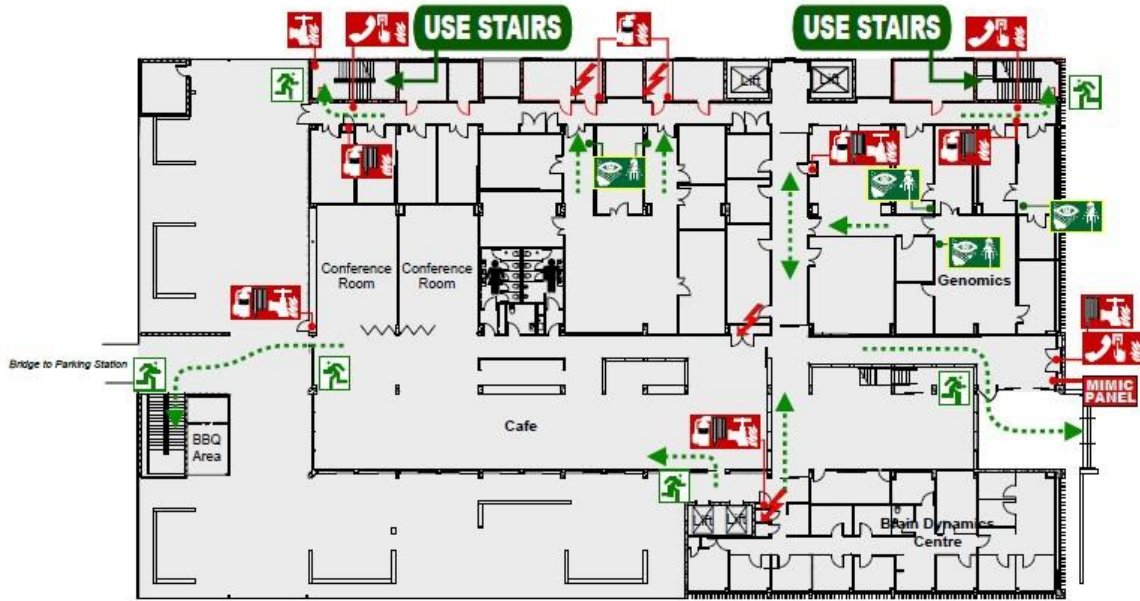
Level 2

CONTROLLED DOCUMENT

UPON DISCOVERY OF SMOKE/FIRE OR BECOMING AWARE OF AN EMERGENCY IN THE BUILDING

- Evacuate immediate danger area closing doors behind you
- Contact Dial '0-000' to alert staff
- Inform Warden

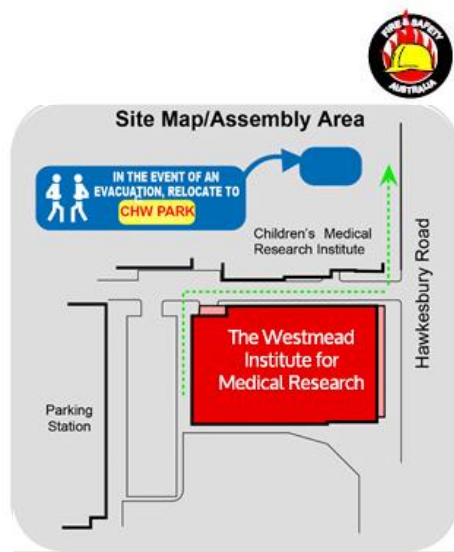### ON THE SOUNDING OF THE ALERT TONE "BEEP... BEEP"

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- If an emergency is discovered, begin evacuation and advise the Chief Warden

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- Wardens will remain with occupants at the Assembly Area

DO NOT re-enter the building until the Fire Brigade declares it safe to do so

Legend

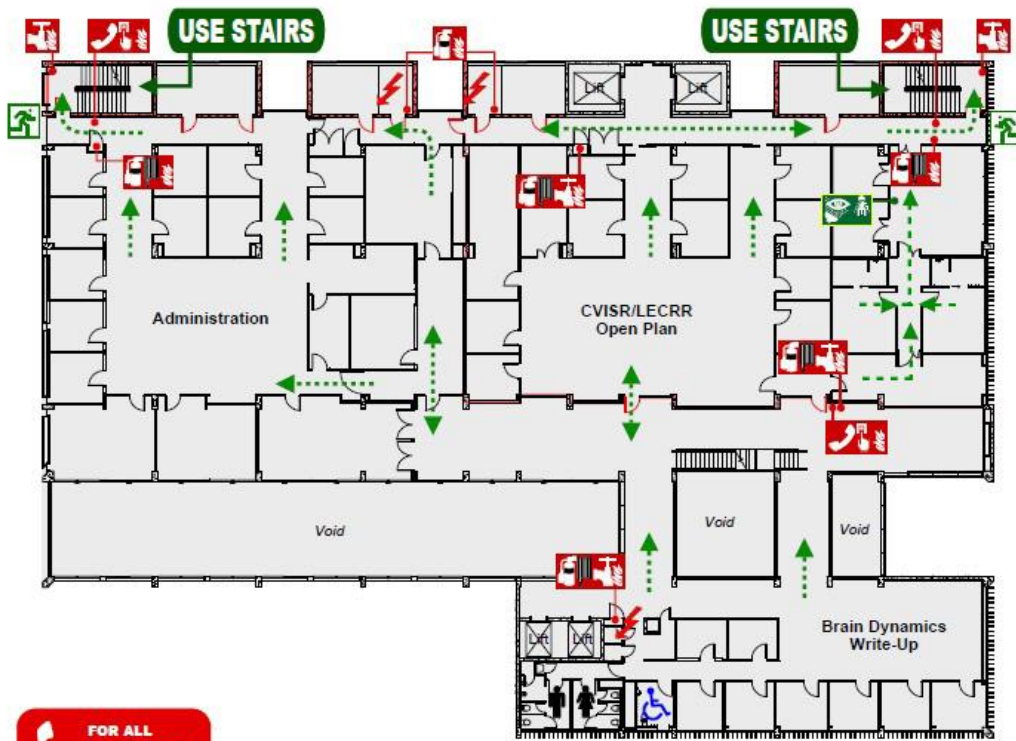|	
	Fire Hose reel
	Fire Extinguisher
	Fire Hydrant
	Break Glass Alarm
	Warden Intercom Phone
	Fire Door & Wall
	Electrical Switchboard
	Emergency Shower & Eye Wash
	Exit Route

www.fireandsafetyaustralia.com.au

Site Map/Assembly Area

IN THE EVENT OF AN EVACUATION, RELOCATE TO **CHW PARK**

Children's Medical Research Institute

The Westmead Institute for Medical Research

Parking Station

Hawkesbury Road

EVACUATION DIAGRAM

The Westmead Institute
FOR MEDICAL RESEARCH

Hawkesbury Road
WESTMEAD NSW 2145

USE STAIRS

USE STAIRS

Administration

CVISR/LECRR
Open Plan

Void

Void

Void

Brain Dynamics
Write-Up

FOR ALL EMERGENCY SERVICES
dial 0-000

Level 3

UPON DISCOVERY OF SMOKE/FIRE OR BECOMING AWARE OF AN EMERGENCY IN THE BUILDING

- Evacuate immediate danger area closing doors behind you
- Contact Dial '0-000' to alert staff
- Inform Warden

ON THE SOUNDING OF THE ALERT TONE "BEEP... BEEP"

- Standby and prepare for possible evacuation
- Wardens will search areas for signs of an emergency
- If an emergency is discovered, begin evacuation and advise the Chief Warden

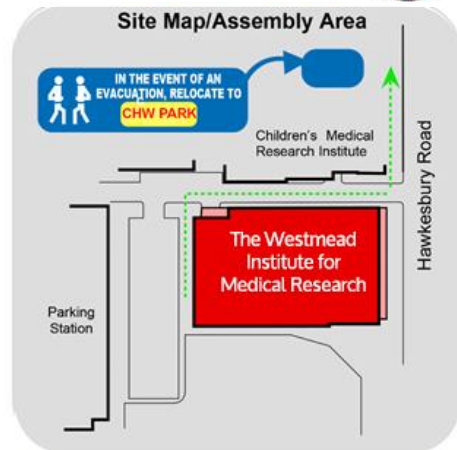### ON SOUNDING OF THE EVACUATION TONE "WHOOP... WHOOP"

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DO NOT re-enter the building until the Fire Brigade declares it safe to do so

Legend

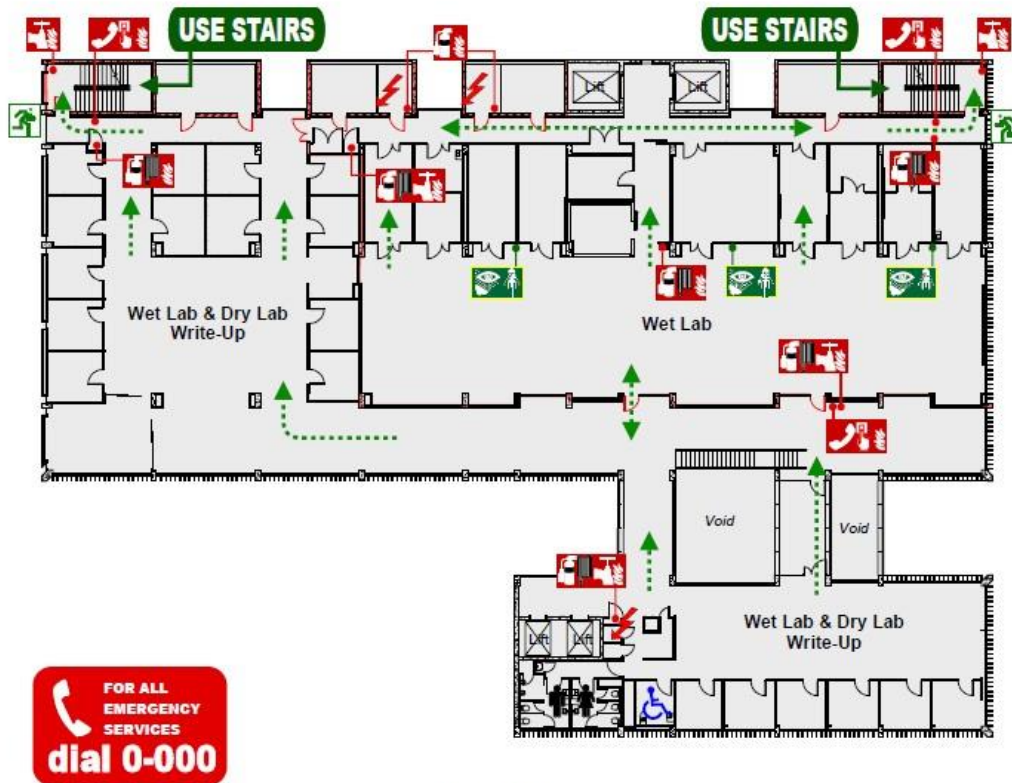| Symbol	Description
	Fire Hose reel
	Fire Extinguisher
	Fire Hydrant
	Break Glass Alarm
	Warden Intercom Phone
	Fire Door & Wall
	Electrical Switchboard
	Emergency Shower & Eye Wash
	Exit Route

www.fireandsafetyaustralia.com.au

Site Map/Assembly Area

IN THE EVENT OF AN EVACUATION, RELOCATE TO **CHW PARK**

Children's Medical Research Institute

The Westmead Institute for Medical Research

Parking Station

Hawkesbury Road

EVACUATION DIAGRAM

The Westmead Institute
FOR MEDICAL RESEARCH

Hawkesbury Road
WESTMEAD NSW 2145

Level 4

FOR ALL EMERGENCY SERVICES dial 0-000

UPON DISCOVERY OF SMOKE/FIRE OR BECOMING AWARE OF AN EMERGENCY IN THE BUILDING

- Evacuate immediate danger area closing doors behind you
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- Inform Warden

ON THE SOUNDING OF THE ALERT TONE "BEEP... BEEP"

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- If an emergency is discovered, begin evacuation and advise the Chief Warden

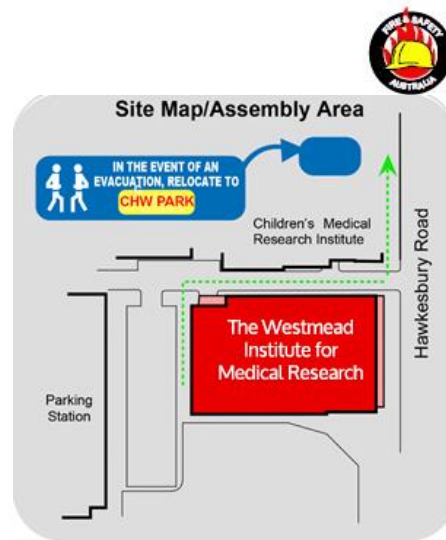### ON SOUNDING OF THE EVACUATION TONE "WHOOP... WHOOP"

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- Evacuate the building via the nearest safe exit and proceed to the Assembly Area and ensure you are accounted for
- Wardens will remain with occupants at the Assembly Area

DO NOT re-enter the building until the Fire Brigade declares it safe to do so

Legend

Symbol	Description
	Fire Hose reel
CO2	Fire Extinguisher
	Fire Hydrant
	Break Glass Alarm
	Warden Intercom Phone
	Fire Door & Wall
	Electrical Switchboard
	Emergency Shower & Eye Wash
	Exit Route

www.fireandsafetyaustralia.com.au

Site Map/Assembly Area

IN THE EVENT OF AN EVACUATION, RELOCATE TO **CHW PARK**

Children's Medical Research Institute

The Westmead Institute for Medical Research

Parking Station

Hawkesbury Road

CONTROLLED DOCUMENT

EVACUATION DIAGRAM

The Westmead Institute
FOR MEDICAL RESEARCH

Hawkesbury Road
WESTMEAD NSW 2145

Level 5

USE STAIRS

Wet Lab & Dry Lab Write-Up

Wet Lab

Void

Void

Wet Lab & Dry Lab Write-Up

FOR ALL EMERGENCY SERVICES dial 0-000

CONTROLLED DOCUMENT

UPON DISCOVERY OF SMOKE/FIRE OR BECOMING AWARE OF AN EMERGENCY IN THE BUILDING

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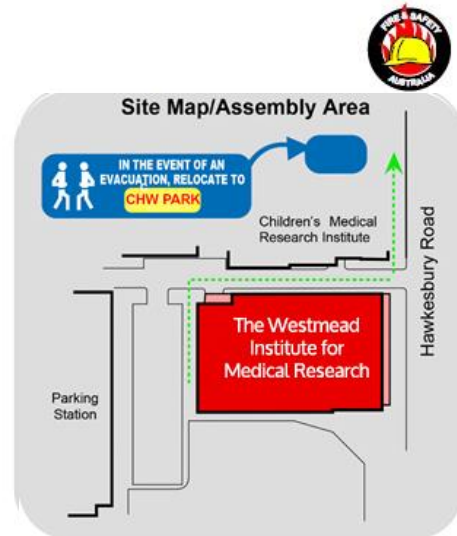**ON SOUNDING OF THE EVACUATION TONE "WHOOP... WHOOP"**

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DO NOT re-enter the building until the Fire Brigade declares it safe to do so

Legend

Symbol	Description
	Fire Hose reel
CO2	Fire Extinguisher
	Fire Hydrant
	Break Glass Alarm
	Warden Intercom Phone
	Fire Door & Wall
	Electrical Switchboard
	Emergency Shower & Eye Wash
	Exit Route

www.fireandsafetyaustralia.com.au

Site Map/Assembly Area

IN THE EVENT OF AN EVACUATION, RELOCATE TO **CHW PARK**

Children's Medical Research Institute

The Westmead Institute for Medical Research

Parking Station

Hawkesbury Road

EVACUATION DIAGRAM

The Westmead Institute FOR MEDICAL RESEARCH

Hawkesbury Road
WESTMEAD NSW 2145

USE STAIRS   **USE STAIRS**

Wet Lab & Dry Lab Write-Up

Wet Lab

Void   Void

Wet Lab & Dry Lab Write-Up

Level 6

FOR ALL EMERGENCY SERVICES dial 0-000

UPON DISCOVERY OF SMOKE/FIRE OR BECOMING AWARE OF AN EMERGENCY IN THE BUILDING

- Evacuate immediate danger area closing doors behind you
- Contact Dial '0-000' to alert staff
- Inform Warden

ON THE SOUNDING OF THE ALERT TONE "BEEP... BEEP"

- Standby and prepare for possible evacuation
- Wardens will search areas for signs of an emergency
- If an emergency is discovered, begin evacuation and advise the Chief Warden

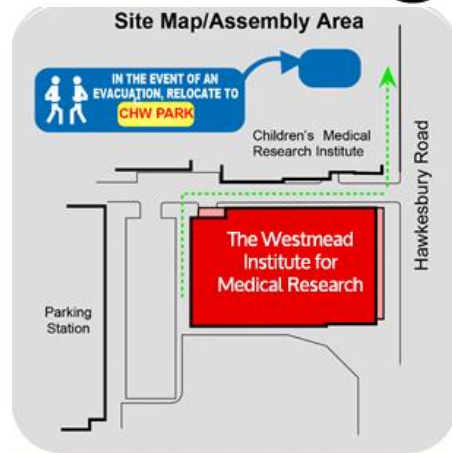**ON SOUNDING OF THE EVACUATION TONE "WHOOP... WHOOP"**

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DO NOT re-enter the building until the Fire Brigade declares it safe to do so

Legend

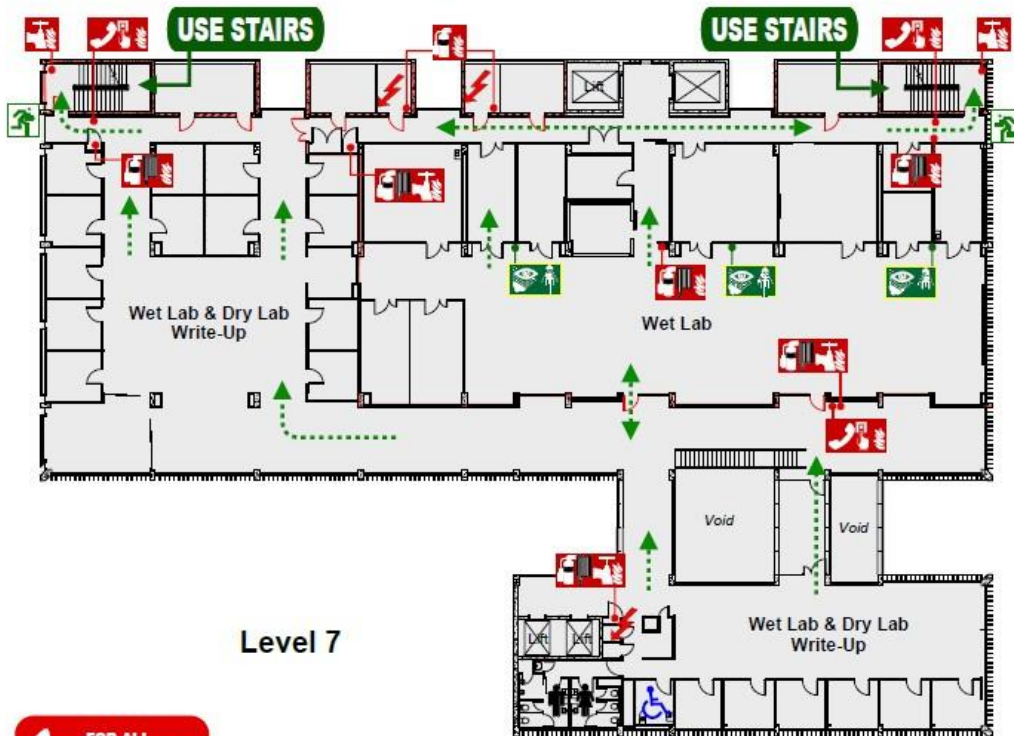|	
	Fire Hose reel
CO2	Fire Extinguisher
	Fire Hydrant
	Break Glass Alarm
	Warden Intercom Phone
	Fire Door & Wall
	Electrical Switchboard
	Emergency Shower & Eye Wash
	Exit Route

www.fireandsafetyaustralia.com.au

Site Map/Assembly Area

IN THE EVENT OF AN EVACUATION, RELOCATE TO **CHW PARK**

Children's Medical Research Institute

The Westmead Institute for Medical Research

Parking Station

Hawkesbury Road

EVACUATION DIAGRAM

The Westmead Institute
FOR MEDICAL RESEARCH

Hawkesbury Road
WESTMEAD NSW 2145

USE STAIRS

USE STAIRS

Wet Lab & Dry Lab Write-Up

Wet Lab

Void

Void

Wet Lab & Dry Lab Write-Up

Level 7

FOR ALL EMERGENCY SERVICES dial 0-000

Legend

	Fire Hose reel
CO2	Fire Extinguisher
	Fire Hydrant
	Break Glass Alarm
	Warden Intercom Phone
	Fire Door & Wall
	Electrical Switchboard
	Emergency Shower & Eye Wash
	Exit Route

www.fireandsafetyaustralia.com.au

Site Map/Assembly Area

IN THE EVENT OF AN EVACUATION, RELOCATE TO **CHW PARK**

Children's Medical Research Institute

The Westmead Institute for Medical Research

Parking Station

Hawkesbury Road

Appendix I – Emergency Warden Training

	Training Record – Emergency Warden Orientation Training

Details of Trainee, Trainer and Supervisor *(To be completed by the Trainer)*

Trainee's Name:		**Centre**:	
Trainee's Email:		**Trainee's Phone:**	
Supervisor's Name:		**Trainer's Name:**	

Details of Training Provided *(To be completed by the Trainer)*

No.	Description	Training Date	Competency Demonstrated Y/N	Trainer's Initials
1	Chief warden or Fire Warden training (external contractor)			
2	Operation of emergency WIP phones			
3	Understanding of main fire panel level 1			
4	Location of fire extinguishers and hose reels			
5	Practical fire training - the use and operation of fire extinguishers and hose reels (external contractor)			
6	Understanding of emergency paths of travel			
7	Understanding roles and responsibilities of an emergency warden			

I, _____ (trainer's name) confirm that the trainee named above has demonstrated the competencies required to work safely as a WIMR emergency warden . Signed:Date:	I, _____ (trainee's name) confirm that I have received training as outlined above and am satisfied I have acquired the skills required to work safely as a WIMR emergency warden Signed:Date:

On completion, this Training Record is to be sent to WIMR Human Resources and to the Chief Fire Warden

CONTROLLED DOCUMENT

Training Program for WIMR Emergency Wardens

Training	Frequency	Person Responsible
Fire Warden refresher training	24 Monthly	External Contractor
Practical use of fire fighting equipment	12 Monthly	External Contractor
The use of WIP phones and communications exercise	6 Monthly	WIMR Chief / Deputy Warden
Practical emergency evacuation exercise	6 Monthly	WIMR Chief / Deputy Warden

CONTROLLED DOCUMENT