

# Anglicare Emergency Planning Procedure

## Purpose:

An emergency in a building can develop from a number of causes including fire, intruder (armed & unarmed), bomb threat, release of chemical, biological material, gas leakage, structural fault, etc. A prompt and organized response by occupants in such an emergency is essential for the welfare of occupants and for the preservation of Anglicare assets

## Scope:

This procedure applies to all Anglicare workers, contractors and visitors as a minimum standard.

## Planning for an emergency:

Anglicare is committed to the implementation of safety practices.

This procedure is to be put in place at all Anglicare worksites to ensure that in the event of an emergency that there will be minimal threat to workers, residents, clients and visitors.

## Site Emergency Planning Committee:

Site management must ensure an Emergency Planning Committee (EPC) is formed at all Anglicare controlled sites. The EPC will be made up representatives of occupant groups, building specialist (if applicable), and must include the Site/facility Manager and Chief Warden. An External consultant may also be used by the EPC.

The EPC is responsible for the development and maintenance of the Site Emergency and Contingency Plan, including the structure of the sites Emergency Control Organisation (ECO).

For residential home sites, the EPC will also include the sites trained level 1 Fire Safety Officer (FSO).

## EPC Duties and Responsibilities:

The EPC is responsible for the development, implementation and review of the emergency procedures including formation, training and maintenance of the Emergency Control Organisation (ECO).

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

The EPC shall meet regularly, at least annually, to:

- Establish and implement emergency plans and procedures.
- Determine the number of ECO personnel consistent with the nature and risk of the building, structure and workplace.
- Ensure that all personnel are appointed to all position on the ECO and replacement personnel are appointed where necessary.
- Arrange for training of the ECO personnel.
- Arrange for the conduct of evacuation exercises.
- Review the effectiveness of evacuation exercises and arrange for procedure improvements.
- Determine who will implement emergency procedures.

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## Site Emergency and Contingency Plan:

All Anglicare controlled sites will develop a Site Emergency and Contingency Plan that will detail all emergency procedures to be followed at that site, including:

- Emergency planning and control structure.
- Training, safety and risk reduction.

What to do:

- In the event of a fire
- When an alarm is activated and evacuation is required.
- If you receive a bomb treat

Also to be considered is how the site will deal with:

- Building damage
- Civil Disturbance
- Medical Emergencies
- Armed hold up / Hold-up / Violence
- Air conditioning contaminate
- Electrical failure
- Chemical, biological or radioactive hazard
- Flood

An external consultant should be used to assist in the development of the Site Emergency and Contingency Plan.

## Emergency Control Organisation:

All sites will have in place a site-specific ECO, that will facilitate the safe and orderly implementation of the Emergency Planning Processes, including the evacuation of the occupants from the worksite when appropriate.

The ECO is to be a structured group of trained people employed within the worksite who will take command on the declaration of an emergency, pending the arrival of emergency services.

## ECO Authority and Indemnity:

During any emergency, the ECO shall have overriding authority of all occupants regardless of their position in the organisation, tenancy arrangements or management structures.

Both the EPC and ECO personnel shall be indemnified by Anglicare against civil liability resulting from workplace emergency response assessment, education, training sessions, periodic exercises or emergency evacuation of the buildings where personnel act in good faith and in the course of their emergency control duties.

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## ECO Selection Criteria:

### General

According to AS3745-2002, persons appointed to the ECO should:

- Be physically capable of performing their duties,
- Have leadership qualities and command authority,
- Have maturity of judgment and good decision-making skills,
- Be capable of remaining calm under pressure,
- Be familiar with their location of responsibility,
- Have clear diction and be able to communicate with the majority of occupants,
- Be willing and able to undergo relevant training.

### Chief Wardens and Deputy Chief Wardens

In addition to the above, persons selected to head the ECO should:

- Have a good knowledge of the layout of the building, structure and workplace,
- Be able to attend their designated command post within a short period of time,
- Be able to utilise required equipment such as communication and alarm devices,
- Have a clear and comprehensible voice.

### Area Wardens and Wardens (Staff)

In addition to the general attributes, the Area Wardens and Wardens should:

- Be available and spend most of their time at their workstation,
- Be located within their area of responsibility,
- Be reliable and have the ability to organise others.

The number of Wardens appointed depends on the number of occupants, (usually 1 Warden per 15-20 occupants), and the complexity of the floor/area of responsibility.

## Emergency Drills:

Evacuation drills are a most important part of the worker training associated with emergency procedures. Emergency drills should be carried out at least once every year as per the Anglicare schedule, however sites are encouraged to practice different types of emergencies more regularly.

The Chief Fire Warden is responsible for the planning and implementing of all emergency drills, and should superintend the drill, record the time required to complete the evacuation, and note any problems and deficiencies on the Anglicare Emergency Report form.

For residential home sites, exercises will be conducted where management and staff will walk through the emergency process for various situations. All workers on site will be required to participate in at least one of these exercises per year.

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## Site evacuation Map:

All sites are required to have a Site Evacuation Map, which must be displayed at prominent locations throughout the site. Sites with multiple levels will require a Site Evacuation Map for each floor. Site Management is responsible for ensuring the Site Evacuation Maps are in place and remain current.

## Maintenance of Site Fire Equipment:

Fire equipment is to be located at every Anglicare site as directed by Anglicare's Fire Safety Consultants. This equipment is to be maintained in line with the recommendation of the Fire Safety Consultants and is to be organised by Anglicare Property team.

## Training Requirements:

Suitable training is to be provided for members of the ECO. Guidance on the topics for the training can be obtained from Australian Standard AS 3745 Emergency control organisation and procedures for buildings, structures and workplaces. As a rule, ECO personnel should be trained in their duties including one step up every 6 months.

All staff must be briefed on the site emergency procedures during their induction training and suitable signage is to be provided on noticeboards throughout the facility on actions to take, contact names and emergency telephone numbers.

Chief Fire Wardens are to ensure that all workers undertake the relevant training. The requirements are:

- All site workers - Workplace First Response Fire Training. This will ensure that all workers are suitably trained in the safe use of Fire Extinguishers, Fire Hose Reels and Fire Blankets.
- ECO Members - Fire Warden & Evacuation Training. This will equip the ECO with the skills required to safely evacuate the workplace.

Chief Fire Wardens - Chief Fire Wardens Training Course. This will develop skills to ascertain the extent of onsite workplace emergencies and supervise evacuation of the workplace.

## Emergency Control Organisation:

To ensure that interest in, and knowledge of the procedures is maintained, and so that the ECO personnel maintain their skills, the Chief Warden shall ensure that:

- The ECO meets as required or at intervals not greater than six months.
- Training sessions are conducted to maintain the knowledge and skills of Wardens during these meetings,
- Evacuation exercises are conducted.

Warden training should comply with the National Competency Standard for Fire Emergency Response (FER) level 2 and 3.

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## Residential Home Sites:

Residential home sites are also required to comply with NSW Health Policy Directive – Fire Safety in Health Care Facilities.

## Definitions and Abbreviations:

Term or Abbreviation:	Definition:
Emergency	A serious, unexpected, and potentially dangerous situation requiring immediate action
EPC	Emergency Planning Committee
ECO	Emergency Control Organisation
FSO	Fire Safety Officer

## References:

Related documents could be external documents, such as legislative or other requirements, or internal documents such as: policies, standards and operational documentation (e.g. procedures, guidelines, checklists, templates etc.).

No.	Document / Reference
1.	Work Health and Safety Act 2011
2.	Work Health & Safety Regulations 2017
3.	AS 3745 - Australian Standard for Emergency Control Organisation and Procedures for Buildings
4.	Fire Safety Acts and Regulations
5.	Employees Liability Act 1991
6.	Code of practice - First aid in the workplace

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