Emergency Evacuation Plan & Procedures Manual
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1.0 INTRODUCTION

This Emergency Evacuation Plan and Procedures manual has been prepared in accordance with the Australian Standard AS3745-2010 ‘Planning for Emergencies in Facilities.’

The information contained in this manual has been prepared as a standard procedure for dealing with any emergency that may arise within the Wheatbelt Health Centre, 25 Holtfreter Avenue, Northam building.

Please read ALL carefully, the life you save may be your own.

The building may at any time be subject to any of the following emergency situations:

- FIRE
- EXPLOSION
- STORM
- EARTHQUAKE
- MEDICAL
- BOMB THREAT
- GAS LEAK AND/OR CHEMICAL SPILL

NOTE:

POSSIBLE EVACUATION OF THE BUILDING MAY RESULT FROM ANY ONE OF THESE INCIDENTS.

ASSEMBLY POINT IS THE CORNER HOLTRETER AVE AND FERNIE ST
2.0 EMERGENCY EVACUATION PLAN & PROCEDURES
STRUCTURE

2.01 EMERGENCY PLANNING COMMITTEE (EPC)

The development and practice of the Emergency Evacuation Plan and Procedures (EEPP) is a requirement by regulation for all facilities and work places.

The EPC is the nominated representative group of the site and its occupants and has a duty of care to ensure the safety of all occupants at all times.

The EPC is responsible for the development, implementation of the site EEPP and shall ensure the ongoing maintenance of the emergency plan, emergency response and all relative training of personnel.

The EPC is charged with ensuring that staff and visitors participate in the emergency planning process and exercises. This may be achieved by consultation and/or the inclusion of obligatory involvement through contract.

The management of all tenancies at the Wheatbelt Health Centre must fully support the EPC and the development of the EEPP. That support will encourage staff and visitors to participate in the development, maintenance and continuous improvement of the EEPP through monitoring, testing and review processes.

The nominated chief and deputy chief wardens should be included on the EPC.

It may be appropriate to have specialists invited to attend EPC meetings as and if required. Such specialists cannot be members of the EPC.

The EPC must ensure that the ECO personnel have complete authority during emergencies. All instructions from the chief warden and other nominated ECO personnel must override normal management procedures/operations without question – life safety must have precedence over asset protection and/or routine business activities.

The EPC shall have the following responsibilities;

- development and implementation of the site EEPP and evacuation diagrams.
- identify events that could produce emergency situations for building occupants.
- establishment of an Emergency Control Organisation (ECO) that shall operate in accordance with the EEPP.
- appointment of appropriate numbers of ECO members consistent with the identified risks and complexity of the site.
- ensure that resources are provided to enable the development and implementation of the EEPP.
- ensure that the EEPP and evacuation diagrams are easily identifiable and available to appropriate personnel.
- ensure that emergency evacuation exercises and drills are conducted on a regular basis, carry out comprehensive reviews of those exercises and make changes to the EEPP if deemed necessary by the review process.
2.02 EVACUATION CONTROL ORGANISATION (ECO)

The ECO has been formed by the EPC and comprises various occupants employees nominated to the following positions:

- **Chief Warden**: MARLON FERNANDO
- **Deputy Chief Warden**: HEATHER ABEL
- **Area Warden 1**: HEATHER ABEL/ KYLIE RAFFERTY
- **Area Warden 2**: SAMANTHA COSTANTINO
- **Area Warden 3**: JANET DEVLIN/ MARLON FERNANDO
- **Area Warden 4**: DANIEL O’DRISCOL/ HEATHER ABEL

The above positions shall be identifiable during an emergency evacuation as follows:

- **Chief Warden**: Yellow Vest
- **Deputy Chief Warden**: Orange Vest
- **Area Warden**: Pink Vest

The responsibilities of the ECO during an emergency are:

- To conduct an orderly evacuation of occupants to a safe place of assembly.
- To assist any building occupants who require special assistance.
- To assist emergency services personnel.
- To operate first aid firefighting equipment, if trained and it is safe to do so.

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<tr>
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<tr>
<td>Dr Harry Randhawa</td>
<td>0498 399 808</td>
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<tr>
<td>Marlon Fernando</td>
<td>0408 670 007</td>
</tr>
<tr>
<td>Samantha Costantino</td>
<td>0409 942 281</td>
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<tr>
<td>Janet Devlin</td>
<td>0427 988 593</td>
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<tr>
<td>Daniel O’Driscoll</td>
<td>0405 684 658</td>
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*Note: The primary duty of the ECO is not to combat emergencies but to ensure, as far as is practicable, the safety of all building occupants through orderly evacuation from any danger zone.*

The duties for the nominated ECO personnel are as follows;

**Chief Warden**

Prior to an emergency;

- Familiarise with the site emergency evacuation plan and procedures document.
- Understand the operation and use of the nominated emergency warning system.
- Ensure the deputy chief wardens and area wardens conduct regular checks of the communication equipment.
Ensure that the staff list and visitor register are being maintained correctly.

*Note: The locations of persons with special needs should be documented at all times and ‘safe havens’ identified for those persons to be moved to in the event of an emergency.*

Ensure that trial evacuations (at least one per year) are conducted and that all staff, including EPC and ECO members, are familiar with the EEPP.

In the event of an emergency;

- Don the white safety vest and proceed to the Emergency Control Centre (ECC).
- Determine the type of emergency and instruct the telephonist to notify relevant emergency service/s.
- Remain at the ECC unless exposed to danger in which instantly exit the building and remain at the safest location to meet and liaise with the emergency services head personnel on their arrival at site.
- Establish communications with appropriate emergency control personnel.
- Co-ordinate the evacuation procedures with the deputy chief warden.
- Liaise with deputy chief warden to determine that all staff and visitors have been accounted for and are safe.
- Instruct deputy chief warden to shut down any equipment that may represent a further hazard.
- Liaise with the emergency services head personnel on their arrival at site and provide relevant information and assistance.

**DEPUTY CHIEF WARDEN**

Prior to an emergency;

- Familiarise with the site emergency evacuation plan and procedures document.
- Understand the operation and use of the nominated site emergency warning system.
- Conduct regular checks of the communication equipment in conjunction with floor wardens.
- Ensure that the staff list and visitor register are being maintained correctly.

*Note: The locations of persons with special needs should be documented at all times and ‘safe havens’ identified for those persons to be moved to in the event of an emergency.*

In the event of an emergency;

- Don the yellow safety vest and proceed to the evacuation assembly point.
- Co-ordinate the area warden evacuation of staff and visitors and report to the chief warden when all areas have been cleared.
- Remain at the evacuation assembly point and in communication with the chief warden.
- Provide building occupant register to enable chief warden to determine that all occupants have been accounted for and are safe.
- Shut down any equipment that may represent a further hazard and as deemed necessary by instruction from the chief warden.
- Liaise with the emergency services personnel on site and provide relevant information and assistance when requested.

**AREA WARDEN**

Prior to an emergency;
Familiarise with and understand the operations of the site emergency evacuation plan and procedures document.
Understand the operation of the nominated site emergency warning system.
Ensure that the staff list and visitor register are being maintained correctly.
Ensure that sufficient training has been provided by the EPC for the required duties to be performed.

In the event of an emergency;
- Don the red safety vest and proceed to the floor under your control.
- Receive and carryout instructions from the chief and/or deputy chief wardens.
- Establish communications with appropriate emergency control personnel.
- Co-ordinate the evacuation procedures with your nominated deputy chief warden.
- Ensure that all areas/rooms of the area under your control are searched – closing all doors after that search. If rooms are locked, knock loudly and call out that the room is to be evacuated immediately – then move on.
- Check that all occupants of your area of responsibility are accounted for and checked off on your occupant list.
- When given the order to evacuate your area move all occupants to the assembly area via the determined safe path exits, which are shown on the evacuation diagrams.
- Liaise with deputy chief wardens to determine that all occupants have been accounted for and are ready for evacuation.

Note:
In the event of an emergency, where persons are placed in ‘Safe Haven’ locations, the chief warden must be urgently notified of such locations to enable the emergency services to facilitate their evacuation.
When known assistance is required, two persons should be detailed to each person requiring assistance in order to assist the person to a ‘safe haven’ location.
3.0 BUILDING EMERGENCY CONTROL FACILITIES

GENERAL
The Wheatbelt Health Centre building has first aid firefighting equipment installed, including fire hose reels, fire extinguishers and fire blankets.

3.01 EMERGENCY EVACUATION WARNING SYSTEM
Fire alarm notification shall be via a broadcast announcement over the internal telephone system, the announcement being controlled by the chief or deputy chief warden.

When the EVACUATION order is given please EVACUATE the building in an orderly fashion along the predetermined emergency escape routes.

3.02 COMMUNICATIONS EQUIPMENT
The chief warden shall be provided with full communication from the ECC to all areas of the building via mobile phone.

3.03 FIRE HOSE REELS
Fire hose reels are located inside the Wheatbelt GP Network Centre, as shown on the emergency evacuation diagrams. Only those staff having received training in how to operate fire hose reels should use this equipment when and if required.

3.04 FIRE EXTINGUISHERS
Fire extinguishers are located throughout the Wheatbelt Health Centre as shown on the emergency evacuation diagrams.

The fire extinguishers are Dry/Chemical Powder (General Purpose) and CO2 types.

Use the fire extinguishers only if you think the fire is small enough to control. As a rule small fire that is bigger than 40 cm tall is usually too big to fight with an extinguisher.

3.05 EXIT AND EMERGENCY LIGHTING
Exit lighting is provided at the exit points of the tenancies and emergency lights are installed throughout all areas.

The exit and emergency lighting will operate automatically in the event of a mains power failure providing a sufficient level of lighting to enable building occupants to vacate the building via the designated emergency escape routes.

   REMEMBER TO IMMEDIATELY INFORM THE WHEATBELT GP NETWORK RECEPTIONIST OF THE NATURE AND EXACT LOCATION OF THE CAUSE OF THE EMERGENCY.

ASSEMBLY POINT IS THE CORNER HOLTRETER AVE AND FERNIE ST
4.0 EVACUATION PROCEDURES AND RESPONSIBILITIES DURING AN EMERGENCY

The following procedures are to be adhered to during all emergency evacuations of the Wheatbelt Health Centre.

4.01 EVACUATION PROCEDURE

GENERAL
Evacuation of all or part of the building may become necessary in any emergency situations.

The responsibility of evacuation of all or part of the building rests fully with the chief warden.

Should the decision to evacuate be made, this will be communicated to all staff and building occupants via a broadcast announcement over the internal telephone system.

On instruction from the chief warden the area wardens will then proceed to evacuate the area designated via the nominated escape routes as shown on the evacuation diagrams.

The deputy chief warden and area wardens will be responsible for obtaining a complete list of building occupants and visitors to be checked off at the assembly area.

The Assembly Area for evacuation of the building is THE CARPARK AREA AT THE CORNER OF HOLTRETER AVENUE AND FERNIE STREET, as shown on the evacuation diagrams.

4.02 KEY EVACUATION RESPONSIBILITIES – Chief Warden

Aspects to be considered in fulfilling responsibilities during any emergency situation

- The Wheatbelt GP Network reception desk is the ECC.
- Instruct the deputy chief warden of the situation.
- Determine type of emergency.
- Determine if relevant authority has been notified e.g. Police, Fire, Ambulance, etc.
- Determine that there is a definite need to evacuate.
- Initiate evacuation if necessary.
- Determine that all building occupants are accounted for at the Assembly Point.

4.03 ADDITIONAL EMERGENCY EVACUATION STAFF

Should the chief warden require additional staff to perform warden duties during an emergency evacuation a register of available trained staff shall be retained at the ECC.

4.04 AFTER NORMAL HOURS INSTRUCTION

The responsibility of the chief, deputy and area warden duties are to be handed over to the most senior staff member on site after normal business hours.

Note: The ECC MUST be manned at all times during the period of the emergency.

A COPY OF THIS EMERGENCY EVACUATION PLAN AND PROCEDURE IS TO BE RETAINED AT THE ECC AT ALL TIMES
5.00 EMERGENCY ACTION IN THE EVENT OF AN EMERGENCY

To increase building occupant’s awareness and accessibility, standard emergency evacuation action plans have been developed for the various emergency situations that may occur at the Wheatbelt Health Centre requiring the building to be evacuated.

5.01 FIRE

The Hazard Management Agency for a FIRE situation is the DEPARTMENT OF FIRE AND EMERGENCY SERVICES (DFES).

CHIEF WARDEN

Upon notification of a fire situation the chief warden must proceed immediately to the ECC and shall remain in the ECC for all emergency communications.

The chief warden shall make contact with the deputy chief warden to advise the area of the building that the fire call has come from and request that the deputy chief warden confirm that there is an actual fire situation.

Upon receiving advice from the deputy chief warden the chief warden must determine that the notification is either a false alarm or an actual fire that requires the immediate evacuation of the building occupants.

EVACUATION

Any required evacuation should be conducted in accordance with the standard evacuation procedures set down in section 4.01.

Note:

If a fire can obviously be controlled, use appropriately trained personnel to fight the fire until the Fire Brigade arrives. Never at any time put own life at risk. If the fire cannot be controlled, evacuate immediate area and prevent others from entering area.

5.02 EXPLOSION, STORM OR EARTHQUAKE

The Hazard Management Agencies for EXPLOSION, STORM OR EARTHQUAKE situations are the SES and DFES

As there may be no warning in any of the above situations, the most important consideration in this type of emergency is communication.

The general procedure for handling this type of emergency should be as follows:

- Immediately advise the chief warden of the situation.
- Assess any injury around you. Render assistance where you can.
- Watch out for falling debris.
- Switch off all non-essential electrical and gas appliances (only if safe to do so).
- Ensure that persons do not smoke, use matches, lighters or electrical devices.
- Assess evacuation routes, identifying any life threatening hazards such as fallen power lines and exposed electrical cabling.
EMERGENCY EVACUATION PLAN AND PROCEDURE MANUAL

If required the chief warden shall initiate a controlled evacuation of the building.

EVACUATION

Any required evacuation should be conducted in accordance with the standard evacuation procedures set down in section 4.01.

5.03 MEDICAL EMERGENCY

The Hazard Management Agency for a MEDICAL EMERGENCY situation is the ST JOHNS AMBULANCE SERVICE.

A medical emergency situation is where a person suffers a serious injury or has a sudden illness occurrence that requires urgent medical attention.

On receipt of advice of there being a medical emergency, the receptionist should:

- Contact the practice and request attendance from GP and/or nurse.
- Notify the chief warden.
- Call 000 for an Ambulance if and when requested by the Doctor/Nurse/Chief warden.

CHIEF WARDEN DUTIES

- Attend the location of the reported medical emergency.
- Provide immediate assistance to the GP/Nurse.
- Arrange for the attendance of an Ambulance if requested to do so by the GP/Nurse
- Clear the area around the patient
- Complete an incident report, including statement from GP/Nurse, and anyone else involved, and hand to management.
- Notify Worksafe WA if the incident is notifiable.

GP/NURSE DUTIES

- On being made aware of a medical emergency, collect the closest doctors bag, attend to the patient and, only if safe to do so, administer first aid.
- Advise the chief warden if an Ambulance is required.
- At the end of the medical emergency complete the Incident Report forms and hand to the chief warden.

5.04 BOMB THREAT

The Hazard Management Agency for Bomb Threat situations is the WA Police.

PURPOSE

To provide a plan of action for implementation by Management personnel in the event of a bomb threat or an actual bomb situation within the building. A bomb threat may be received via telephone, written or as a suspect object or it may be non-specific for example merely a statement that a device has been placed somewhere.

- All threats are to be regarded as genuine.
- Do not give details of the threat to the news media.

GENERAL PROCEDURE

It is not possible to establish an overall uniform response to be followed in all bomb threats, as each situation is usually different, but the following guidelines must be followed.
A recipient of a bomb threat, or anyone suspicious of the presence of a bomb, should report the matter to the chief warden immediately. The chief warden will assess the situation and initiate any action to be taken. If it is then deemed necessary, they will secure the services of the Police Department.

The chief warden, in all cases, will notify management and staff.

If threat is by telephone, attract attention of a second person who can contact the chief warden, but **DO NOT HANG UP PHONE** - even after the caller has, as the telephone company may be able to trace origin of call.

Record exact information from caller.

Do not interrupt caller, listen for background noise, and try to determine the gender, age and nationality of the caller

Upon receipt of a bomb threat, the chief warden will notify the Police Department. Police will be advised that a preliminary search is being made and that they will be notified immediately if a suspicious object is found or a hoax is established. If it is necessary for Police to be called in, the deputy chief warden and area wardens will assist them in their investigation.

Open doors and windows so, in case of explosion, pressure is dissipated and structural damage is minimised.

If an object is found – **DO NOT TOUCH IT**. Report the find and keep the area clear, and contact the police who will provide advice.

If bomb explodes treat as fire emergency and evacuate

Representatives of the press and other news media are to be directed to the chief warden.

All of this information should be written down and handed to the chief warden.

A template of the Bomb Threat Checklist is appended to this document.

**DUTIES OF THE CHIEF WARDEN**

Upon receipt of the notification of a bomb threat or warning, the chief warden will implement the following procedures immediately:

- Gain all available information from the recipient of the threat call and record the details in a log which will be maintained during the operation.
- Organise search teams as may be required utilising area wardens and staff personnel. The wardens will be responsible for searching their nominated area.
- Hold all search team personnel on duty until Police have determined an all clear.

**EVACUATIONS**

If the situation dictates, the chief warden shall;

- Notify area wardens to evacuate all occupants from the area.
- Ensure any evacuation occurs through areas previously searched.
- The area to be evacuated is the responsibility of the chief warden. The safety aspect and disruption of work, as well as a possible resultant panic situation, must be a priority at all times.
- Ensure that the immediate affected room/area is isolated, however in the case of a more severe nature further areas may also need isolation.
- Detail the deputy chief warden and area wardens to protect the location if the situation calls for such action.
- **KEEP** all areas under observation for non-authorised persons.

**ORGANISATION OF SEARCH TEAM**

Search teams should initially be organised from the area wardens. Additionally staff shall be used to routinely search their respective work areas.
Members of the search team must be told what they are looking for and advised **NOT TO TOUCH, HANDLE OR MOVE ANY SUSPICIOUS OBJECT(S) and COMMUNICATE VERBALLY - DO NOT USE RADIOS.**

In the organisation of the search, the area involved must be divided into logical divisions.

"CLEAR" search reports of assigned areas must be reported immediately to the chief warden in order that a further assignment of tasks can be made.

If a suspect item is located, the immediate area will be cleared and the Police, assisted by the chief and deputy chief warden, will take any further action.

On completion of the bomb alert, all staff involved shall be advised accordingly.

A complete report of the incident will be completed by the chief warden.

### 5.05 LETTER BOMBS

Australia Post conducts checks that reduce the chance of a letter bomb being received. Additionally, certain major registries have been issued with detection devices to reduce still further the likelihood of such improvised explosive devices reaching their target. Personnel in areas where mail is handled should be conversant with procedures to take if a package is suspect.

#### ASSESSING PACKAGES

The following points must be borne in mind when assessing for suspicious packages:

- Has the person to whom it is addressed been threatened?
- Has it been delivered unexpectedly (no postage stamps)
- Is the handwriting of sender unusual
- Is the balance of package or letter lopsided or uneven
- Excessive weight for its size
- Any protruding wires or such
- Any small holes in the package or envelope
- Any grease marks on a package (explosives sweat)
- Strange smell (almond, marzipan or similar)
- Does it appear to contain a book
- Is the flap of the envelope stuck down completely and firmly (there is usually an ungummed gap of about 1 inch).
- Does the envelope feel as if there is stiffening by cards or the feel of metal
- Does package feel as though it contains a spring or does it rattle?
- Does it seem normal in size
- Letter bombs need to be more than 6.5mm thick to be effective

Any package or letter which is regarded as suspect is to be segregated immediately and the surrounding area evacuated.

**DON’T PANIC**

Is should be borne in mind that any package or letter having survived the rigours of handling through the normal postal system is hardly likely to be detonated if handled carefully.

#### ACTION TO TAKE

- Immediately contact management by telephone – **DO NOT USE A RADIO.**
- Switch off all electrical appliances in the vicinity of the suspect package.
- Suspect packages are not to be tampered with, manipulated, dropped, thrown or touched unnecessarily.
- Do not place subject package in water as this could activate chemicals etc.
- Do not cover with anything, sand, earth, etc.
EVACUATION

Any required evacuation should be conducted in accordance with the standard evacuation procedures set down in section 4.01.

5.06 GAS LEAK, CHEMICAL SPILL

The Hazard Management Agency for GAS LEAK and CHEMICAL SPILL situations is the DFES.

Gas leaks and/or chemical spills can be extremely dangerous, resulting in explosion, fire and even death through asphyxiation.

If any gas odour or chemical spill is detected the following procedures should be adopted.

GAS LEAK

- Contact the receptionist immediately giving your name and the exact location of the gas odour. **DO NOT USE A RADIO.** The receptionist is to contact the gas company immediately.
- Extinguish any naked flames in the immediate vicinity.
- Do not allow any other person to switch on or off any electrical equipment or lights.
- Check for any other persons that may be trapped in the area.
- If you attempt to bring anyone that may be affected by the gas out of the area, be absolutely sure you can do it - **DO NOT ENDANGER YOUR OWN LIFE.**
- Do not allow any other persons to enter the area.

CHEMICAL SPILL

- Contact the receptionist immediately giving your name and the exact location of the chemical spill. **DO NOT USE A RADIO.** The receptionist is to contact the chief warden immediately.
- Extinguish any naked flames in the immediate vicinity.
- Do not allow any other persons to switch on or off any electrical equipment or lights.
- Check for any persons that may be trapped in the area.
- If you attempt to bring anyone that may be affected by chemicals out of the area, be absolutely sure you can do it - **DO NOT ENDANGER YOUR OWN LIFE.**
- Do not allow any other persons to enter the area.

DUTIES OF CHIEF WARDEN

Upon receipt of the notification of a CHEMICAL SPILL, the chief warden will implement the following procedures immediately:

- Determine the chemical involved, contact DFES and commence an evacuation of the building if deemed necessary.
- From the reference information contained in the MSDS determine the actions required to ensure the immediate safety of the building occupants and to minimise environmental harm.
- Meet the emergency services response crews on their arrival at the site and provide details of the location and nature of the spill.
- Advise management of the incident and supervise the site safety team on the spill clean-up.

GAS LEAK/CHEMICAL SPILL EVACUATION PROCEDURE

Any required evacuation should be conducted in accordance with the standard evacuation procedures as detailed in section 4.01 of this manual.
6.00 CHECKLISTS and REPORTS

The following checklist and report templates have been appended to this manual;

- 6.01 – Emergency Planning Committee meeting records.
- 6.02 – Emergency Evacuation Checklist Template
- 6.03 – Telephone Bomb Threat Information Checklist Template
- 6.04 – Persons Requiring Assistance Register Template
- 6.05 – Emergency Evacuation Exercise Record Template
- 6.06 – Emergency Evacuation Exercise Observers Report Template
- 6.08 – Sample Evacuation Diagram
6.01 - Emergency Planning Committee – meeting records.

All minutes to be retained by the Chief Fire Warden.
### 6.02 - Emergency Evacuation Checklist

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6.03 – BOMB THREAT – TELEPHONIST INFORMATION GATHERING FORM

1. TIME AND DATE OF THE CALL

2. ASK FOR THE FOLLOWING INFORMATION (IF POSSIBLE):

   Exact Location of the Bomb
   Time set for Detonation
   What is the explosive device
   What does it look like
   Why was it placed

3. CALLERS GENDER:

   Male/Female Adult/Juvenile/Child Age (Guess)

4. RECORD INFORMATION OF CALLERS VOICE:

   Accent Soft/Loud/etc
   Speech – fast/slow/excited/broken/disguised/normal

5. ORIGIN OF CALL: PHONE NUMBER

   Local STD Call Internal Call

6. BACKGROUND NOISE:

   Street noises.aircraft.voices/music/machinery/etc

7. WRITE DOWN THE EXACT WORDING OF THE THREAT:

   …………………………………………………………………………………………………………
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6.04 – PERSONS REQUIRING ASSISTANCE REGISTER

<table>
<thead>
<tr>
<th>Area</th>
<th>Level</th>
<th>Name</th>
<th>Gender</th>
<th>Type of Assistance Required</th>
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</table>
6.05 – EMERGENCY EVACUATION EXCERCISE RECORD

Date of Exercise…………………………… Time of Exercise……………………………………

<table>
<thead>
<tr>
<th>Evacuation Sequence</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency warning system operated</td>
<td></td>
</tr>
<tr>
<td>Wardens responded</td>
<td></td>
</tr>
<tr>
<td>Area wardens check floor or area for fire</td>
<td></td>
</tr>
<tr>
<td>Full evacuation commenced</td>
<td></td>
</tr>
<tr>
<td>Wardens report floor or area clear</td>
<td></td>
</tr>
<tr>
<td>Persons requiring assistance accounted for</td>
<td></td>
</tr>
<tr>
<td>Evacuees arrive at assembly area, safe place</td>
<td></td>
</tr>
<tr>
<td>Wardens check all personnel present at assembly area, safe place</td>
<td></td>
</tr>
<tr>
<td>Evacuation completed</td>
<td></td>
</tr>
<tr>
<td>Exercise terminated</td>
<td></td>
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</tbody>
</table>

COMMENTS:

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OBSERVER NAME:.....................................................................................................................

OBSERVERS SIGNATURE:.............................................................................................................
6.06 – EMERGENCY EVACUATION EXCERCISE OBSERVERS REPORT

Record of Observations

<table>
<thead>
<tr>
<th>Observations</th>
<th>Yes</th>
<th>No</th>
<th>Remedial Actions - If Required</th>
<th>Who</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>Were all area wardens present?</td>
<td></td>
<td></td>
<td>Determine the cause and correct before next trial exercise.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Did the warning system operate correctly?</td>
<td></td>
<td></td>
<td>Determine the cause and arrange immediate repairs.</td>
<td></td>
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</tr>
<tr>
<td>Were all exit routes operable?</td>
<td></td>
<td></td>
<td>Remove any obstructions and make repairs where necessary.</td>
<td></td>
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</tr>
<tr>
<td>Did all building occupants go to the assembly area?</td>
<td></td>
<td></td>
<td>Determine the cause and correct before next trial exercise.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Did all contractors evacuate the building?</td>
<td></td>
<td></td>
<td>Determine the cause and correct before next trial exercise.</td>
<td></td>
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<tr>
<td>Was the announcement to evacuate made?</td>
<td></td>
<td></td>
<td>Ensure announcement is made over PA when full evacuation is required.</td>
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COMMENTS:

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OBSERVER NAME:........................................................................................................

OBSERVERS SIGNATURE:................................................................................................
6.07 – EVACUATION DIAGRAM SAMPLE

[Evacuation diagram sample image]

Emergency Evacuation Plan and Procedure Manual

Wheatbelt GP Network
25 Holtfreter Avenue, Northam

Controlled Document
Approved October 2016