

# EMERGENCY EVACUATION PLAN

Insert name and date of event

**This plan is based upon AS 3745 –  
Emergency Control Organisation and  
Procedures for Buildings.**

- ◆ ***This plan is to be used as a GUIDE ONLY and should not be taken that a copy of this plan will assure compliance with the relevant Australian Standards.***
- ◆ ***This guide was developed to assist persons develop an Emergency Evacuation Plan.***

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## 1.0 Evacuation Plan Objective

To clearly define the process to be followed in the event of an emergency situation occurring at the **(venue / event name)**. The procedures in this plan should not be regarded as rigid but rather as flexible guidelines to be used to address any unanticipated emergencies.

This plan will be used by the staff as a “living document” to set out the following;

- The potential emergencies that are applicable to the use.
- The written procedures developed in response to the potential emergencies.
- The staff members responsible for particular actions in an Emergency situation.
- The ongoing education and training proposed as part of the overall strategy.

## 2.0 Venue / Event Description

- A detailed description of any buildings

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- The intended use of the buildings or venue

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- Operating Hours

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- Description of Activities taking place at the venue/event

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## 3.0 Scope

This plan applies to the **(name of venue/name of event)** relating to the following Emergency Event Scenarios;

Potential emergencies in the areas specified, have been identified as follows:

- A. General Medical Emergency;
- B. Critical Medical Emergency;
- C. Fire or Explosion;
- D. Gas leak;
- E. Hazardous Material Spill;
- F. Bomb Threat;

Other more specific potential emergencies may include;

- G. Motor vehicle accident,
- H. Electrocutation
- I. Structure collapse

### 3.3.1 Response Actions

The above-mentioned threats may require one or more of the following responses:

- Evacuation of the area (Fire, Bomb Threat, Hazardous Material Spill, Power Failure)
- Evasive Action (Explosion)
- Containment of Threat (Chemical spill, Gas Leak);
- First Aid Treatment (Medical Emergency)

## 4.0 Emergency Preparation and Testing

### 4.1 Training Requirements

All personnel normally working in any of the areas identified through this plan shall be trained in the following emergency management information:

- The general information contained within this document
- The Key personnel roles and responsibilities
- Emergency exit locations and paths
- Assembly point locations
- Fire Fighting equipment locations
- The written procedures applicable to this building or venue for the emergency evacuation.

All staff will be asked, at the completion of the training, to sign a statement advising that they have read the emergency evacuation procedures, understood the emergency evacuation procedures, had any questions they had answered adequately by the organisation/manager / event organiser, and understand their responsibilities and role, in the event of an emergency.

#### 4.2.1 Exercise Drills (Delete what is not applicable)

- Exercise drill will comprise of a walk through by the event organiser, who will ensure that all staff attending the event are aware of the evacuation procedure requirements.

#### 4.3 Maintenance and Testing of Equipment (Delete what is not applicable)

- Maintenance and testing of all Fire Detection Systems, Smoke alarms and heat alarms, Fire Alarm Monitoring systems, Sound systems for emergency purposes and fire blankets to be conducted in accordance with AS 1851 – 2006 and be undertaken by a suitably qualified person (\_\_\_\_\_) at intervals as detailed within AS 1851 – 2006.
- Log books will be kept of all testing and maintenance carried out.
- The Hiring of equipment such as fire extinguishers will be undertaken from a reputable company and the equipment will be tagged, indicating its last service date.

### 4.4 Emergency Plan Review

- A review of the Emergency Plan will be undertaken immediately after the event

## 5.0 General Roles and Responsibilities

The roles and responsibilities of personnel working at the premises / event are listed below;

## OH&S Emergency Planning Committee

The OH&S Emergency Planning Committee consists of the following personnel;

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

The OH&S Emergency Planning Committee will review the Emergency Plan, evaluate response to emergency drills, and will revise the plan as is required.

### 5.1 Chief Warden (Name: \_\_\_\_\_) (Normally Event Organiser)

- As required, evaluate the need for evacuation.
- As required, initiate evacuation.
- Activate security alarm if evacuation is required (if practicable);
- As required, contact Statutory Authorities, for example Fire, Ambulance and Police.
- Account for all staff and patrons/customers in liaison with area wardens and the Emergency Services representative;
- Evaluate, in conjunction with Emergency Services if building is safe prior to any staff or patrons/customers re-entering;
- Document emergency situation, what happened, what was the outcome.

#### 5.1.1 Area Warden/s (Normally Senior Staff)

1. (Name: \_\_\_\_\_)
2. (Name: \_\_\_\_\_)
3. (Name: \_\_\_\_\_)

- Receive directions from the Chief Fire Warden
- Check all toilets
- Ensure that all personnel have been alerted that an evacuation is in progress.
- Inform staff of the situation.

#### 5.1.2 Kitchen Warden

- Ensure staff are evacuated, including checking staff areas.
- Shut off all gas lines and turn off all electrical equipment, if safe to do so.

#### 5.1.3 First Aiders

- Collect first aid kit.
- Administer first aid on evacuated personnel/patrons as is required.

#### 5.1.4 All Staff

- Report their presence to Chief Fire Wardens at the assembly area.
- Not to leave the assembly area unless directed by the Chief Fire Warden.
- Carry out tasks as directed by the Chief Fire Warden.
- Contribute to debriefing.

## 6.0 Emergency Response

The objective of the emergency response procedures is to:

- Decrease the level of risk to life and property
- Control an incident, and minimise its effect
- Provide the basis for training people who may be involved in a workplace emergency.

An Emergency Procedure Flowchart is shown in Appendix 4.

The response expected of staff and management to potential incidents covered by this plan, include the following;

### 6.1 Evacuation

The Chief Fire Warden will take the following issues into consideration when determining if and when to evacuate;

- The severity of the incident;
- The likelihood of escalation;
- The incident becoming uncontrollable beyond the resources available.

Generic process of evacuation is shown below;

1. Reason for evacuation realised.
2. Appropriate staff assess situation.
3. Notification given to staff and patrons to evacuate to assembly points.
4. Staff to render assistance as required, under direction of event organiser.
5. Emergency Services notified of emergency.
6. Staff to ensure venue is vacated (public areas, toilets, etc).
7. Await Emergency Services Assessment.

### 6.2 Evacuation Incidents

The following emergency procedures shall be carried out in response to the specific emergencies of;

- Fire and Explosion
- Medical Emergency
- Hazardous Material Spill/Leak
- Bomb Threat

## 6.3 Fire and Explosion

### Should you discover smoke or fire;

- Assess the situation and the potential for evacuation.
- Remove anyone in the immediate vicinity, if it is safe to do so.
- If trained in the use of fire extinguishers, and if fire or smoke is localised endeavour to extinguish the fire.
- Notify the Chief Warden
- Chief Warden to assess situation, and commence evacuation if deemed necessary.
  - Notify all patrons to leave the venue calmly and assemble at evacuation points.
  - Notify stall operators and amusement operators of evacuation
  - Notify emergency services via 000.
- If trained in the use of fire extinguishers, the Chief Fire Warden may endeavour to extinguish the fire, with the assistance of other staff under his or her direction, only if it is deemed safe to do so by the Chief Fire Warden.
- Staff to ensure that all patrons are moved towards the assembly points.
- Await for Emergency Services to arrive and assess.
- Await for the “ok” from Emergency Services before re-entering the building.
- If safe to do so, allow the entry of patrons into the venue. If not, ensure no patrons re-enter the building.
- Should any personal belongings of the patrons be within the building, (after the Emergency Services “ok” has been given) re-enter the building and obtain personal belongings.

### 6.3.1 Location of Fire Extinguishers, Fire Blankets, Hose Reels

#### Fire Extinguishers;

- \_\_\_\_\_

#### Fire Blankets

- \_\_\_\_\_

#### Hose Reels

- \_\_\_\_\_

(These locations should be shown on the building site plan or Event Site plan and be attached to this document)

## 6.4 Medical Emergency

Should a medical emergency occur, such as a heart attack, stroke, epileptic fit, seizure, burns etc;

- The first staff member on the scene should assess the situation and if they do not have first aid training, immediately notify the Manager, Event Organiser or Senior First Aid trained personnel.
- Notify Emergency Services on **000**, and request an ambulance.
- Apply first aid as trained.
  - A staff member to meet the Ambulance outside the venue, and take them to the medical emergency.
  - At least one staff member is to remain with the injured person until the Emergency Services personnel arrive and take control of the incident.
  - Complete an incident / accident report form.

## 6.5 Hazardous Material Spill / Leak

Hazardous Substances stored on site, or that may come onto site for periods of time, consist of the following;

- Oils
- Gas
- Disinfectant/Sanitiser/Cleaning products
- Fuel (cars and service vehicles)

The procedure to be carried out must be as follows;

- Staff member who finds such a spill, or is notified by the public/patron of such a spill is to notify the Manager.
- At the direction of the Manager, evacuate the building, if the nature of the spill warrants such an evacuation.
- Identify the source and amount of any released materials and section off the area such that the public can't gain entry.
- If necessary;
  - Notify DFES (Dept. of Fire & Emergency Services) - 1300 657 209
  - Evacuation of part all of the building
  - Stop any further spill
  - Turn off electrical equipment/gas within the area of the spill.
  - Soak up material using mop or similar and contain spilled material for disposal to an appropriate landfill facility.
- Manager to complete an incident report.



## 6.6 Bomb Threat

- Record nature of threat, and as many details as possible about the caller that may assist the Police in identifying them.
- Evacuate the **building / event** as per the procedures above.
- Call 000 and ask for Police assistance.
- Should the Police request a search of the premises, the Manager only is to search the building.
- Any suspicious packages are to be reported to the Police, and not disturbed.
- When the area is considered safe to enter, and the Police advise it is safe to do so, staff may re-enter the building.

### Important issues to remember when dealing with a bomb threat;

- Keep calm.
- Keep the caller on the telephone as long as possible.
- Let the caller speak and endeavour to record as much detail as possible.

## Appendix 1 List of Emergency Control Personnel

(Those staff at the event, **ie.** event organiser, stallholders, amusement operators that will be required to take actions in the case of an Emergency)


## Appendix 2 List of Emergency Contacts

Emergency Services	Phone No.	Emergency Services	Phone No.
Ambulance/Fire/Police	000		
Local Police	9528 8000		
City of Rockingham Rangers	9528 0333		
Poisons Information	13 11 26		

**Appendix 3      Floor Plan  
(Event Site Plan) showing location of Assembly Points**

## Appendix 4 Emergency Procedure Flowchart

1. Assess the situation/risk.
2. Check for hazards/dangers.

