EMERGENCY EVACUATION PROCEDURES MANUAL

PREPARED FOR

Loritz Circus

BY

Trevor R. Howse & Associates Pty. Limited

REGARDING

Loritz Circus –
Temporary Place of Public Entertainment

26 October 2012

Our Ref. : J28264-1

REPORT REGISTER

The following report register documents the development and issue of this report and project as undertaken by this office, in accordance with the *Quality Assurance* policy of **Trevor R Howse & Associates Pty Ltd**.

Our Reference	Issue No.	Remarks	Issue Date
J28264	– 1	Emergency Evacuation Procedures Manual for building compiled.	22.10.2008
	-2	AS 3745 - 2010	25.11.2010

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PART **1**

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INTRODUCTION

1.0   INTRODUCTION

1.1   General

This Emergency Evacuation Procedures Manual has been prepared at the request of Weber Bros., for Loritz Circus for the purpose of implementation with the proposed tent structure, as will accommodate the Loritz Circus.

With recognition of the design of this building, and other inherent special characteristics contained therein, this Manual has been formulated to: –

(i)   satisfy the requirements of AS 3745 - 2010 – *Planning for Emergencies Facilities*, and shall take precedence to other management / authority structures present within the building during an emergency (with the exception of the Fire Brigades or similar); and

(ii)   identify areas of risk, and employ suitable management procedures to negate the impact of such areas.

1.2   Manual Basis

The content of this Manual reflects –

(a)   The principles and provisions of the National Construction Codes 2010;

(b)   The applicable provisions of Australian Standards relating to essential fire safety services within the subject building; and

(c)   The applicable provisions of AS 3745 - 2010 – Emergency Control Organisation & Procedures for Buildings.

1.3   Manual Purpose

It is increasingly recognised that the formulation and implementation of Emergency Evacuation Procedures Manuals within a building further enhances the standard or level of occupant life safety within.

This is achieved through a combination of preventative measures that limit the exposure of a building's occupants to danger (risk management), and through providing immediate and appropriate response where such an emergency does arise.

This Emergency Evacuation Procedures Manual has been devised to enhance the level of occupant life safety provided within the existing building design, providing the information necessary for designated persons within to facilitate a safe and orderly evacuation of the building as necessary.

It is pertinent to note that this Manual is not intended to form a rigid document within the building, and must provide adequate flexibility for the Wardens and the like within to adapt to particular situations that may arise.

1.4   Types of Emergencies

As identified within AS 3745, an emergency situation may incorporate any one, or combination of, the following matters –

- Internal or external fire outbreak.

- Fuel leak.

- Bomb Threat.

- Medical Emergency.

- Discovery of a suspicious package.

- Civil Disobedience.

- Building damage (i.e earthquake).

- Building intruders.

While all of the above situations require appropriate action by persons within the building to maintain the safety of other occupants, greater emphasis has been placed upon emergencies and risk management protocols associated with fire outbreaks.

BUILDING DESCRIPTION

2.0   BUILDING DESCRIPTION

For the purposes of this Manual the building may be described as follows.

2.1   National Construction Code (NCA)

In the context of the Building Code of Australia, the subject building may be described as follows –

- *Rise in storeys*

   Having a rise in storeys of one (1)

- *Classification(s)*

   Being of single classification, namely: –

   (i)   Class 9b – assembly

- *Type of Construction*

   Required to be of Type C Construction

- *Effective height*

   The effective height of the building is less than 25-metres.

- *Fire compartment size limitations*

   Based upon the classification and Type of Construction, the following floor area and volume limitations apply to individual fire compartments: –

   (i)   Type C Construction – Class 9b

   - ❑   Floor area   –   3,000 m^2
   - ❑   Volume   –   18,000 m^3

2.2 Building Characteristics

On the basis of the use of the premises, it is recognised that varying areas of risk, occupant loads and special characteristics may be present within at any stage.

While it is acknowledged that the characteristics of the occupants have the greatest impact upon the maintenance of (their) safety both prior and during an emergency situation, the building has been analysed for these and other 'special characteristics' that would impact upon the level of life safety.

On the basis of this assessment, the following 'special characteristics' have been identified and recognised –

- The building shall contain, throughout every production, numerous staff members throughout the building including the back stage area.

- All electrical and general equipment are tested, maintained and operated in accordance with manufacturer instructions.

- All structural elements of the building are certified subsequent to erection, and prior to initial occupation.

- The building is accessible to disabled (both physically and mentally handicapped) persons in the capacity as staff or public, who would require assistance in an emergency situation.

- The nature of the use of the building provides an occupancy with a high proportion of alert and authoritarian personnel (cast members, stage-hands, management), that manage the total operation of the production and can assist in any evacuation.

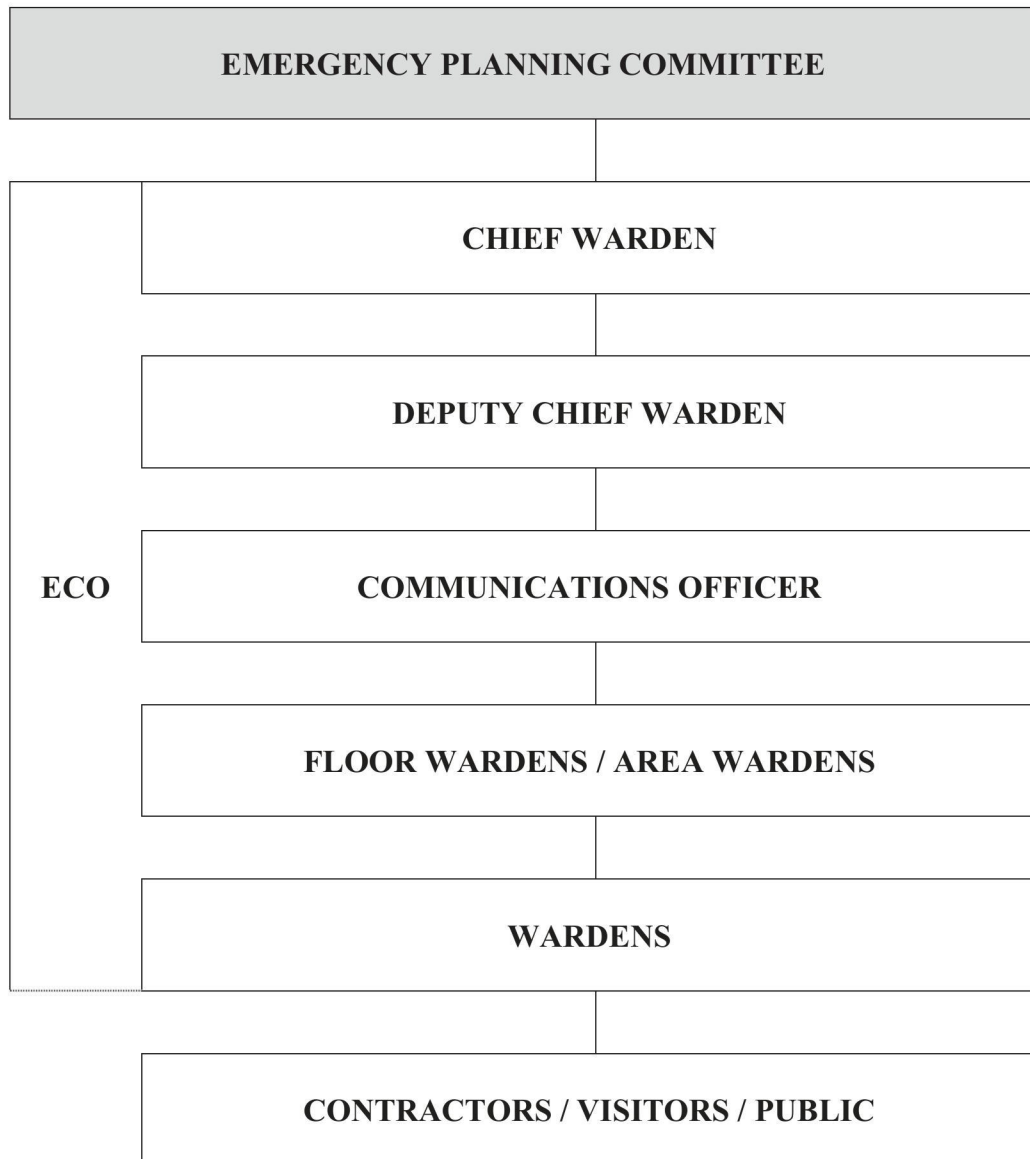### 2.3 Fire Protection Systems

To assist in the maintenance of an acceptable standard of life safety conditions within the building has been provided with the following hazard mitigation systems. These systems provide the primary means through which measures may be taken to identify and/or reduce the level of impact upon the occupants.

- **Portable Fire Extinguishers**

- **External Fire Hydrants**

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PART **3**

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EMERGENCY CONTROL ORGANISATION

3.0   EMERGENCY CONTROL ORGANISATION

3.1   Personnel Structure

EMERGENCY PLANNING COMMITTEE

ECO	CHIEF WARDEN
	DEPUTY CHIEF WARDEN
	COMMUNICATIONS OFFICER
	FLOOR WARDENS / AREA WARDENS
	WARDENS

CONTRACTORS / VISITORS / PUBLIC

3.2   Responsibilities

Those persons appointed as members of the Emergency Control Organisation should receive all necessary training as contained within AS 3745 to enable the fulfilment of their functions, and are expected to behave in a responsible and competent manner at all times in an emergency.

The primary purpose of the Chief Warden, Floor / Area Wardens and Wardens is to ensure, as is practical, the safety of the occupants and orderly evacuation (as required), and not to directly combat the emergency.

3.3 Member Qualities

In recognising the importance of provided direction, decision making and leadership in an emergency, it is necessary that members of the ECO have appropriate qualities. In appointing members to the ECO, the following attributes within personnel is to be sought –

- Have leadership and authority qualities.

- Clear and concise communication skills, in a language appropriate to the majority of the persons within their area.

- Physically capable of undertaking their duties.

- Have the capacity to render a decision under duress, have maturity of judgement, and can remain calm at all times.

3.4 Indemnity

AS 3745 – Planning for Emergencies in Facilities.

"Facility owners, managers, occupiers and employers should obtain professional advice on the level of indemnity provided to emergency control organisation (ECO) members. The ECO members should be advised of the level of indemnity provided".

3.5 Warden Identification

To assist in the direction of occupants of a building in an emergency, and to facilitate greater recognition from the occupants, ECO personnel should be directed to wear identifying equipment in an emergency. This can be achieved through the use of coloured safety helmet equipment.

- Chief Warden / Deputy Chief Warden – **White**

- Communications Officer – **Yellow**

- Floor Wardens / Area Wardens – **Yellow**

- Wardens – **Red**

- First Aid Officers – **Green with a white cross**

In addition to the above colours, the helmets should be marked to identify which area of the building represented by the ECO personnel. This can be achieved through numbering the helmets.

3.6 Appointing Personnel

As nominated in the above, it is essential that the personnel incorporated within the ECO have the appropriate skills and abilities to perform their appropriate functions in an emergency.

Chief Warden / Deputy Chief Warden

The Chief Warden within the building is to have responsibility for –

- The readiness of the building for an emergency.

- The safe and complete evacuation and management of the building in an emergency.

The requirements for the Chief Warden include –

- A complete understanding of the operation of both active and manual fire safety systems within the building.

- A complete understanding of the use of communicating equipment, and a commanding manner in its use.

- A complete knowledge of the floor plan of the building, use and occupancy of all rooms, and a knowledge of the layout of the overall site.

The responsibilities of the Chief Warden are as follows –

- Ascertain the nature of an emergency and determine appropriate action

- Ensure that the appropriate emergency service has been notified **if necessary**.

- Ensure that the Floor / Area Wardens are advised of the situation.

- As required, initiate evacuation and controlled entry procedures.

- Brief the attending emergency services personnel on arrival on the type, scope and location of the emergency, status of the evacuation, and thereafter be sub-ordinate to the Senior Officers instructions.

The Chief Warden must –

- Provide clear and appropriate reactions to and in an emergency.

- Have an ability to identify and implement preventative measures within the building.

- Be able to lead, and operate as part of a team.

- Co-ordinate –

    (i)   Operations

    (ii)   Measures to safeguard persons within the building

    (iii)   The ECO for immediate response

    (iv)   Routine inspections and maintenance of the building

    (v)   Preventative measures, and simulated emergency responses

The Deputy Chief Warden is to assume control in the absence of the Chief Warden.

Communications Officer

The Communications Officer within the building is to have responsibility for –

- The operation of internal and external communications equipment.

- The receipt and transmission of directions to other ECO personnel and the occupants in an emergency.

- The operation of communication equipment.

The requirements for the Communications Officer include –

- A complete understanding in the use of internal and external communications equipment.

- A clear and commanding voice.

The Communications Officer, on becoming aware of an emergency, should –

- Be responsible to the Chief Warden.

- Ascertain the nature and location of the emergency.

- Notify the ECO personnel via the provided communication means.

- Transmit and record instructions and information between the Chief Warden and the Floor / Area Wardens and occupants.

- Record the progress of an evacuation and the action taken by the Floor / Area Wardens.

The Deputy Chief Warden may conduct the duties of a Communication Officer.

Floor / Area Wardens

The Floor / Area Wardens within the building are to have responsibility for –

- The relaying and/or enacting of directions to other Wardens and occupants in an emergency.

- The determination of the nature and extent of emergency and reporting to the Communications Officer.

- The safety of the Wardens and occupants within their individual area.

The requirements for the Floor / Area Warden include –

- A clear and commanding voice.

- A complete knowledge of the floor plan of the building, use and occupancy of all rooms, and a knowledge of the layout of the overall site.

- An ability to use manual fire fighting equipment.

- Being regularly available (spend most of their time within a certain location).

- An ability to organise others in an emergency.

- Reliably available and competent to perform the necessary duties.

The Floor / Area Warden, on becoming aware of an emergency, should –

- Commence evacuation if the circumstances on their floor warrant this.

- Implement the emergency procedures for their floors.

- Communicate with the Communications Officer and Chief Warden through any available means and act on instructions received.

- Direct Wardens to investigate a floor or area for any abnormal situations.

- Advise the Communications Officer and Chief Warden of the particular circumstances and actions taken.

- Co-opt persons, as required, to perform the duties of a Warden.

Wardens

The Wardens within the building are to have responsibility for –

- The enacting of directions received from the Floor / Area Wardens.

- The determination of the nature and extent of emergency and reporting to the Floor / Area Warden.

- The safety of the occupants within their individual area.

- The investigation of individual rooms (including sanitary compartments) for the presence of occupants in an evacuation situation.

The requirements for the Warden include –

- An ability to perform tasks as directed by Floor / Area Wardens.

- An ability to clearly and concisely communicate to other ECO personnel and the occupants.

- A complete knowledge of the use and occupancy of all rooms within their area.

- An ability to use manual fire fighting equipment.

- Being regularly available (spend most of their time within a certain location).

- Reliably available and competent to perform the necessary duties.

The Warden, on becoming aware of an emergency, may be required to perform some or all of the following –

- As necessary, act as Floor / Area Wardens in the first instance (or ongoing).

- Call Fire Brigade or other appropriate emergency service by operating manual call point alarms (or any other emergency communication system) within the building.

- Operate the intercommunication or other portable communication system to relay information and directions.

- Confirm the closure of fire and smoke doors in an affected area.

- Search their nominated floor area for occupants, and ensure all occupants are accounted for.

- Ensure the orderly flow of occupants in an evacuation situation.

- Assist mobility impaired persons.

- Operate manual fire fighting equipment.

3.7 Loritz Circus – ECO Personnel

Chief Fire Warden & Deputy Fire Warden

- Tour manager; or
- Stage manager.

Communications Officer

- Receptionist; or
- Secretary.

Floor / Area Wardens

- Security; or
- Ushers.

Wardens

- General staff.

FIRE PROCEDURE GUIDELINES

4.0   FIRE PROCEDURE GUIDELINES

4.1   Training

Education

In the event of an emergency within the building, the ECO personnel must have the appropriate knowledge to assess the situation, and act accordingly, to facilitate the maintenance of occupant life safety.

For this to occur, it is essential that the ECO personnel undertake simulated emergency simulations and the like, and are familiar with the following –

- The layout of the area or floor for which they are responsible. This includes knowledge of the use and occupancy of each room, and presence of doorways or other access ways to concealed spaces/areas that may be occupied at any time.

- The operation of and the procedures for use of, the communications equipment installed to assist in an evacuation.

- The number and location of mobility impaired or other disabled persons, and an understanding of their needs in an emergency.

- The operation of any active and manual fire safety systems within their area of the building.

- Any special characteristics or uses of the building (security doors, large sums of cash etc) that will require direct attention and time in an emergency.

- Escape routes and safe holding areas.

- The presence of any dangerous goods or items that would require special attention in an emergency.

The EPC should ensure that all occupants of the building are aware of the name, location and contact number of their nearest Fire Warden, and that approach can readily be made for information or clarification purposes.

Temporary members or occupants within the building should be informed of the relevant procedures and the location of fire fighting equipment and escape routes.

ECO personnel should meet at regular 6 or 12 monthly intervals to maintain knowledge and understanding of the evacuation procedures; methods of assisting mobility impaired persons, behaviour of people in emergencies, and resuscitation.

Before evacuation simulations take place, all personnel within the building must be briefed on –

- The identity of their Wardens.

- The alarm system and preferred method for reporting emergencies.

- Actions they are to take to respond to emergencies.

- The location of marshalling areas on a floor prior to evacuating.

- The location of evacuation routes, and alternative routes, that should be taken.

- External assembly areas to evacuate too in an emergency.

- What is required at the completion of the exercise.

The nominated Chief Fire Warden should, subsequent to the implementation of this Manual, nominate the preferred reporting system, the location of marshalling and assembly areas and evacuation routes.

The safe and complete evacuation of all building occupants, and the interaction with attending emergency services personnel, is the obvious desired result from an emergency situation.

4.2   Practice Evacuations

Practice evacuations should be undertaken at least once every 12 months. Prior to the undertaking of these evacuations, the procedure outlined in item 4.1 above should be enacted.

Evacuation simulations then should then be undertaken in accordance with the fire procedures contained in item 4.3 of this Manual.

Limited notice should be given for future evacuation simulations, with debriefing exercises performed following each simulation.

4.3   Fire Procedures Guidelines

General

Any procedures developed to counter the impact of an emergency, as contained within this Manual, and developed in the future to accommodate changing circumstances, should reflect the four primary components of –

- Ensuring the immediate safety of persons within the vicinity of the emergency.

- Calling the Fire Brigade and/or other emergency services personnel.

- Undertaking fire fighting or hazard mitigation activities.

- Undertaking an evacuation of the occupants, based upon a plan incorporating–

  (i)   Effective warning arrangements.

  (ii)   Appropriately trained personnel.

  (iii)   Assessment of all evacuation routes

Emergency Evacuation & Management Procedures

- Chief Warden Procedures

  On receiving notification / warning of an emergency within the building, the Chief Warden is to –

  (i)   Collect a two-way radio, hard hat and EEP Manual.

  (ii)   Proceed to the main reception / communications room and ascertain the area of the alarm.

  (iii)   Dispatch the Deputy Chief Warden of Floor / Area Warden to investigate the cause of the emergency and ensure the safety of persons within the vicinity of the emergency, and report back via the two-way radio system or other device on the status of the emergency.

  (iv)   Contact the Fire Brigades or other emergency services personnel and request assistance.

  (v)   As required, request the isolation of (non-emergency) electricity or fuel supplies to the building.

  (vi)   On the basis of advice received, determine whether –

          NO EMERGENCY IS EVIDENT or **EVACUATION PROCEDURE IS NECESSARY**.

  (vii)   Where **NO EMERGENCY IS EVIDENT** –

          1. Instruct the occupants to return to normal activities, and the other Wardens to stand-by for further instructions.

2. Remain within the reception / communications room until the emergency services personnel arrives and render assistance as required.

3. Instruct other Wardens within the building to stand-down.

(viii) Where **EVACUATION PROCEDURE IS NECESSARY** –

1. Advise Wardens of the situation and request that they report to their respective areas and stand-by for further instructions.

2. Advise the Warden(s) responsible for the area containing the emergency to commence evacuating the occupants from the vicinity of the emergency to the designated holding area.

3. Advise other Wardens in the area to render fire fighting or emergency mitigating techniques to suppress the fire or emergency.

4. While maintaining an information flow from the Area Warden of the subject area, direct, as required, other Area Wardens and Wardens to commence evacuation of the building occupants to the designated holding area.

5. Where fire suppression or emergency mitigating techniques are not successful, direct the full evacuation of occupants and ECO personnel from the building.

6. Receive evacuation summary information from the Floor / Area Wardens and other Wardens –

   (a) The number of evacuated persons.
   (b) The number of unaccounted persons.
   (c) The number of refusals to evacuate.
   (d) "All clear".

7. Advise attending Fire Brigade and other attending emergency services personnel of the evacuation situation, and on the status, nature and location of the emergency.

8. Prevent re-entry of occupants and other non-emergency service personnel into the building.

9. Subsequent to the receipt of "All clear", assess the damage associated with the emergency and collate an assessment and evacuation report for submission to the Executive.

- <u>Communications Officer Procedures</u>

  (i)   Receive notification from Wardens or other building occupants of the presence of, and location of, an emergency within the building.

  (ii) Inform Chief Fire Warden of the presence of, and location of, the emergency.

  (iii) Occupy communications room and receive information from Wardens and other occupants, and instructions from the Chief Fire Warden.

  (iv) As directed, contact the Fire Brigades and/or other emergency services personnel and confirm the receipt of an emergency transmission or advise of the nature of emergency experienced, and building location.

  (v)   On advice from the Chief Fire Warden, follow **NO EMERGENCY IS EVIDENT** or **EVACUATION PROCEDURE IS NECESSARY**.

  (vi) Await the attendance of the Fire Brigades or other emergency service or evacuate the building as directed by the Chief Fire Warden.

- <u>Floor / Area Wardens</u>

  (i)   As directed or due to the presence of emergency conditions, proceed to unlock any security doors within the building.

  (ii) Attend represented area and await instructions from the Chief Fire Warden (or Deputy).

  (iii) For the Area Warden in which the emergency is located, at the direction of the Chief Fire Warden, investigate the nature of the emergency and evacuate the remaining occupants in the vicinity of the emergency as required.

  (iv) Nominate Wardens to assist in the evacuation of mobility impaired persons to the marshalling area, then external assembly area.

  (v)   As directed or required, in conjunction with Wardens, undertake fire fighting or other hazard mitigation activities.

  (vi) As directed or required, direct occupants to the marshalling area within the building and await further instructions.

(vii)   As directed, commence evacuation of the building occupants to the external designated congregation area and undertake a check of the number of persons accounted for.

(viii) Secure cash, property, records and the like within the building to prevent theft or other damage due to the emergency (this should not be to the detriment of life safety of the wardens or other occupants within the building).

(ix)   Report to the Chief Fire Warden regarding the status of the evacuation from the individual areas of the building.

(x)   Prevent the re-entry of occupants back into the building until the "All clear" is received from the Chief Fire Warden.

- **Wardens**

(i)   Advise the Chief Fire Warden regarding the presence of an emergency within a certain area of the building, and the nature of the emergency, and continue to monitor the area.

(ii)   Ensure observation of other (surrounding) areas is maintained.

(iii)   Follow the instructions of the Chief Fire Warden.

(iv)   As directed, assist in the evacuation of the occupants of each area and in fire suppression / emergency mitigation.

(v)   Assist in the movement of mobility impaired, injured or other occupants requiring assistance.

(vi)   Administer and/or organise first aid principles for injured occupants.

Procedures for mobility impaired occupants

A mobility impaired person is one who can not exit the building without assistance of a Floor / Area Warden or buddy, and can include –

- Wheelchair bound person.

- Visually or hearing impaired person.

- Injured person (included injured due to the emergency)

In the event of an emergency, the Floor / Area Warden should nominate a buddy to assist in their movement out of the danger area, and out of the building if possible. Where assisted evacuation out of the building is not possible, remain with the person at a safe haven area within the building and advise the Floor / Area Warden of the location.

The Floor / Area Warden will then notify the Chief Fire Warden of the location, who shall then notify the attending emergency services personnel to obtain assistance.

Procedures for Refusals to Evacuate

THE FORCEFUL REMOVAL OF OCCUPANTS FROM A BUILDING BY WARDENS OR OTHERS SHOULD NEVER OCCUR.

Where an occupant of the building refuses to evacuate, the Floor / Area Warden should –

- Attempt to verbally persuade the person.

- If they refuse the Warden must –

    (i)   Leave them in their position; and

    (ii)   Report the location of the person to the Chief Fire Warden.

Procedures for unconscious persons

Where the conditions are considered safe, a Warden should only drag a person, holding them under their arms, considered to be in imminent danger. The basis for the actions of a Warden in this circumstance is considered to be via implied consent.

The Floor / Area Warden should nominate a buddy to stay with the unconscious person until the attending fire services or other emergency services personnel arrive.

Response to fire and smoke

The danger to occupants by fire and smoke occurs due to –

- Soot (smoke particles).

- Toxic Gases.

- Heat

Where any or all of the above conditions exist within the building due to a fire, it is necessary to GET DOWN LOW AND GO, GO, GO!

First Aid Officers

The selection of First Aid Officers should be on the basis of –

- The holding of an appropriate first aid certificate.

- The ability to organise others in an emergency.

- Reliability.

Where a person does not currently hold an appropriate first aid certificate, the management or tenant of the building should provide training for any persons seeking to do so, or delegate a person to undertake such training.

In the event of receiving notification of an emergency, the First Aid Officer should –

- Obtain their helmet and first aid box.

- Prepare for an evacuation.

- Go the nearest emergency exit.

- Wait for further directions from the Chief Fire Warden.

Once an evacuation has been signalled, the First Aid Officer should proceed to the assembly area and put on the helmet for identification purposes. They should also be positioned where readily visible, and render assistance to any occupants injured.

Persons injured due to a fall should not be moved, and all injured persons should be remained with until the emergency services personnel arrive and take over.

Staff requirements

It is the responsibility of the staff to –

- Be familiar with their workplace.

- Be aware of the identity and location of their Wardens.

- Be aware of the location of fire fighting equipment, and emergency escape routes.

- React safely, clearly and appropriately to an emergency.

- Assist in the prevention of emergencies through general house keeping and appropriate conduct within the building.

- Upon receiving notification of an emergency, prepare for an evacuation.

- Securing their surrounding area (secure cash, switch off equipment, and the like).

- Ensure others are aware of the notification of an emergency.

- ▪ Await further instructions from a Warden.

- ▪ Following all instructions given by Wardens, and assist visitors and the like unfamiliar with the evacuation procedure.

- ▪ Remain at either the internal marshalling area, or the external assembly area, as directed, until directed otherwise.

- ▪ Close all doors while evacuating to contain the emergency.

- ▪ Independently control minor emergencies through –

  (i)   Evaluating the emergency;

  (ii)   Confining the emergency; and

  (iii)   Undertake fire fighting or emergency mitigation measures.

It is not the direct responsibility of the general occupants to undertake fire fighting or other emergency mitigation activities, but to ensure their own and other persons movement to safety. However, general staff with fire fighting or the like skills may undertake such activities.

FIRE FIGHTING EQUIPMENT

5.0 FIRE FIGHTING EQUIPMENT

5.1 General

In the event of a fire outbreak within the building, the primary manual fire fighting systems provided for use by the occupants are the portable fire extinguisher units.

Where the use of a fire hose reel is required to suppress a fire outbreak, it is considered that such would be more appropriate for the attending Fire Brigade personnel and that greater emphasis should be placed upon the movement of occupants to safety.

5.2 Portable Fire Extinguishers

In accordance with AS 2444, there are three primary types of portable fire extinguishers.

CLASS A

EXTINGUISHING MEDIUM	METHOD OF IDENTIFICATION
Water	Red or Silver
Dry Chemical Powder	Red with a white band
Foam	Blue

- These extinguishers are suitable for free burning materials such as paper, packing materials, cellulose products, clothing and textiles.

CLASS B

EXTINGUISHING MEDIUM	METHOD OF IDENTIFICATION
Carbon Dioxide	Red with a black band
Dry Chemical Powder	Red with a white band
Foam	Blue

- These extinguishers are suitable for petrol, spirits, paint lacquers, thinners, and chemicals in liquid form.

CLASS E

EXTINGUISHING MEDIUM	METHOD OF IDENTIFICATION
Carbon Dioxide	Red with a black band
Dry Chemical Powder	Red with a white band

- These extinguishers are suitable for fires involving electrical equipment.

5.3   Operational Procedures

In the event that trained persons are required to use any of the above fire extinguishers or fire hose reels –

- Stay calm and alert.

- Advise occupants in the surrounding area of their intended operation.

- Position yourself between the fire and a doorway.

- Ensure another person is provided back-up with a second extinguisher unit.

- Portable fire extinguisher units –

    (i)   Pull the pin

    (ii)   Aim the nozzle at the base of the fire.

    (iii)   Squeeze the handle.

    (iv)   Move the nozzle (and extinguishing spray) in a side to side motion.

    (v)   Notify the Warden of their intended use and/or need for re-gassing.

BOMB THREATS

6.0 <u>**BOMB THREATS**</u>

6.1 **Methods of Threat**

The receipt of a bomb threat typically occurs either over the telephone, or in a written form.

In the event of a bomb threat received over the telephone, the recipient of the threat should –

▪ Remain calm

▪ Attempt to alert an adjacent colleague of the threat whilst on the telephone.

▪ Attempt to obtain as much information about the threat from the caller, and complete the checklist contained within Annexure "C" of this Manual.

▪ Advise the Chief Fire Warden of the receipt of the threat.

▪ **DO NOT HANG UP**

▪ **DO NOT PUBLICISE THE RECEIPT OF THE CALL TO OTHER STAFF**

In the event of a bomb threat received in written form, the recipient should –

▪ Carefully place the written letter in a clear plastic sleeve or similar to prevent contamination.

▪ Surrender the document to the Chief Fire Warden.

▪ **DO NOT PUBLICISE THE RECEIPT OF THE THREAT TO OTHER STAFF**

6.2 **Types of Threat**

Threats received can be categorised as either –

▪ *Specific* – In this case the caller / author will provide more detailed information which could include statements describing the device, why it has been placed, its location, the time of activation and other details. Although less common, the specific threat is more credible.

▪ *Non-specific* –   In this instance the caller / author may make a simple statement to the effect that a device has been placed. Generally very little, if any, detail is conveyed before the call or letter is terminated.

6.3   Management Procedures

The Chief Warden is to ensure that –

▪ The authorities have been notified of the receipt of the threat.

▪ The management / owners of the building have been notified.

▪ A bomb threat checklist (Annexure "C") has been completed.

The Chief Warden is to then determine an appropriate course of action, to either –

▪ Ignore the threat.

▪ Search only.

▪ Search and evacuate (partial or full evacuation).

▪ Evacuate (without undertaking a search).

Only in exceptional circumstances where the message can be clearly identified as a hoax should the threat be ignored. This is not a recommended response. Where the threat is not ignored, the following procedures should be implemented by the Chief Fire Warden in the first instance –

▪ Contact other Wardens in the building.

▪ Proceed to the reception / communications room / fire indicator panel.

▪ Maintain radio silence regarding the threat.

▪ Cease all mobile phone and radio wave transmissions within the building.

▪ Minimise the extent of incoming vehicles and persons.

▪ Search evacuation routes to ensure the security of these routes in the event of an evacuation.

▪ Do not wear Warden identification helmets.

▪ Recognising that the location of the bomb can be completely unknown alternative arrangements for an external assembly area should be made.

6.4   Search Procedures

Where the threat identifies a particular area of the building, any search should concentrate upon this area in the first instance. Where no particular area has been identified, concentration on the public areas should occur first.

All ECO personnel, and any other responsible persons within the building, should be co-opted to assist in a search of the building.

The visual search of the building should be –

- Comprehensive.

- Organised to start and finish in a particular location to minimise the likelihood of missing areas.

- Search all areas from the waist down in a floor or area first.

- Search all areas from the waist up in a floor or area secondly.

Where a suspicious item or object is identified –

- Contact should be made to the Chief Fire Warden.

- The Chief Fire Warden should contact the police immediately.

- The object should not be moved or touched.

- Evacuate the area around the object, then proceed to evacuate all occupants from the building in accordance with Part 4 of this Manual.

- Seek further instruction from the Chief Fire Warden.

- Do not close doors.

OTHER EMERGENCIES

7.0   OTHER EMERGENCIES

7.1   General

In addition to emergencies associated with fire outbreaks, bomb threats, discovery of suspicious packages and the like primarily discussed above, other emergencies may arise due to –

- Fuel leak.

- Medical Emergency.

- Civil Disobedience.

- Building damage (i.e earthquake).

- Building intruders.

7.2   Fuel Leak

In the event of a fuel leak, those actions outlined within Part 4 of this Manual should be employed, with particular consideration given to the movement of occupants away from danger and to a place of safety, and the switching off of fuel and electricity supplies and flaming or heater objects within the building.

7.3   Medical Emergency

In the event of a medical emergency within the building, those actions outlined within Part 4 of this Manual should be employed, however –

- The Chief Fire Warden should direct the First Aid Officers to immediately attend to the subject occupant(s).

- Other occupants within the surrounding area should be cleared.

- The Communications Officer should be directed to notify the Ambulance service of the nature of the emergency and request immediate assistance.

7.4   Civil Disobedience / Building Intruders

In the event of Civil Disobedience / Building Intruders, those actions outlined within Part 4 of this Manual should be employed, however –

- The Chief Fire Warden should direct the Floor / Area Wardens to seal and secure the entries and exits from the building.

- The occupants of the building should be moved to a central and protected location within the building.

- Restrict contact with the demonstrators / intruders.

- At the direction of the Chief Fire Warden, the Communications Officer should contact the authorities and advise of the current situation.

7.5   Building Damage

In the event of building damage through natural phenomena or other occurrence, the procedures outlined within Part 4 of this Manual should be employed, with consideration of the nature of the emergency.

<div align="right">PART **8**</div>

ADDITIONAL RISK MANAGEMENT MEASURES

8.0   **ADDITIONAL RISK MANAGEMENT MEASURES**

8.1   **General**

The undertaking of following activities within the building are designed to minimise and manage risks within the building that may cause, or become the subject of, an emergency.

- Undertake house keeping duties to prevent –

    (i)   The accumulation of unnecessary rubbish within receptacles and other areas of the building;

    (ii)   The storage of unsafe liquid or other materials.

    (iii)   The placement of furniture or other equipment within paths-of-travel to exits, or in front of exits.

    (iv)   Accidental discharge of portable fire extinguisher equipment (any such discharges should be reported to the building manager).

DEFINITIONS

9.0 <u>DEFINITIONS</u>

Emergency –

Any event that arises internally or from external sources which may adversely affect the safety of persons in a building or the community generally and requires immediate response by the occupants.

Emergency Control Organisation (ECO) –

A structured organisation that will organise an appropriate response to emergency situations.

Emergency Planning Committee (EPC) –

A committee responsible for establishing an emergency plan and setting up an ECO.

Emergency Warning and Intercommunication System –

A combined emergency warning and intercommunication system.

Mobility impaired person –

A person with physical, mental or sensory impairment, either temporary or permanent, who requires assistance during emergency evacuation.

Safe holding area –

An area, isolated from fire and smoke, in which mobility impaired persons may be temporarily held whilst awaiting evacuation under the control of the combating authority.

<div align="right">

PART **10**

</div>

ANNEXURES

10.0 <u>**ANNEXURES**</u>

Annexure "A" – **Emergency Evacuation Exercise Observers Check List.**

Annexure "B" – **Statement of Action in the event of Fire.**

Annexure "C" – **Bomb Threat Check List for Telephone Operators.**

APPENDIX G

EXAMPLE OF AN EMERGENCY EVACUATION EXERCISE
OBSERVERS' CHECKLIST

(Informative)

DATE: ....

ADDRESS: ....

FLOOR OR AREA: ....

EVACUATION SEQUENCE	TIME	
	HOURS	MINUTES
Alarm sounded		
Warden(s) respond		
Wardens check floor or area		
Evacuation commenced		
Wardens report floor or area clear		
Persons with disabilities accounted for		
Arrive at assembly area, safe place		
Wardens check personnel present (where appropriate)		
Evacuation completed		
Exercise terminated		

COMMENTS:

....

....

....

....

....

....

OBSERVER: ....

(CAPITALS)

SIGNED: ....

APPENDIX A

FIRE AND SMOKE EMERGENCIES

(Informative)

A1 GENERAL

This Appendix provides basic guidance on planning and response for fire and smoke emergencies. The information contained in this appendix is not sufficient, in itself, to adequately plan for a fire/smoke emergency in a facility.

A2 ESSENTIAL STEPS

Fire response within facility-specific emergency response should embrace the following four essential steps, which in most cases will need to be initiated concurrently:

(a) Life safety Ensuring the immediate safety of anyone within the facility in a fire situation takes precedence over commercial operations and property/asset protection.

(b) Call the fire brigade Calling the fire brigade in all incidents of fire or suspicion of fire (e.g., smell of smoke) as per facility emergency response procedures. There should be no criticism of any person who uses initiative in this respect nor should such action need another person's permission. It is very important that where the fire brigade has been called by automatic means or by activating a manual call point, this is followed by a telephone call to confirm

receipt of alarm and provide further information; for example, confirmation of the fire and its location.

(c) Evacuation The emergency response procedures should have specific detail of emergency evacuation actions in a fire situation:

(i) Effective warning arrangement A suitable arrangement to advise occupants and visitors of a fire emergency should be available and outlined in the emergency response procedures.

(ii) Assessment of all evacuation routes Egress routes should be assessed for safety during the emergency. The effects of smoke in a fire situation may require alternative egress routes. It is important that these assessments include

the requirements of occupants and visitors with a disability.

(d) Fight the fire Many facilities have fire hose reels or portable fire extinguishers. Where these are installed, information should be provided to cover their selection, use and operation, (see also Section 6 for training requirements); however, immediately it becomes obvious that there are unacceptably high risks associated with attempts to control a fire, occupants should withdraw, closing but not locking doors behind them.

(e) In facilities where layflat hoses are installed, occupants are not to attempt to use them

unless specialized training has been provided; for example, to members of designated

facility emergency response teams.

PHONE THREAT CHECK LIST©

KEEP CALM
RECIPIENT

Name (print):
Telephone number:
Signature:

GENERAL QUESTIONS TO ASK:

1. What is it ?

2. When is the bomb going to explode ?
   OR
   When will the substance be released ?

3. Where did you put it ?

4. What does it look like ?

5. When did you put it there ?

6. How will the bomb explode ?
   OR   \
   How will the substance be released ?

7. Did you put it there ?

8. Why did you put it there ?

CHEMICAL / BIOLOGICAL THREAT QUESTIONS

1. What kind of substance is in it ?

2. How much of the substance is there ?

3. How will the substance be released ?

4. Is the substance a liquid, powder or gas ?

BOMB THREAT QUESTIONS

1. What type of bomb is it ?

2. What is in the bomb ?

3. What will make the bomb explode ?

EXACT WORDING OF THREAT:

CALLER'S VOICE

Accent (specify):
Any impediment (specify):
Voice (loud, soft, etc):
Speech (fast, slow, etc):
Diction (clear, muffled):
Manner (calm, emotional, etc):
Did you recognise the caller ?
If so who do you think it is ?
Was caller familiar with the area ?

THREAT LANGUAGE

Well spoken:
Incoherent:
Irrational:
Taped:
Message read by caller:
Abusive:
Other:

BACKGROUND NOISES

Street noises:
House noises:
Aircraft:
Voices:
Music:
Machinery:
Other:
Local Call:
STD Call:

NOTES:

OTHER

Sex of caller: Estimated age:

CALL TAKEN:

Date: Time:
Duration of call:
Number called:

ACTION (OBTAIN DETAILS FROM SUPERVISOR)

Report call immediately to:
Phone number:

AUSTRALIAN BOMB DATA CENTRE
GPO Box 401 CANBERRA ACT 2601
Telephone: 02 6287 0750   Facsimile: 02 6287 0770