



# **APPENDICES**

(UNDER SEPARATE COVER)

## **ORDINARY MEETING**

To Be Held

**Wednesday, 11 October 2017**  
**Commencing at 5.00pm**

At

**Shire of Dardanup**  
**ADMINISTRATION CENTRE EATON**  
**1 Council Drive - EATON**

This document is available in alternative formats such as:  
~ Large Print  
~ Electronic Format [disk or emailed]  
Upon request.



# **MANAGING EMERGENCIES IN SHIRE FACILITIES PLAN**

Administration Centre – Eaton  
1 Council Drive | PO Box 7016  
EATON WA 6232  
Tel: 9724 0000 | Fax: 9724 0091  
records@dardanup.wa.gov.au  
[www.dardanup.wa.gov.au](http://www.dardanup.wa.gov.au)

# Table of Contents

<b>SECTION 1: SCOPE AND GENERAL</b> .....	<b>1</b>
1.1 Scope .....	1
1.2 Application .....	1
1.3 Overview .....	2
1.4 Purpose of this Plan .....	2
1.5 Site(s) Information .....	3
1.6 Modes of Operation .....	4
1.7 Overview of Emergency Systems .....	4
1.8 Evacuation Philosophy .....	4
<b>SECTION 2: PREPAREDNESS, PREVENTION, RESPONSE &amp; RECOVERY</b> .....	<b>5</b>
2.1 Principles .....	5
2.2 Pre-Emergency Preparedness .....	6
2.3 Evacuation/Incident Planning Committee (EIP) .....	6
2.4 Emergency Control Group (ECG) .....	8
2.5 Pre-Emergency Prevention .....	10
2.6 Emergency Response: Emergency Response Plan .....	11
2.7 Duties and responsibilities: Emergency Response .....	13
2.8 Activation .....	15
2.9 Evacuation .....	15
2.10 Persons with a Disability .....	18
2.11 Post-Emergency Recovery .....	18
2.12 Training .....	20
2.13 Emergency Response Exercises .....	22
<b>SECTION 3: MANAGING EMERGENCIES IN FACILITIES – SITE SPECIFIC DETAIL</b> .....	<b>23</b>
Location 1 – Shire of Dardanup – Dardanup Office, 3 Little Street, Dardanup .....	23
Location 2 – Shire of Dardanup - Administration Centre Eaton, 1 Council Drive, Eaton .....	25
Location 3 – Eaton Recreation Centre, Recreation Drive, Eaton .....	27
Location 4 – Eaton Community Library, Recreation Drive, Eaton .....	31
Location 5 – CWA Hall Eaton, 27 Hamilton Road, Eaton .....	33
Location 6 – Eaton Child Care Centre, Lot 589 Hale Street, Eaton .....	35
Location 7 – Don Hewison Centre, Ferguson Road, Dardanup .....	37
Location 8 – Dardanup Hall, 3 Little Street, Dardanup .....	39
Location 9 – Old Shire Depot, 3 Little Street, Dardanup .....	41
Location 10 – Dardanup Sports Club, Lot 55 Ferguson Road, Dardanup .....	43
Location 11 – Dardanup Equestrian Centre, 66 Garvey Road, Dardanup .....	45
Location 12 – Ferguson Hall, Ferguson Road, Ferguson Valley .....	47
Location 13 – Burekup & Districts Country Club, Lot 4 Russell Road, Burekup .....	49
Location 14 – Eaton Bowling Club, Lot 510 Pratt Road, Eaton .....	51
Location 15 – Eaton Lions Club, Cnr Hamilton & Bobin Street, Eaton (Old Eaton Depot) .....	53
Location 16 – Dardanup Shire Depot, 35 Martin-Pelusey Road, Dardanup .....	55
Location 17 – Diggers Club, Lot 100 South West Highway, Waterloo .....	57

Location 18 - Banksia Road Waste Transfer Station, Banksia Road, Dardanup .....	59
Location 19 - Eaton Hall (leased to the Bunbury Repertory Club), Pratt Road, Eaton .....	61
Location 20 - Eaton Junior Football and Eaton Cricket Club Pavilion, Pratt Road, Eaton .....	63
Location 21 - Eaton Boomers Football Club, Council Drive, Eaton .....	65
Location 22 - Bunbury and District Softball Association, Recreation Drive, Eaton .....	67
Location 23 - Dardanup Central Bush Fire Brigade Shed, 3 Little Street, Dardanup .....	69
Location 24 - Ferguson Bush Fire Brigade Shed, 69 Gardincourt Drive, Henty .....	71
Location 25 - Upper Ferguson Bush Fire Brigade Shed, Lot 202 Ferguson Road, Dardanup .....	73
Location 26 - Joshua Creek/Crooked Brook Bush Fire Brigade Shed, 835 Crooked Brook Road, Crooked Brook .....	75
Location 27 - Waterloo Bush Fire Brigade Shed, 14432 South Western Highway, Waterloo .....	77
Location 28 - West Dardanup Bush Fire Brigade Shed, 23 Garvey Road, West Dardanup .....	79
Location 29 - Wellington Mill Bush Fire Brigade Shed, 546 Wellington Mill Road, Wellington Mill .....	81
<b>SECTION 4: CHECKLISTS .....</b>	<b>85</b>
Chief Warden Checklist .....	85
Deputy Chief Warden Checklist .....	86
Communications Officer Checklist .....	87
Area Warden Checklist .....	88
Warden / Staff Checklist .....	89
Traffic Warden .....	90
First Aid Officer - FAO .....	91
<b>Section 5: Appendices .....</b>	<b>92</b>
Appendix 1 - Personal Emergency Evacuation Plan (PEEP) .....	92
Appendix 2: Emergency Contacts .....	94
Appendix 3: Shire of Dardanup Warden Contact List .....	96
Appendix 4: Incident Log .....	97
Appendix 5: Evacuation Exercise Observer's Log .....	99
Appendix 6: Incident Response Plans .....	100
Incident Response Plan 1 - Armed Hold Up .....	100
Incident Response Plan 2 - Bomb Threat .....	102
Incident Response Plan 3 - Chemical Spill .....	105
Incident Response Plan 4 - Explosion .....	106
Incident Response Plan 5 - Fire and Smoke .....	107
Incident Response Plan 6 - Natural Hazard, Storm, Earthquake, Flood .....	108
Incident Response Plan 7 - Electrical Blackout .....	109
Incident Response Plan 8 - Hazardous Materials Incident .....	110
Incident Response Plan 9 - First Aid Response .....	111
Incident Response Plan 10 - Aggressive Customers .....	112

## Version History

Version	Date	Comments
1	22 July 2015	Adopted by Council – Resolution 221/15
2	10 August 2016	Adopted by Council – Resolution 206/16
3	September 2017	Under Review

## References

Documentation
Australian Bomb Data Centre, Bombs, Defusing the Threat
AS/NZS ISO 31000:2009 Risk Management Principles & Guidelines
AS 3745-2010 (Mat 2014) Planning for emergencies in facilities
AS 2700 Colour Standards for general purposes
AS/NZS 1841 Portable fire extinguishers, 1841.1Part 1: General requirements
Commonwealth Disability Discrimination Act 1992 (DDA)
ISO 22320 Societal Security – Emergency Management – Requirements for Incident Response
National Construction Code of Australia

## Definitions

### Assembly Area

The designated place or places where people are expected to assemble during the course of an evacuation.

### Australian Standard

Published documents that set out specifications and procedures designed to ensure products, services and systems are safe, reliable and consistently perform the way they were intended to. They establish a common language which defines quality and safety criteria.

### Area Warden

Member of the Emergency Control Group (ECG) who assists the Chief Warden and Deputy Chief Warden and is responsible for a designated area under the control of the Chief Warden.

### Business Continuity Plan

Documented procedures that guide organisations to respond, recover, resume, and restore to a pre-defined level of operation following disruption.

### Chief Warden

The team member appointed to control the emergency evacuation on behalf of the Emergency Control Group (ECG) and liaise with Emergency Services.

### **Communications Officer**

A person or person(s) assigned to assist Area Wardens, Deputy Chief Warden and Chief Warden in providing time critical information through the operational structure. A communications officer may also be required to liaise with combat agencies, hirers, transport and others – excluding media.

### **Competent Person**

A person who through relevant training, education, qualification and experience has the necessary knowledge and skills to enable him/her to advise on human behaviour, fire safety systems, evacuation methodology, emergency preparedness and response, and the development of an emergency plan.

### **Emergency**

An event that can arise internally, or from external sources, which may adversely affect the occupants or visitors in a facility, and requires an immediate response.

### **Emergency Control Group (ECG)**

A person or persons appointed by the Evacuation/Incident Planning Committee (EIP) to direct and control the implementation of the facility's emergency response procedures.

### **Emergency Mitigation**

Measures taken to decrease the likelihood of emergencies and the associated impacts on people, the facility and the environment from occurring.

### **Emergency Plan**

The written documentation of the emergency arrangements for a facility generally made during the planning process. It consists of the preparedness, prevention and response activities and includes the agreed emergency roles, responsibilities, strategies, systems and arrangements.

### **Evacuation/Incident Planning Committee (EIP)**

Persons responsible for the documentation and maintenance of an emergency plan. The members of the Evacuation/Incident Planning Committee is made up of the Shire of Dardanup employees as per, 2.3 Evacuation/Incident Planning Committee (EIP) - Membership. The EIP Committee is the Emergency Planning Committee in line with the AS 3745-2010 requirements.

### **Emergency Response Team (ERT)**

Specialist personnel appointed to attend specific incidents, to contain, control or eliminate the emergency using emergency response equipment. In local government, where that organisation has the responsibility under the *Bush Fires Act 1954*, is responsible to manage, equip and train its brigades. These brigades are by default, the local government Emergency Response Team (ERT).

### **Evacuation**

The orderly movement of people from a place of danger.

### **Evacuation Diagram**

The emergency and evacuation information about the facility. The diagram typically comprises of a pictorial representation of a floor or area and relevant emergency response information.

### **Evacuation Exercise**

An emergency response exercise in which the exercise simulates an emergency that requires an evacuation.

### **Facility**

A building, structure or workplace that is, or may be, occupied by people (occupants).

### **Incident Controller**

The person appointed by the local government based on organisational knowledge and skill – the Chief Executive Officer. The Incident Controller will understand the progress of the Emergency Control Group however is also responsible for planning and communicating the strategic needs of the local government including the activation of the business continuity plan if required.

### **Occupant**

A person attending a facility on a permanent or temporary basis, such as an employee, contractor, student or resident. Visitors are not included within this definition.

### **Occupant/visitor with a disability**

A person who may require–

- (a) Additional evacuation time and/or alternative forms of communication, compared with other occupants, to respond to an emergency; or
- (b) Additional assistance to respond to an emergency or evacuate from a facility.

### **Personal Emergency Evacuation Plan (PEEP)**

An individualised emergency plan designed for an occupant with a physical or communication disability who may need assistance during an emergency.

### **Public Building**

A building or place where persons may assemble for (including but not limited to): civic, theatrical, social, political, religious, educational, entertainment, recreational, sporting or business purposes.

### **Refuge**

An area on a floor or area that is specifically designed to protect people from heat, smoke, toxic gases and provides direct access to an exit. An area of refuge is intended to facilitate a safe delay in egress from the floor or area, thus constituting a space for people to await assistance for their evacuation.

### **Site**

As referred to in the context of this plan, a site will imply all buildings on the Shire of Dardanup sites and surrounding forecourts.

### **Staging Area**

An area in a facility where occupants and visitors are intended to gather in preparation for an evacuation.

### **Structure**

A building (fixed or transportable), mast, tower, a steel or reinforced concrete construction, structural cable or telecommunications structure, underground works (including shafts and road, rail telecommunications and interconnecting tunnels).

A railway line, airfield, dock or harbour, water storage or supply system, electricity or gas generation facility, transmission or distribution facility; or production, storage or distribution facilities for heavy industries; or fixed plant.

### **Test**

Confirmation of the correct function or performance of a component or system.

### **Visitor**

A person within a facility who is temporarily visiting the facility and is not—

- (a) Employed at or for the facility, either on a permanent, casual, temporary or contracting basis;
- (b) A resident / inmate; or
- (c) Studying at the facility.

## Warden

An employee and/or community committee member designated to help move patrons, employees, contactors and visitors to safety in case of an incident or emergency in the facility.

## Warden Intercommunication Point (WIP)

The location on a floor or evacuation zone that includes a handset from which instructions can be received from the intercommunication panel via the emergency intercom system.

## Workplace

Any place where work is, or is to be, performed by—

- (a) A person engaged for work for gain or reward, or on a voluntary basis;
- (b) A person conducting a business or undertaking; or
- (c) As defined by the relevant Commonwealth, State and Territory Workplace Health and Safety statutes for the definition of 'workplace'.



## Abbreviations

<b>ABDC</b>	Australian Bomb Data Centre
<b>AFP</b>	Australian Federal Police
<b>AIIMS</b>	Australasian Inter-service Incident Management System
<b>AW</b>	Area Warden
<b>BCP</b>	Business Continuity Plan
<b>CALD</b>	Culturally and Linguistically Diverse
<b>CO</b>	Communications Officer
<b>CW</b>	Chief Warden
<b>DCW</b>	Deputy Chief Warden
<b>DFES</b>	Department of Fire & Emergency Services
<b>ECG</b>	Emergency Control Group
<b>ECP</b>	Emergency Control Point
<b>EIP</b>	Evacuation/Incident Planning Committee (Emergency Planning Committee)
<b>EMP</b>	Emergency Management Plan
<b>EOC</b>	Emergency Operations Centre
<b>EOD</b>	Explosive Ordinance Disposal
<b>EOR</b>	Explosive Ordinance Reconnaissance
<b>EPA</b>	Environmental Protection Agency
<b>ERT</b>	Emergency Response Team
<b>EWIS</b>	Emergency Warning Intercommunications System
<b>FEDB</b>	Fire Engineering & Design Brief
<b>FIP</b>	Fire Indicator Panel
<b>HMA</b>	Hazard Management Agency
<b>IC</b>	Incident Controller
<b>IED</b>	Improvised Explosive Device
<b>MCP</b>	Manual Call Point
<b>MP</b>	Muster Point
<b>NCC</b>	National Construction Code
<b>PEEP</b>	Personal Emergency Evacuation Plan
<b>VESDA</b>	Very Early Smoke Detection Device
<b>WAP</b>	Western Australian Police
<b>WIP</b>	Warden Intercommunication Point

## SECTION 1: SCOPE AND GENERAL

### 1.1 Scope

The Management of the Shire of Dardanup will strive to adhere to the principles and guidelines set out in Australian Standard AS 3745-2010 'Planning for emergencies in facilities'. This Standard outlines the minimum requirements for the Shire of Dardanup to validate and implement an emergency plan for all of the Shire's facilities, and to provide for the safety of occupants and visitors within facilities leading up to and during an evacuation.

It includes the following:

- The formation, purpose, responsibility and training of the Evacuation/Incident Planning Committee (EIP);
- Emergency identification;
- The development of an emergency plan;
- The development of emergency response procedures;
- The establishment, authority and training of an Emergency Control Group (ECG);
- The testing and validation of emergency response procedures; and
- Emergency related training.

This document does not cover facility operational incidents, community disaster management, business continuity, security management or major environmental impacts beyond Shire facilities.

### 1.2 Application

This 'Shire of Dardanup: Managing Emergencies in Shire Facilities Plan', has been developed primarily to establish early intervention, command and control actions for emergencies that may potentially impact the staff, visitors, operations or assets of the Shire.

This plan outlines the strategies to prevent, prepare for, respond to and recover from emergency incidents that could negatively impact on the Shire of Dardanup.

The Shire's success is dependent in part upon their continued commitment to safety, by ensuring site emergencies are prevented, and if they do occur, are promptly and effectively managed.

In addition this plan provides:

- A response procedure for trained staff in the event of an emergency incident within the site(s);
- Methods and procedures to manage an evacuation; and
- Action plans for foreseeable emergency incident types ( Incident Response Plans - Appendix 6):
  - Armed Hold Up
  - Bomb Threat
  - Chemical Spill
  - Explosion
  - Fire and Smoke
  - Natural Hazard, Storm, Earthquake, Flood
  - Electrical Blackout
  - Hazardous Materials Incident
  - First Aid Response
  - Aggressive Customers

### 1.3 Overview

An 'incident' is defined as a localised event, either accidental or deliberate, which may result in a near miss, injury, death or damage to property. Most incidents are managed by using standard operating procedures, however for the purposes of this plan, an incident is deemed to be an emergency if it requires a significant and coordinated response by private or public agencies.

This 'Managing Emergencies in Shire Facilities Plan' establishes the groundwork for an efficient and coordinated approach in the event of an emergency or situation where staff, operations, contractors, visitors and assets are at risk.

This plan defines the procedures to be followed by Managers, Supervisors, staff and the officers that have been delegated 'Emergency Control Group' (ECG) responsibilities and persons that have been delegated as emergency wardens by the lease holders (community groups/committees) of Shire owned facilities.

The information contained within this document should be observed by all staff employed at the Shire of Dardanup and community groups/committees that have control of Shire buildings and facilities, and will be acted upon within current management guidelines. For all staff employed by the Shire of Dardanup and designated community/group committee members, this plan and its contents shall form an integral component of their induction process. For all key management, emergency and response staff (including staff who may be designated the responsibility in the event of the normal incumbent's absence), are to be thoroughly conversant with the contents of this emergency plan to ensure that the response measures are implemented in a uniform and timely manner.

Although this emergency plan is not prescriptive for every form of incident that may arise, it does address a number of potential incidents that may occur, as well as offering generic advice to all who seek it. ECG members have a responsibility to apply the guidelines sensibly and flexibly, allowing for specific variations pertinent to the Shire of Dardanup sites and activities, or the unique circumstances of a particular incident.

In all emergencies, Management (including the Chief Executive Officer), must be advised of the situation and of the actions taken to restore control and commence recovery. The emphasis must be to obtain the quickest, most efficient remedy to the emergency, whilst placing the safety of occupants and visitors as the first priority. This emergency plan provides guidance in identifying and putting into place those remedies.

### 1.4 Purpose of this Plan

The purpose of this plan is to:

- Define the responsibilities of the Evacuation/Incident Planning Committee (EIP) and the Emergency Control Group (ECG) and wardens;
- Contribute towards the effective minimisation of risk to the Shire of Dardanup, by enhancing safety and security;
- Prescribe minimum standards of response performance in the treatment of emergency incidents;
- Provide a framework for the efficient, effective and coordinated response to any emergencies at the Shire of Dardanup;
- To ensure a supportive and caring response that considers the health and continued safety of Shire employees, contractors, visitors and the nearby community;
- Minimise the adverse effects of such an event on the Shire of Dardanup internal and external stakeholders;

- Assist in recovery to operational normalcy as soon as possible;
- Outline appropriate recovery strategies to maintain continuity of the Shire of Dardanup capabilities;
- Define the responsibilities of any persons charged with command of the Shire of Dardanup in times of crisis; and
- Meet the Shire’s legislative obligations.

## 1.5 Site(s) Information

1. Dardanup Administration Office – Ferguson Road, Dardanup
2. Eaton Administration Office - Council Drive – Eaton
3. Eaton Recreation Centre, Recreation Drive, Eaton
4. Eaton Community Library – Recreation Drive, Eaton
5. Eaton CWA Hall – Hale Street, Eaton
6. Eaton Child Care – Charterhouse Street, Eaton
7. Don Hewson Centre – Ferguson Road, Dardanup
8. Dardanup Equestrian Centre, Garvey Road, Dardanup
9. Old Dardanup Depot – Ferguson Road, Dardanup
10. Dardanup Sports Club – Ferguson Road, Dardanup
11. Dardanup Town Hall, Ferguson Road, Dardanup
12. Ferguson Hall, Ferguson Road, Dardanup
13. Burekup & District Country Club, Russell Road, Burekup
14. Eaton Bowling Club, Pratt Road, Eaton
15. Old Eaton Depot, Bobin St Eaton
16. Dardanup Shire Depot, Martin Pelusey Road, Waterloo
17. Diggers Club, South West Highway, Waterloo
18. Banksia Road Waste Transfer Station, Banksia Road, Dardanup
19. Eaton Hall (leased to the Bunbury Repertory Club), Pratt Road, Eaton
20. Eaton Junior Football and Eaton Cricket Club Pavilion, Pratt Road, Eaton
21. Eaton Boomers Football Club, Council Drive, Eaton
22. Bunbury and District Softball Association, Recreation Drive, Eaton
23. Dardanup Central Bush Fire Brigade Shed, Ferguson Road, Dardanup
24. Ferguson Bush Fire Brigade Shed, Gardincourt Drive, Henty
25. Upper Ferguson Bush Fire Brigade Shed, Ferguson Road, Dardanup
26. Joshua Creek/Crooked Brook Bush Fire Brigade Shed, Crooked Brook Road, Crooked Brook
27. Waterloo Bush Fire Brigade Shed, South Western Highway, Waterloo
28. West Dardanup Bush Fire Brigade Shed, Garvey Road, Dardanup West
29. Wellington Mill Bush Fire Brigade Shed, Wellington Mill Road, Wellington Mill
30. Burekup Bush Fire Brigade, Russell Road, Burekup

## 1.6 Modes of Operation

For the purposes of emergency management planning, two modes of operation each site is considered:

- Administration, maintenance, construction services and community facilities are fully or partially operational.
- Administration, maintenance, construction services and community facilities are not operational.

## 1.7 Overview of Emergency Systems

The following systems are installed in some but not all of the Shire's structures. This list represents only a cross section of facilities and not all systems are present in each Shire facility, (at a minimum at least one fire extinguisher and one fire blanket will be available and maintained in each Shire building):

- Fire Detection and Alarm Systems
- Fire Extinguishers
- Fire Hydrant System
- Fire Blankets
- Evacuation plans

## 1.8 Evacuation Philosophy

The evacuation design is based on the principle of early notification provided by the Shire of Dardanup and responsible persons to allow occupants to commence evacuation initially to assembly areas, then away from further harm with suppression systems in place to maintain tenable conditions for the evacuation.

## SECTION 2: PREPAREDNESS, PREVENTION, RESPONSE & RECOVERY

### 2.1 Principles

The Shire of Dardanup’s organisational planning to prevent, prepare for, respond to and recover from emergencies is consistent with the following principles:

<b>Leadership</b>	Our Management Team retains responsibility for emergency management.
<b>Safety</b>	Individual safety, wellbeing and protection of life are paramount.
<b>Response</b>	Incident response is adapted in accordance with the level dictated by the circumstances at the time of an incident.
<b>Support</b>	Support is coordinated, integrated, timely, equitable, and culturally appropriate and enhances resilience.
<b>Communication</b>	Communication is based on verified information and is timely and appropriate.
<b>Ongoing Risk Identification</b>	Risk identification efforts are continuous to ensure the mitigation of negative risks.
<b>Support Agencies</b>	The roles and responsibilities of external support agencies are understood and respected.
<b>Confidentiality</b>	The principles of confidentiality are respected.

The management of the Shire of Dardanup will strive to adhere to the principles and guidelines set out in AS 3745-2010 ‘Planning for emergencies in facilities’ by:

- Using risk management and workplace inspections to identify potential risks to Shire operations, and developing mitigation strategies to deal with them;
- Implementing these strategies to eliminate or reduce the likelihood of emergencies;
- Ensuring employees are aware of the preparedness strategies;
- Ensuring the Emergency Control Group is trained, conversant with the Shire of Dardanup’s plan, response equipment and possess advanced knowledge of site grounds;
- Ensuring the Emergency Control Group is aware of the specific types of response required for all emergencies;
- Ensuring employees are aware of the standard response to emergencies as identified in this Emergency Evacuation Management Plan;
- Communicating and consulting with external support agencies regarding response and recovery strategies;
- Ensuring the relevant plans are circulated and communicated to the Management Team;
- Providing ECG employees with First Aid Certification;
- Providing regular refresher training to managers and supervisors to raise awareness of the impact of emergencies on staff;
- Reviewing and updating internal and external emergency responders’ contact details;

- Ensuring evacuation procedures and evacuation routes are publicly accessible and communicated to employees.
- Conducting minimum annual Emergency Evacuation exercises or as directed by the specific facility relator mandate; and
- Ensure community committees leasing Shire facilities are aware of this plan and the implementation of the plan.

## 2.2 Pre-Emergency Preparedness

Emergency preparedness source: AS 3745-2010 'Planning for emergencies in facilities'

The arrangements made to ensure that should an emergency occur, all those resources and services that are needed to cope with the effects can be efficiently mobilised and deployed.

**Note:** Examples of emergency preparedness are:

- The membership, structure and duties of the Evacuation/Incident Planning Committee (EIP)
- Emergency identification
- The appointment of an Emergency Control Group (ECG)
- Development and maintenance of emergency procedures
- Training
- Organising the temporary removal of people and property from a threatened location
- Facilitating timely and effective rescue

## 2.3 Evacuation/Incident Planning Committee (EIP)

### Overview

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

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

The EIP will meet regularly, at a minimum of an annual frequency.

### Duties

The duties of the EIP include the following:

- Identifying events that could reasonably produce emergency situations;
- Ensuring the ongoing development and maintenance of the emergency plan;
- Ensuring that the emergency response procedures remain viable and effective by reviewing and testing the emergency response procedures at least annually;
- Ensuring that resources such as time, finance, equipment and personnel are provided to enable the development and implementation of the emergency plan;
- Ensuring that the emergency plan is reviewed at the end of the validity period, after an emergency, an exercise, or any changes that affect the emergency plan such as any major change to the facility;

- Ensuring that the emergency plan is readily identifiable and available to the appropriate persons;
- Establishing an Emergency Control Group to operate in accordance with the emergency plan;
- Promoting awareness of the emergency response procedures to occupants in a suitable format;
- Developing and maintaining a training schedule based on the emergency response procedures for ECG members and facility occupants;
- Testing and reviewing the emergency procedures and rectifying any deficiencies or inaccuracies identified;
- Maintaining suitable arrangements to ensure the continuous operation of the ECG by replacing members' in a timely manner after resignations and by training nominated deputies for periods of absence;
- Ensuring that the register of ECG members is current and readily available;
- Establishing strategies to ensure visitors are made aware of emergency response procedures;
- Ensuring that a permanent record of events for each emergency is compiled and retained;
- Identifying and rectifying deficiencies and opportunities for improvement in the emergency plan and emergency response procedures;
- Ensure all staff are aware of the identity and location of trained workplace First Aid Officers; and
- Ensure community committees/groups are aware of this emergency plan.

**Membership**

Membership of the Shire of Dardanup’s Evacuation/Incident Planning Committee (EIP) comprises the following key management positions:

POSITION TITLE	EIP ROLE
Senior OSH Coordinator	Member
Chief Executive Officer	Member
Chief Warden – Eaton Administration	Member
Coordinator Emergency & Ranger Services	Member
Director Engineering & Development Services	Member
Director Corporate & Community Services	Member
Manager Development Services	Member
Manager Community Services	Member
Principal Environmental Health Officer	Member
Principal Building Surveyor	Member



POSITION TITLE	EIP ROLE
Manager Governance & HR	Member
Dardanup Depot Chief Warden	Member
Chief Warden Recreation Centre	Member

## Meetings

The EIP will meet at least annually and records are to be retained in accordance with the relevant legislative requirements (OSH Act and Regulations and Health Act Regulations).

External contractors, consultants or others engaged by the Shire of Dardanup to provide specialist advice are not considered members of the EIP but may attend EIP meetings.

## Indemnity

The Shire of Dardanup and LGIS indemnifies EIP members in the normal course of their duties as responsible members of the Evacuation/Incident Planning Committee.

## 2.4 Emergency Control Group (ECG)

### Overview

The primary role of the ECG is to give priority to the safety of the occupants in a Shire facility. Life will take precedence over asset protection.

### Duties and responsibilities: Pre-emergency

#### Chief Warden:

- Maintain a current register of ECG members.
- Replace ECG members when a position becomes vacant.
- Conduct regular exercises.
- Ensure the emergency response procedures are kept up-to-date.
- Attend meetings of the EIP.
- Attend training and emergency exercises, as required by the EIP.
- Ensure personal ECG identification is available.

#### Communications Officer:

- Ensure personal proficiency in the operation of facility communication equipment.
- Maintain records and logbooks and make them available for emergency response.
- Ensure that ECG members are proficient in use of the facility communication equipment.
- Ensure that emergency communication contact details (Appendix 3 and 4) are up-to-date.
- Attend training and emergency exercises, as required by the EIP.

### Area Warden:

- Confirm sufficient wardens for area of responsibility.
- Coordinate the completion of PEEP documentation (Appendix 1).
- Report on deficiencies of emergency equipment.
- Ensure that wardens have communicated the emergency response procedures to all occupants within their nominated areas.
- Ensure that occupants are aware of the identity of their wardens.
- Coordinate safety practices (i.e. clear egress paths, clear access to first-attack equipment, etc.) throughout their area of responsibility.
- Attend training and emergency exercises, as required by the EIP.
- Ensure personal ECG identification is available.

### Wardens:

- Ensure that all occupants are aware of the emergency response procedures.
- Carry out safety practices (i.e. clear egress paths, clear access to first-attack equipment, etc.).
- Ensure personal ECG identification is available.
- Attend training and emergency exercises, as required by the EIP.

### First Aid Officers:

- Ensure they are aware of the locations of first aid equipment in their workplace.
- Ensure staff are aware of the identity and location of trained workplace first aid officers.

### **If it is important that regular inspections of first aid equipment are conducted to ensure:**

- First aid equipment is maintained free of obstruction.
- Contents of the first aid equipment are assessed for completeness within the previous six months.

### Membership details:

Every member of the ECG will have and maintain in good condition:

- A safety helmet or hat of the appropriate colour and markings for their role.
- A high visibility vest.
- A current list of emergency contact numbers (Appendix 2), both internal and external.
- A means of recording details of events and actions taken.
- A means of identifying all current occupants in their area of responsibility

Membership of the ECG consists of personnel who are present on site during operating hours and have the following attributes:

- Are physically capable of performing the requirements of the role.
- Have good communications skills.

- Have leadership qualities and command presence and authority.
- Are familiar with their area of authority.
- Are capable of remaining calm under pressure.
- Maintain their skills and knowledge via training and exercises.

ECG members will be identified by the wearing of their coloured hat and/or vest at the first signal of potential activation of an emergency response:

ECG Position	Vest	Hat/Helmet
Chief Warden	White	White
Deputy Chief Warden	White	White
Communications Officer	White	White
Area Warden/Deputy Area Warden	Yellow	Yellow
Warden	Red	Red
Traffic Warden	Red	Red
First Aid Officers	Green vest with White Cross	Green

### Indemnity

The Shire of Dardanup and LGIS indemnifies ECG members in the normal course of their duties as responsible members of the Emergency Control Group.

## 2.5 Pre-Emergency Prevention

Emergency prevention source; AS 3745-2010 'Planning for emergencies in facilities'

*Pre-emergency prevention is defined as "the measures taken to eliminate the incidence of emergencies".*

These include the regulatory and physical measures to ensure that emergencies are prevented.

**Note:** Examples of emergency prevention are

- The implementation of suitable policies and procedures.
- Regular maintenance and servicing of appliances, alarm systems, plant and equipment.
- Training in the safe use of installed equipment.
- Correct storage practices.
- Good housekeeping measures such as the reduction or removal of excessive fuel loads.

The Shire of Dardanup Management will use the following measures in an effort to ensure that emergencies are prevented:

- Ongoing identification of potential hazards and causal factors that may create emergency situations and reference these in the Operational Risk Register and in Safety procedures;
- Implementing risk mitigation strategies;
- Cooperation with Hazard Management Agencies (e.g. DFES), to jointly assess potential risks associated with particular situations;
- Ongoing development of management plans to address foreseeable risks;
- Ongoing training of key employees;
- Regular testing and reviewing of plans;
- Regular maintenance and testing of safety appliances;
- Maintaining safe work practices during operations and performing regular workplace safety inspections throughout the site;
- Addressing inadequate workplace inspection outcomes;
- Ensuring regular reviews of Standard Operating Procedures;
- Promoting ongoing risk management awareness and conducting regular evacuation exercises, exercise simulations and worker training programs including worker induction programs;
- Reviews of procedural manuals and checklists;
- Regular Emergency Management Planning;
- Where appropriate, the issuing of Personal Emergency Evacuation Plans (PEEP's); and
- Regular validation of the Business Continuity Plan.

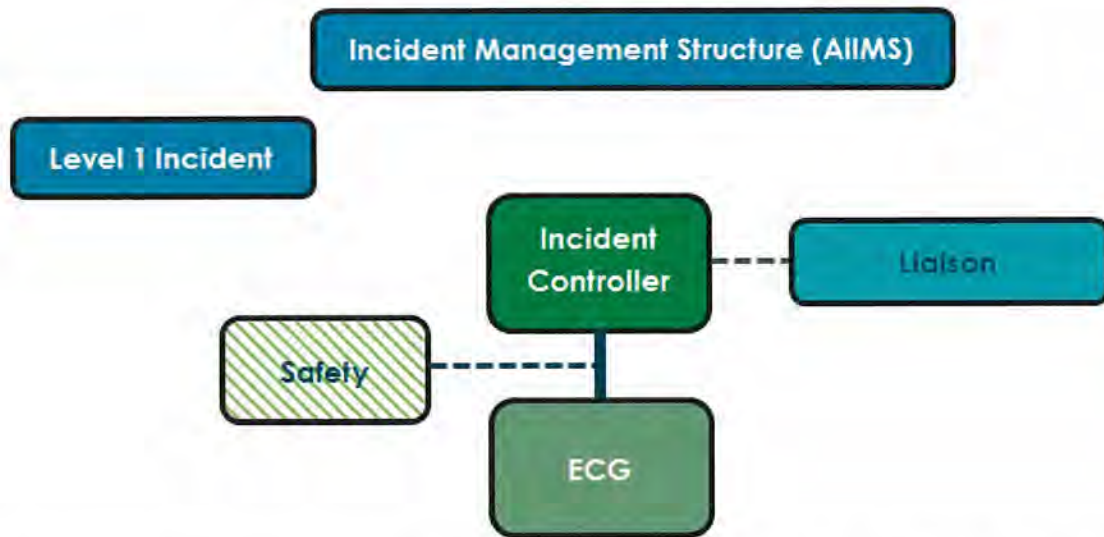
## 2.6 Emergency Response: Emergency Response Plan

Emergency response procedures Source: AS 3745-2010 'Planning for emergencies in facilities' Linking Business Continuity and Executive Management.

An emergency response plan is a documented scheme of assigned responsibilities, actions and procedures within a designated section of the emergency plan. These are prepared and exercised to respond and manage emergencies effectively.

During emergencies, instructions given by the Emergency Control Group (ECG) personnel shall take precedence over the normal management structure.

This authority is acknowledged by the Shire of Dardanup, as it is intended to ensure that during an emergency situation, life safety takes precedence over asset protection, environmental considerations, operations and links into the Business Continuity Plan if predetermined triggers are identified.



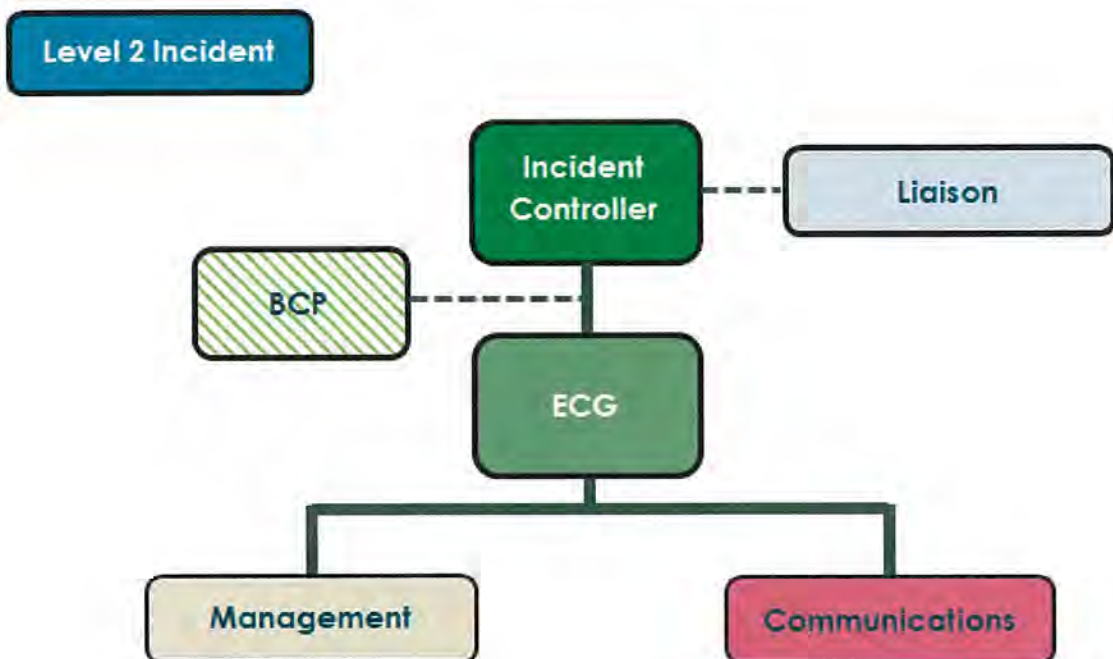
The Local Government Incident Controller holds overall responsibility, ensuring that the Emergency Control Group can manage all activities to resolve an incident without interference. The Chief Warden is the incident controller and manages the operation of evacuation or seeking refuge during an emergency or exercise, until handover to a responding emergency service. The diagrams below may represent the Shire’s structure only.

The Local Government Incident Controller is required to establish an appropriate Emergency Control Group structure to manage the incident through the Evacuation/Incident Planning Committee (EIP).

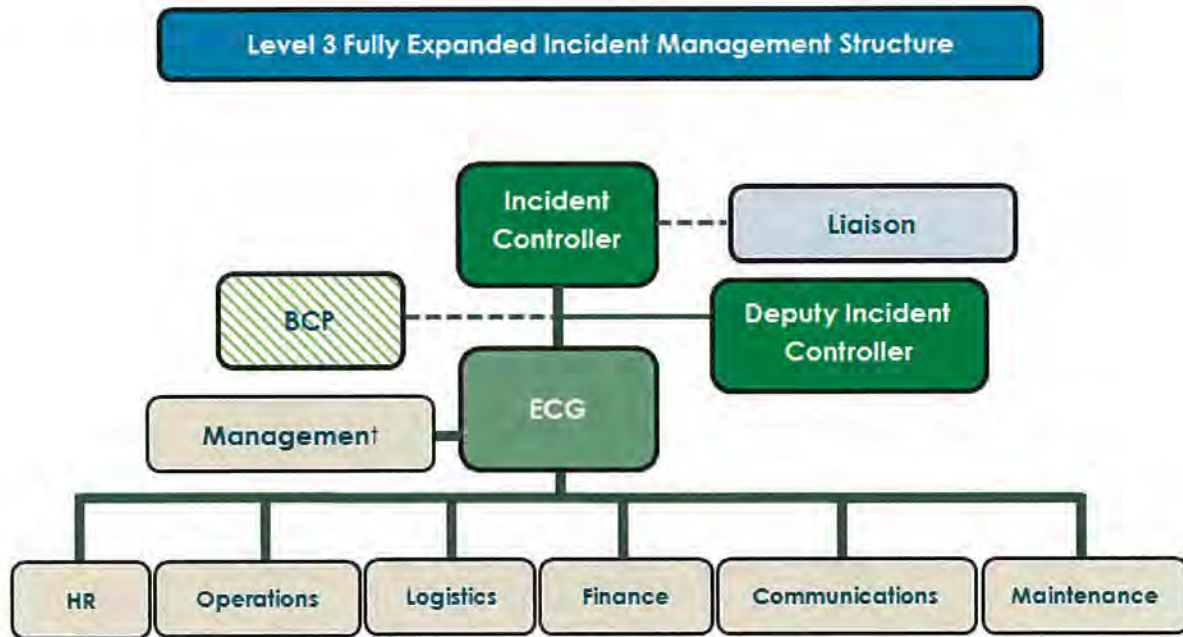
The size of the team should reflect the area of operations being affected. The complexity and scale of the incident and local government structure will determine its response.

During a small incident or in the early phases of a large incident when the ECG has finished its operational functions, the Incident Controller will manage all functions after evacuation.

As the incident develops in size or complexity, the Local Government Incident Controller may choose to delegate the responsibility for managing some functions to other people while the ECG is managing the incident:



In a large or complex incident, the Incident Controller may expand delegation to entire sections of the organisation and may appoint a Deputy Local Government Incident Controller to assist in the Chief Warden in the operational management of the incident:



## 2.7 Duties and responsibilities: Emergency Response

### Chief Warden:

- Assume control of the emergency until arrival of emergency services.
- Ascertain the nature of the emergency and determine appropriate action. If necessary, initiate evacuation to the Assembly Area and ensure that all offices, storerooms, toilets and meeting rooms have been cleared.
- Ensure that the appropriate Emergency Services have been notified.
- Ensure that Area Wardens are advised of the situation.
- Control entry to the affected areas and keep people at a safe distance from the scene.
- Ensure a roll call is conducted.
- Monitor the progress of the evacuation and record any action taken in an incident log, including the source/s of information (Appendix 4).
- If safe to do so, take appropriate site-safety precautions such as turning off gas, water and electricity.
- Brief the emergency services personnel upon arrival on type, scope and location of the emergency, the location of any significant switchboards, hazardous substances or dangerous goods that may be present, and the status of the evacuation. Thereafter, act on the senior Emergency Services officer's instructions.
- Conduct an investigation and debrief to management after any evacuation or evacuation drill.

### **Deputy Chief Warden:**

- Assume the responsibilities normally carried out by the Chief Warden if the Chief Warden is unavailable, and otherwise assist as required.

### **Communications Officer:**

- Confirm that the appropriate Emergency Service has been notified.
- Notify ECG members.
- Transmit instructions and information.
- Record a log of the events that occurred during the emergency.
- Act as directed by the Chief Warden.
- Prepare and deliver an appropriate statement to the relevant external stakeholders (suppliers, customers, insurance company).
- Prepare a statement to inform employees of the facts and support available to them.
- Provide regular updates of the situation to all stakeholders.

### **Wardens:**

- Implement emergency response procedures for their area (including evacuation if the circumstances in their area or site warrant this).
- Clearly identify themselves through the wearing of a Warden Vest and hat.
- Communicate with the Chief Warden by whatever means available and act on instructions.
- Advise the Chief Warden as soon as possible of the circumstances and any action taken.
- Ensure that the appropriate Emergency Service has been notified.
- If it is safe to do so, check to ensure that fire doors are properly closed – (Not applicable in the case of a Bomb; doors are left open to reduce the potential blast effect).
- Search their area of responsibility, including toilets, to ensure that all persons have evacuated.
- Ensure the orderly flow of persons into protected areas.
- Assist persons with disabilities.
- Act as the leader of groups moving to nominated Assembly Areas.
- Co-opt persons as required to assist during the emergency.
- Ensure a roll call is conducted.
- Confirm activities have been completed and report this to the Chief Warden.
- Ensure that clear access is maintained for any arriving emergency services equipment.
- Ensure that traffic control is implemented to restrict non-emergency vehicles from entering the site.
- Ensure that occupants proceeding to the Assembly Areas are not endangered by vehicular movements. (Vehicles may be removed from the Car Park only after personnel have been evacuated and only with the approval of the senior Emergency Services Officer or Police).

### **Persons Refusing to Comply with Warden's Directions**

Should a person refuse to comply with the directions given by a Warden, the Warden shall:

- Ensure the person has been clearly advised (twice) that they are to evacuate the building.
- Notify the Chief Warden, who shall advise the Incident Controller (CEO) who, at their discretion, may take the appropriate action under law to remove the person.

### **First Aid Officers:**

- Provide for the initial care of ill or injured persons by rendering first aid treatment in accordance with their approved training. If there are any casualties, the First Aid Officer or an assistant must immediately call for an Ambulance by dialling 000.
- Take any portable first aid kits, defibrillator(s) and other first aid related equipment to the designated Assembly Area and prepare to treat the ill and injured as well as take instruction from Ambulance Officers once they arrive on scene.
- Remain with the casualty until no further treatment or assistance is required, or until the casualty is handed over to ambulance or other medical personnel.

## **2.8 Activation**

The coordinated emergency response plans may be activated by the Chief Warden by any of the following means:

### **Verbal Notification**

A staff member, contractor or visitor may report an incident face to face or by telephone that requires the immediate response of the Chief Warden and ECG.

### **Manual Alarm Activation**

Verbal notification is the chosen method of raising notice on all listed Shire of Dardanup facilities with the exception of the Administration Centre.

In all cases, an officer nominated by the Chief/Deputy Chief Warden will call 000 to notify the respective emergency service. The Chief Warden is then to be notified that the Emergency Services have been alerted.

### **Two-Way Radio**

Shire UHF CB radio network and DFES VHF and UHF radio network.

## **2.9 Evacuation**

All Shire of Dardanup Evacuation Diagrams outline the principal external evacuation route, which lead evacuees to their predetermined or risk assessed Assembly Areas.

## **General Evacuation Information**

### **Personal Emergency Preparation**

As emergency situations can lead to disorientation (there may be smoke, noise, or other distractions present), all staff should ensure that they;

- Familiarise themselves with the emergency exits in the building and ensure that these are kept free of obstructions.
- Plan an escape route from their workstation to each exit and to the designated muster point.
- Note the locations of fire extinguishers or other emergency equipment and ensure that these are kept free of obstructions.
- Note the locations of first aid stations and ensure that these are kept free of obstructions.
- Familiarise themselves with the names and contact numbers of their Wardens (Appendix 3) and First Aid Officers.



## Signal to Evacuate

When the signal to evacuate is received (either via a suitable instruction from Chief Warden or by warden voice command), all personnel, visitors and contracted services providers present should proceed in an orderly manner, under the direction of their Wardens, to the nominated Exit Points shown on colour coded evacuation plans strategically located on the walls throughout the sites.

If staff, contractors and visitors are in a location other than their normal work area, they shall fall under the direction and control of the Warden for the area that they are currently in and should under no circumstance return to their normal work area while an emergency situation exists.

## Assembly Areas

Building principal assembly areas have been defined for the Shire of Dardanup sites, which are located on the list below:

1.	Dardanup Administration Office - Ferguson Road, Dardanup	On the green verge to the left of the office entrance, on the side of the hall near the memorial.
2.	Eaton Administration Office- Eaton	On the green behind the office towards the skate park.
3.	Eaton Recreation Centre, Recreation Drive, Eaton	On the Glen Huon Reserve.
4.	Eaton Community Library - Recreation Drive, Eaton	On the Glen Huon Reserve.
5.	Eaton CWA Hall - Hale Street, Eaton	On the lawn to the south east of the building entrance.
6.	Eaton Child Care - Charterhouse Street, Eaton	On the grass west of the carpark.
7.	Don Hewison Centre - Ferguson Road, Dardanup	To the grassed area to the left or right of the property.
8.	Dardanup Equestrian Centre, Garvey Road, Dardanup	On the green verge to the west of the entrance of the hall.
9.	Old Dardanup Shire Depot - Ferguson Road, Dardanup	On the green verge to the west of the entrance of the hall.
10.	Dardanup Sports Club - Ferguson Road, Dardanup	On the oval to the front of the building.
11.	Dardanup Town Hall, Ferguson Road, Dardanup	On the green verge to the west of the entrance of the hall.
12.	Ferguson Hall, Ferguson Road, Dardanup	To the front away from the fire risk of the main road.
13.	Burekup & District Country Club, Russell Road, Burekup	On the reserve grounds to the northeast of the complex.
14.	Eaton Bowling Club, Pratt Road, Eaton	South western end of the car park.
15.	Eaton Lions Club	In the Baptist Church Carpark directly across the road from the entrance to the depot.
16.	Dardanup Depot Martin Pelusey Road Waterloo	At the rear access gate of the compound yard.
17.	Diggers Club, Lot 100 South West Highway, Waterloo	To the front away from the fire risk

18.	Banksia Road Waste Transfer Station, Banksia Road, Dardanup	To Depiazzi Rd away from the fire risk
19.	Eaton Hall (leased to the Bunbury Repertory Club), Pratt Road, Eaton	On the reserve grounds to the east of the complex.
20.	Eaton Junior Football and Eaton Cricket Club Pavillion, Pratt Road, Eaton	On the oval to the east of the building.
21.	Eaton Boomers Football Club, Council Drive, Eaton	On the oval to the front of the building.
22.	Bunbury and District Softball Association, Recreation Drive, Eaton	On the oval to the front of the building.
23.	Dardanup Central Bush Fire Brigade Shed, Ferguson Road, Dardanup	To the front away from the fire risk. Incident controller to manage.
24.	Ferguson Bush Fire Brigade Shed, Gardincourt Drive, Henty	To the front away from the fire risk. Incident controller to manage.
25.	Upper Ferguson Bush Fire Brigade Shed, Ferguson Road, Dardanup	To the front away from the fire risk. Incident controller to manage.
26.	Joshua Creek/Crooked Brook Bush Fire Brigade Shed, Crooked Brook Road, Crooked Brook	To the front away from the fire, incident controller to manage brigade
27.	Waterloo Bush Fire Brigade Shed, South West Highway Waterloo	To the front away from the fire risk. Incident controller to manage.
28.	West Dardanup Bush Fire Brigade Shed, Garvey Road, Dardanup West	To the front away from the fire risk. Incident controller to manage.
29.	Wellington Mill Bush Fire Brigade Shed, Wellington Mill Road, Wellington Mill	To the front away from the fire risk. Incident controller to manage.
30.	Burekup Bushfire Brigade Shed, Russell Road, Burekup	To the front away from the fire risk. Incident controller to manage.

### Action at Assembly Areas

Once Wardens and occupants have exited the building and gathered at the Assembly Area, the following actions are to be followed;

- If wind is blowing chemicals or smoke in the direction of the assembly area, the Wardens will move the assembly area further up the road or to a reserve area.
- Occupants will assist Wardens in determining if any occupants are missing from the Assembly Area and could be in danger.
- Wardens will inform the Chief Warden of any persons who have refused to evacuate the premises.
- First Aid Officers will attend to any injured persons.
- The Chief Warden will communicate directly with Emergency Services on their arrival and advise them of the situation, including the locations and quantities of any hazardous substances, or any persons still unaccounted for.
- Designated Traffic Wardens will ensure that no traffic, apart from Emergency Services, enters the site. Clear access should be maintained for attending Emergency Services personnel, including clear access to external fire hydrants.
- Staff should remember that Assembly Areas are designated non-smoking area

## Search and Rescue

Search and rescue will only be carried out by the relevant responding Emergency Service.

## Re-entry into Building

No one may re-enter an evacuated building until the **ALL CLEAR** has been given by the Incident Controller.

The Chief or Deputy Chief Warden may nominate persons to guard entry points to prevent anyone from re-entering the building before the all clear is given.

## 2.10 Persons with a Disability

Special consideration may be required to identify and facilitate evacuation of persons who have a disability, and/or are mobility-impaired from the building. Such persons may include those who require more time or alternative forms of communication (compared with other occupants), to respond to an emergency or who require assistance to respond to an emergency or evacuate from the facility. This includes individuals who may:

- be temporarily disabled, such as recovering from an operation
- have a vision or hearing impairment
- are easily fatigued
- easily experience acute anxiety in an emergency
- easily experience extreme confusion in an emergency

In instances where occupants require special consideration and assistance due to disability, a personal emergency evacuation plan shall be prepared in consultation with the occupant with the disability and disseminated to all persons responsible for the implementation of the plan.

The Chief Warden shall maintain a current list of the names and other necessary information about occupants with a disability and this shall be kept at the location where the Chief Warden exercises control.

## 2.11 Post-Emergency Recovery

### Duties and responsibilities: Post-Emergency

#### Chief Warden:

- As soon as the emergency site is rendered safe or Emergency Services return control, notify the ECG members to have occupants return to the facility as appropriate.
- Arrange debrief with ECG members and, where appropriate, with any attending Emergency Service as soon after the emergency as possible.
- Compile a report for the EIP and management.

#### Communications Officer:

- Collate records of events during the emergency for the debrief and ensure they are secured for future reference.

**Wardens:**

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

**Emergency Response Team:**

- Arrange to clean and service used specialised equipment.
- Arrange for replacement of specialised equipment as necessary.

**Chief Executive Officer**

- Before the return to work order is given, the Chief Warden will confirm that the affected area is safe and make an assessment of any potential safety risks and isolate affected areas for decision by Chief Executive Officer.
- The Principal Environmental Health Officer shall determine the level of cleaning and sanitation required.
- Once the affected area is cleaned and sanitised, then in conjunction with the Chief Warden will give clearance for the return of employees to the area.
- An incident report will be generated by the Chief Warden and copied to CEO, Evacuation/Incident Planning Committee, HR & OSH Officer and LGIS.

**Management:**

- If required, provide Employee Assistance Program counsellor support to any employees suffering trauma from the event.
- Commence recovery efforts as soon as appropriately possible following the emergency.
- Establish an environment that considers the health and safety of employees, contractors, visitors and the nearby community.
- Use all of the Shire of Dardanup’s capacity to return operations to normality in accordance with identified recovery strategies and Business Continuity plans.
- Organise additional employees to meet production, delivery and administrative needs if required.
- Liaise with local agencies for possible after hours / weekend support.
- Ensure all employees are kept well informed of the recovery processes and address any queries or concerns raised.
- Complete any necessary incident reports or investigation documentation.

Further considerations to support recovery	
<input type="checkbox"/> Provide recovery information and updates to employees working on site.	Director of Engineering
<input type="checkbox"/> Consider activation of Business Continuity and Disaster Recovery Plans if not already activated.	CEO
<input type="checkbox"/> Provide information and updates to employees not working on site.	Manager Governance and HR
<input type="checkbox"/> Liaise with employee assistance program to ensure affected employees are receiving adequate support.	Senior HR Coordinator
<input type="checkbox"/> Provide information and updates to external stakeholders.	CEO
<input type="checkbox"/> Organise to meet with relevant stakeholders as soon as practical.	CEO
<input type="checkbox"/> Instruct main receptionist staff as to what information is to be issued by the Shire when addressing internal and external enquiries.	CEO
<input type="checkbox"/> Provide regular updates of the recovery process and its outcomes to Council.	CEO
<input type="checkbox"/> Deliver a statement that acknowledges and thanks specific stakeholders who supported the Shire of Dardanup during the emergency and the subsequent reinstatement of business operations.	CEO
<input type="checkbox"/> Collect all documentation as soon as is reasonably possible and submit it to the Chief Warden	Wardens
<input type="checkbox"/> Deliver operational debrief.	Chief Warden
<input type="checkbox"/> Undertake a gap analysis of the Emergency Management Plan and other response and recovery strategies utilised.	Senior OSH Coordinator

## 2.12 Training

### EIP Training

Training provided to EIP members to enable them to competently execute their obligations will be focused on the following:

- Developing, managing and maintaining an emergency plan.
- The duties of the EIP and ECG as described in the emergency response plan.
- The conduct of site-specific emergency identification and analysis.
- Managing an ECG.
- The management of appropriate documentation.
- The management and development of assessment activities.
- The development and implementation of training activities including emergency exercises.
- Emergency mitigation, emergency preparedness and emergency prevention.
- The installed fire safety systems, for example, sprinkler systems, fire doors and installed emergency communications, notifications and warnings.
- Liaison with Emergency Services.
- Post-evacuation management.

## ECG Training

All ECG members, including nominated deputies, will be trained to develop the skills and knowledge necessary to undertake their duties set out in the emergency response procedures.

There will be sufficient personnel trained in all positions within the ECG to allow for projected absences.

Training provided to ECG members to enable them to competently execute their obligations will be focused on the following:

- The duties of the ECG as described in the emergency response procedures and emergency plan.
- Procedures for the specific emergencies contained in the emergency plan.
- Responding to alarms and reports of emergencies.
- Reporting emergencies and initiating the installed emergency warning equipment.
- Communication during emergencies.
- Pre-emergency activities.
- Emergency activities.
- Post-emergency activities.
- Occupants and visitors with disabilities.
- The use of installed emergency response equipment.
- The performance of the building and its installations during a fire or other emergency, such as fire doors emergency lights, exit-signage, sprinklers, ventilation and smoke control systems.
- The training shall include exercises and assessment.
- ECG members, including nominated deputies, will attend a skills retention activity at intervals not greater than 6 months.

## Occupants

All occupants will receive training to enable them to act in accordance with the emergency response procedures.

This training includes all new and casual employees and contractors at the commencement of their duties.

The training will focus on the following:

- Occupant responsibilities within the facility emergency response procedures;
- The types of emergencies contained in the emergency plan;
- How to report emergencies including activation of alarm systems, if installed;
- Recognising and reporting unsafe conditions, and correcting unsafe conditions when appropriate;
- The authorities, roles, responsibilities and identification of ECG members;
- Reacting safely to emergencies and alarms;
- Evacuation procedures;
- The location of internal and external staging and assembly areas, as contained in the emergency plan;
- The location of egress routes; and
- Post-emergency protocols.

## Visitors

Visitors to the site will be escorted or provided with appropriate information on the emergency response procedures.

## 2.13 Emergency Response Exercises

### Emergency Response Exercises Source: AS 3745-2010 'Planning for emergencies in facilities'

An emergency response exercise is a site-specific exercise implemented to determine the effectiveness of the emergency response procedures.

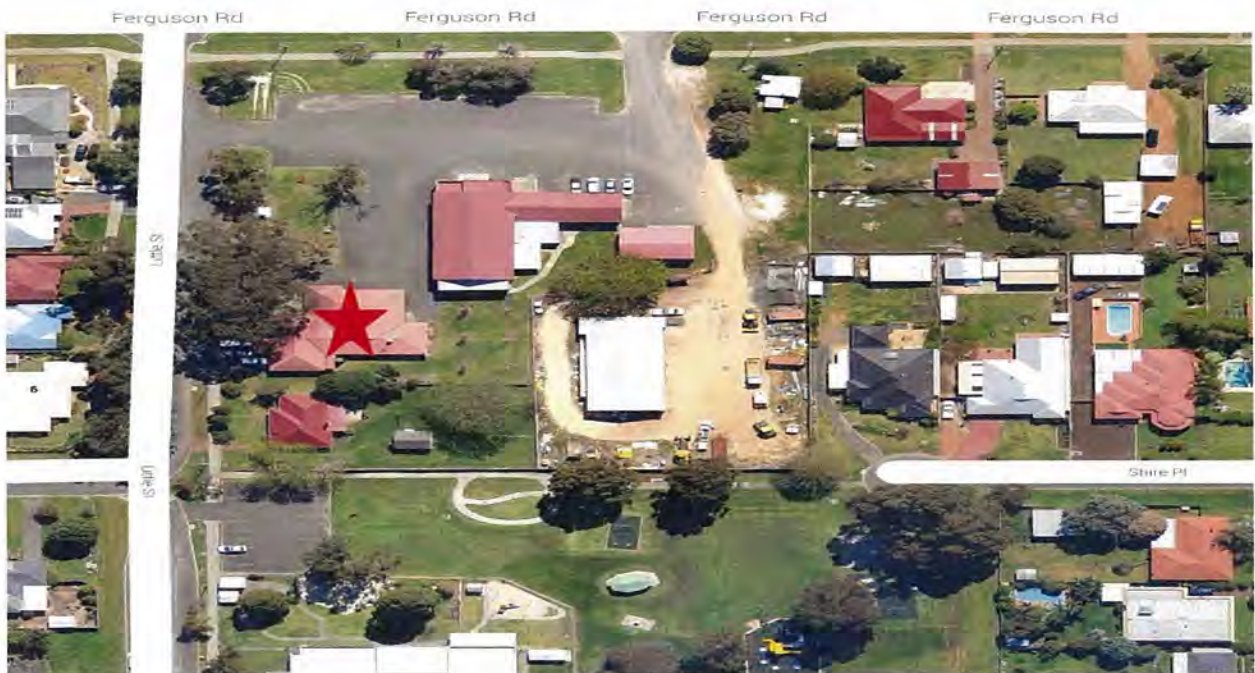
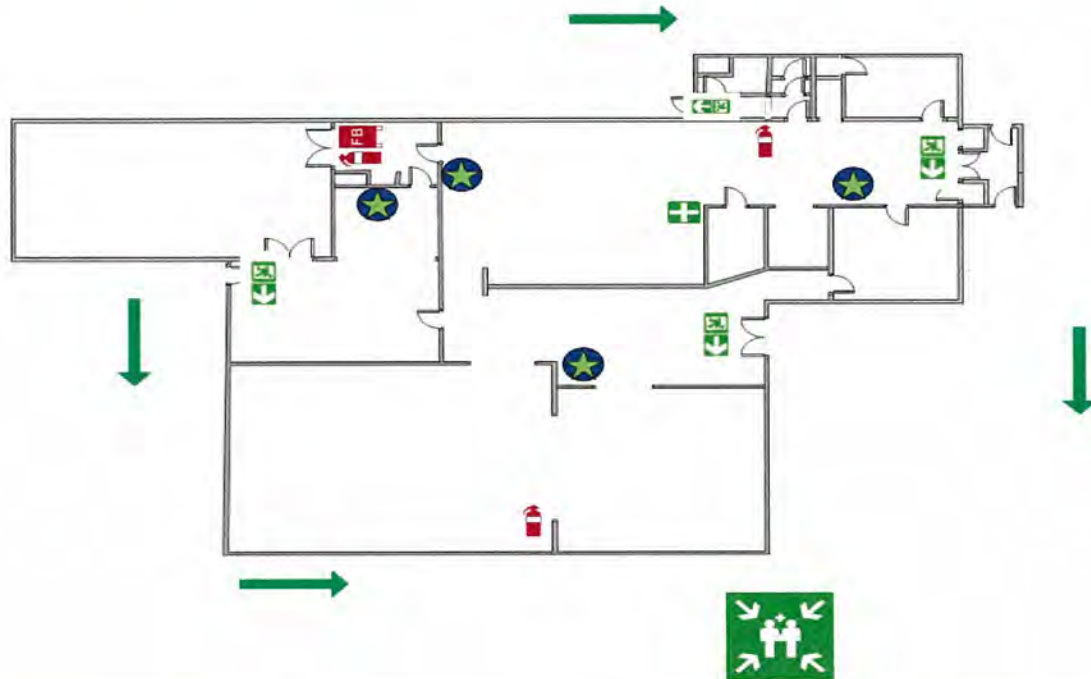
A program of site-specific emergency response exercises has been developed to determine the effectiveness of Emergency Evacuations, the associated emergency response procedures, the responses and actions of the Emergency Control Group, employees and visitors.

The following applies for all emergency response exercises:

- Emergency response exercises are aligned with identified potential emergencies.
- Emergency response exercises are conducted during the operating hours of the site to appropriately test the emergency response procedures and responses of the Emergency Control Group, employees and visitors.
- Simple objectives and outcomes for emergency response exercises have been identified. Some of these objectives for an emergency response exercise include the gauging of the ECG's response and identifying and correcting any deficiencies in communication system(s), training, emergency response procedures, or their implementation.
- The outcomes for emergency response exercises include the following, as appropriate to the emergency response procedures:
  - ECG initiates the emergency procedure without waiting for instructions.
  - ECG responds to alarms.
  - ECG searches their allocated area without delay.
  - ECG reports the location of any employees and visitors with a disability.
  - Simulated calls made to the Emergency Service, as appropriate.
  - Effective ECG communication.
  - The designated location for controlling the emergency is staffed immediately by the Sites Warden.
  - The evacuation sequence is carried out in accordance with the procedures.
- Observers will be appointed for all emergency response exercises. The observers will use a checklist to record the details of the emergency response exercise – Observer's Log (Appendix 5).
- Each emergency response exercise should be prefixed by an announcement that: *"This is an exercise only"*.
- A post-exercise debriefing session will be facilitated to identify and address gaps.
- Feedback will be forwarded to the EIP following each emergency response exercise.
- All sites should exercise an emergency incident twice each year.

### SECTION 3: MANAGING EMERGENCIES IN FACILITIES – SITE SPECIFIC DETAIL

Location 1 – Shire of Dardanup – Dardanup Office, 3 Little Street, Dardanup





## Shire of Dardanup – Dardanup Office

### Site Risks – Top Ten

1. Human Behaviour – aggressive customers
2. Structural Fire- accidental, arson and smoke
3. Electrical Fault – fuse, power board, computers and server
4. Loss of Power – supplier fault
5. Medical Emergency – staff, contractor, visitor
6. Slip, trip or fall – in the workplace internally or externally
7. IT Failure – loss of computer systems
8. Storm damage including rain inundation
9. Maintenance of all items in the workplace to specifications
10. Failure to use the MSDS and procedures for substances

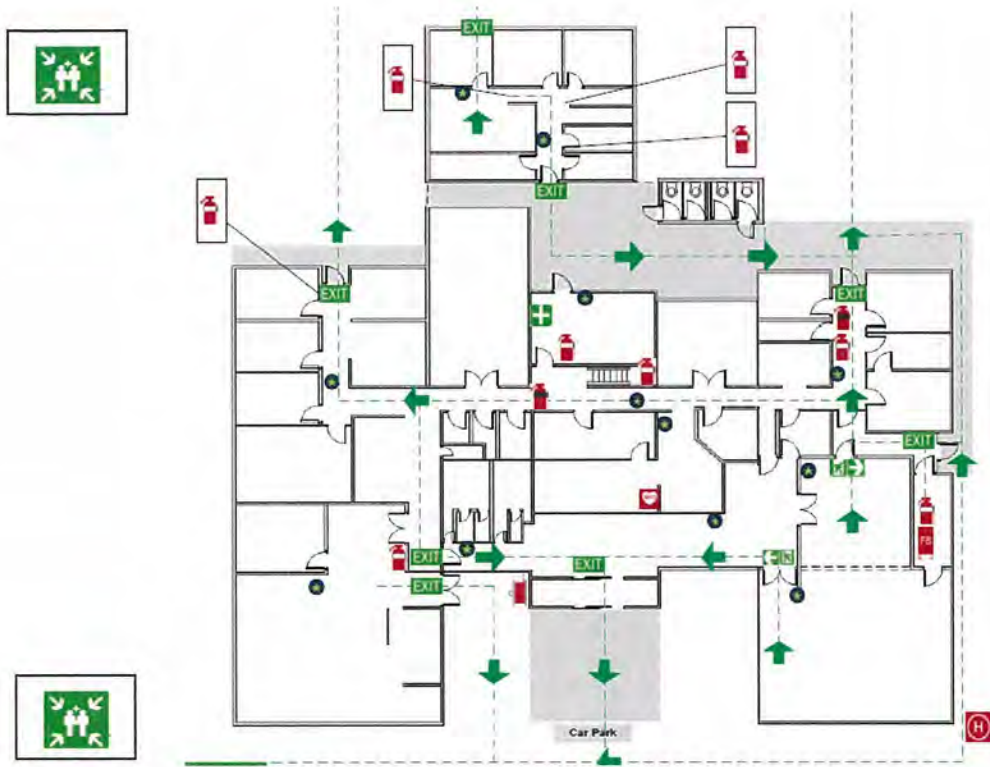
### Fire Suppression Equipment

- Dry Powder Fire Extinguishers
- Fire Blankets

### Response

- Implement emergency response procedures for their area; collect visitor's book (including evacuation if the circumstances in their area or site warrant this).
- Clearly identify themselves through the wearing of a Warden vest and hat.
- Communicate with the Chief Warden by whatever means available and act on instructions.
- Advise the Chief Warden as soon as possible of the circumstances and any action taken.
- Ensure that the appropriate Emergency Service has been notified.
- If it is safe to do so, check to ensure that doors are properly closed – (NB. in case of a Bomb, doors are left open to reduce the potential blast effect).
- Search their area of responsibility, including toilets, to ensure that all persons have evacuated.
- Ensure the orderly flow of persons into protected areas.
- Assist persons with disabilities.
- Act as the leader of groups moving to nominated Assembly Areas.
- Co-opt persons as required to assist during the emergency.
- Ensure a roll call is conducted.
- Confirm activities have been completed and report this to the Chief Warden.
- Ensure that clear access is maintained for any arriving emergency services equipment.
- Ensure that traffic control is implemented to restrict non-emergency vehicles from entering the site.
- Ensure that occupants proceeding to the Assembly Areas are not endangered by vehicular movements.

### Location 2 - Shire of Dardanup - Administration Centre Eaton, 1 Council Drive, Eaton



## Shire of Dardanup – Administration Centre Eaton

### Site Risks – Top Ten

1. Human Behaviour – theft and misconduct
2. Structural Fire - accidental, arson, and smoke
3. Electrical Fault – fuse, power board
4. Medical Emergency – staff, contractor and visitor
5. Slip, trip or fall – in the workplace internally or externally
6. Moving Plant and other vehicles
7. Storm damage including rain inundation, flood
8. Maintenance of all items in the workplace to manufactures specifications
9. Hazardous Substances and Dangerous Goods – failure to use SDS and procedures
10. Angry Customers – people

### Fire Suppression Equipment

- Dry Powder Fire Extinguishers
- Carbon Dioxide Gas Extinguishers
- Fire Hose Reels
- Fire Blankets
- Hydrants

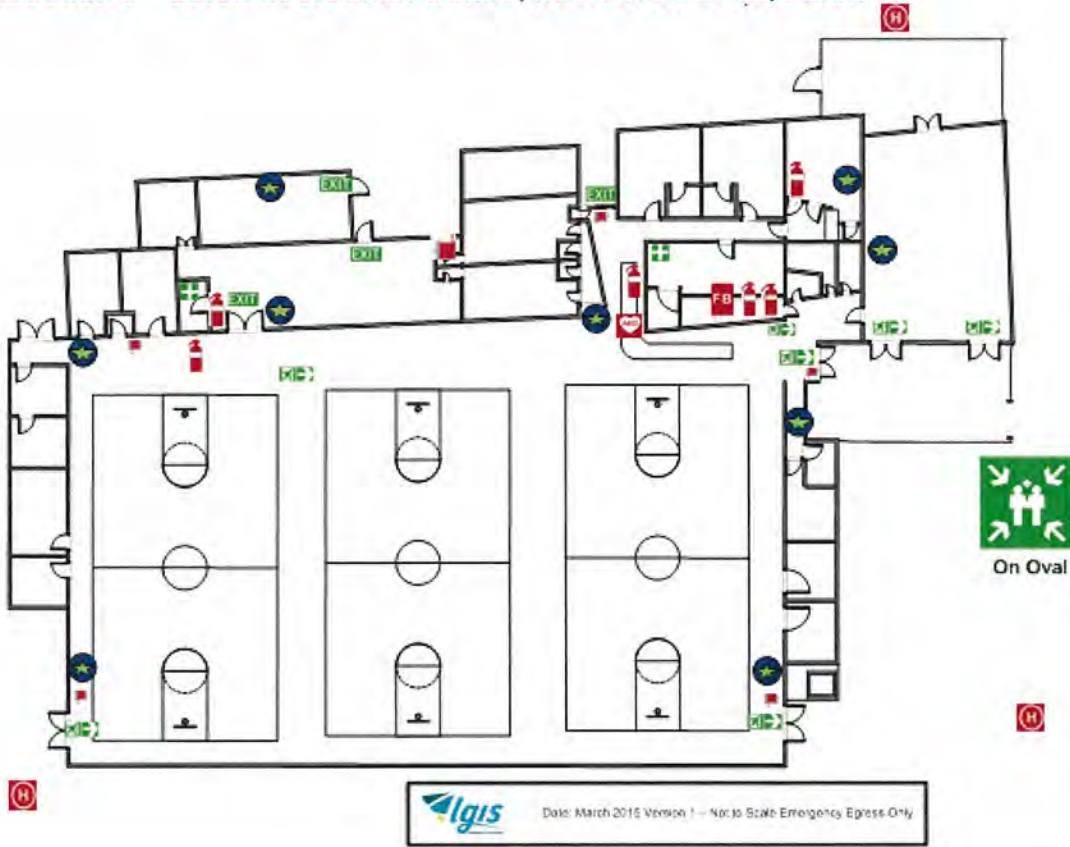
### Sirens

- The ALERT siren is a single toned beeping sound (similar to a reversing truck) that gets louder.
- The EVACUATE siren is a low to high 'whoop' sound in burst of three (3).
- These buttons are located on the Emergency Evacuation Alarm Panel located in the Governance office area and in the Human Resources office. The alert siren can/is to be turned on manually by any staff member when an emergency situation occurs and the chief warden is required and/or there is a potential for an emergency.
- To turn on siren/evacuation alerts:
  1. The Emergency Evacuation Alarm Panel is always turned on and has a 20 minute battery back-up.
  2. Depress the appropriate (Orange Alert or Red Evacuate) alarm button. (To turn alarm off, press the white cancel button).
  3. When the alert siren starts all Wardens and staff are to stop and await for further instructions.

### Response

- Implement emergency response procedures for their area (including evacuation if the circumstances in their area or site warrant this).
- Clearly identify themselves through the wearing of a Warden vest and hat.
- Communicate with the Chief Warden by whatever means available and act on instructions.
- Advise the Chief Warden as soon as possible of the circumstances and any action taken.
- Ensure that the appropriate Emergency Service has been notified.
- If it is safe to do so, check to ensure that doors are properly closed – (NB in case of a Bomb, doors are left open to reduce the potential blast effect).
- Search their area of responsibility, including toilets, to ensure that all persons have evacuated.
- Ensure the orderly flow of persons into protected areas.
- Assist persons with disabilities.
- Act as the leader of groups moving to nominated Assembly Areas.
- Co-opt persons as required to assist during the emergency.
- Ensure a roll call is conducted.
- Confirm activities have been completed and report this to the Chief Warden.
- Ensure that clear access is maintained for any arriving emergency services equipment.
- Ensure that traffic control is implemented to restrict non-emergency vehicles from entering the site.
- Ensure that occupants proceeding to the Assembly Areas are not endangered by vehicular movements.

### Location 3 – Eaton Recreation Centre, Recreation Drive, Eaton



## Eaton Recreation Centre

### Facility Risks – Top Ten

1. Human Behaviour – theft, misconduct and irrational behaviour
2. Structural Fire - accidental, arson and smoke
3. Electrical Fault – fuse, power board, overload
4. Lightning – Working at heights
5. Medical Emergency – staff, contractor, visitor, patron
6. Slip, trip or fall – in the workplace internally or externally
7. Moving Vehicles – front car park
8. Working – recreation activities, employees, contractors, public
9. Maintenance of all items in the workplace to manufacturers specifications
10. Hazardous Substance and Dangerous goods – failure to use SDS and procedure

### Fire Suppression Equipment

- Dry Powder Fire Extinguisher
- Wet Chemical Fire Extinguisher
- Fire Blanket
- Fire Hose Reel
- Fire Hydrants
- Audible Evacuation Alarm

### Sirens

- The ALERT siren is a single toned beeping sound (similar to a reversing truck).
- The EVACUATE siren is an elongated low to high 'whooping' sound.
- These buttons are located on the central PA system under the front counter at reception. The alert siren can/is to be turned on manually by any staff member when an emergency situation occurs and the chief warden is required and/or there is a potential for an emergency.
- To turn on siren/evacuation alerts:
  1. Turn on Evac control system (system is on when blue indicator light is glowing).
  2. Depress green 'All Call' button – left hand side of AMP (will glow green when on, this will override all speakers within the Centre).
  3. Depress the appropriate (Orange Alert or Red Evacuate) alarm button. (To turn alarm off, press the cancel button).
  4. When the Alert Siren starts the Chief Warden must go to reception to investigate.

### Response

- Implement emergency response procedures for their area (including evacuation if the circumstances in their area or site warrant this)
- Clearly identify themselves through the wearing of a Warden vest and hat
- Communicate with the Chief Warden by whatever means available and act on instructions
- Advise the Chief Warden as soon as possible of the circumstances and any action taken
- Ensure that the appropriate Emergency Service has been notified
- If it is safe to do so, check to ensure that doors are properly closed – (NB in case of a Bomb, doors are left open to reduce the potential blast effect)
- Search their area of responsibility, including toilets, to ensure that all persons have evacuated
- Ensure the orderly flow of persons into protected areas
- Assist persons with disabilities
- Act as the leader of groups moving to nominated Assembly Areas
- Co-opt persons as required to assist during the emergency

- Ensure a roll call is conducted
- Confirm activities have been completed and report this to the Chief Warden
- Ensure that clear access is maintained for any arriving emergency services equipment
- Ensure that traffic control is implemented to restrict non-emergency vehicles from entering the site.

### CRECHE EVACUATION

- When alert tone sounds, Crèche Warden (or person designated) to go to reception area.
- When alert tone sounds, staff can start to prepare children for evacuation and pick up sign in register.
- Once evacuation sirens start, everyone must exit the building as they are.
- If children are present, return to crèche and lock front door.
- Utilise as many prams as you can for small children. Older children to line up and hold onto 'handle' of evacuation rope.
- The Crèche Warden to pick up emergency toy bag and crèche keys. On top of sign-in register write the names of staff on duty.
- Lead the children out the external crèche glass door and through the gate. If it is unsafe to exit via the gate, the children are going to have to exit through the next safest exit door.
- After giving a final check of the crèche to ensure everybody is out, notify Chief Warden.
- Depending on the emergency it would have been decided at the briefing which of the evacuation areas to use. Take children to that area.
- Check children against sign-in sheet.
- Keeping all the children together do not allow any to leave with parents unless the Chief Warden has said people may leave.

### CUSTODY ISSUES

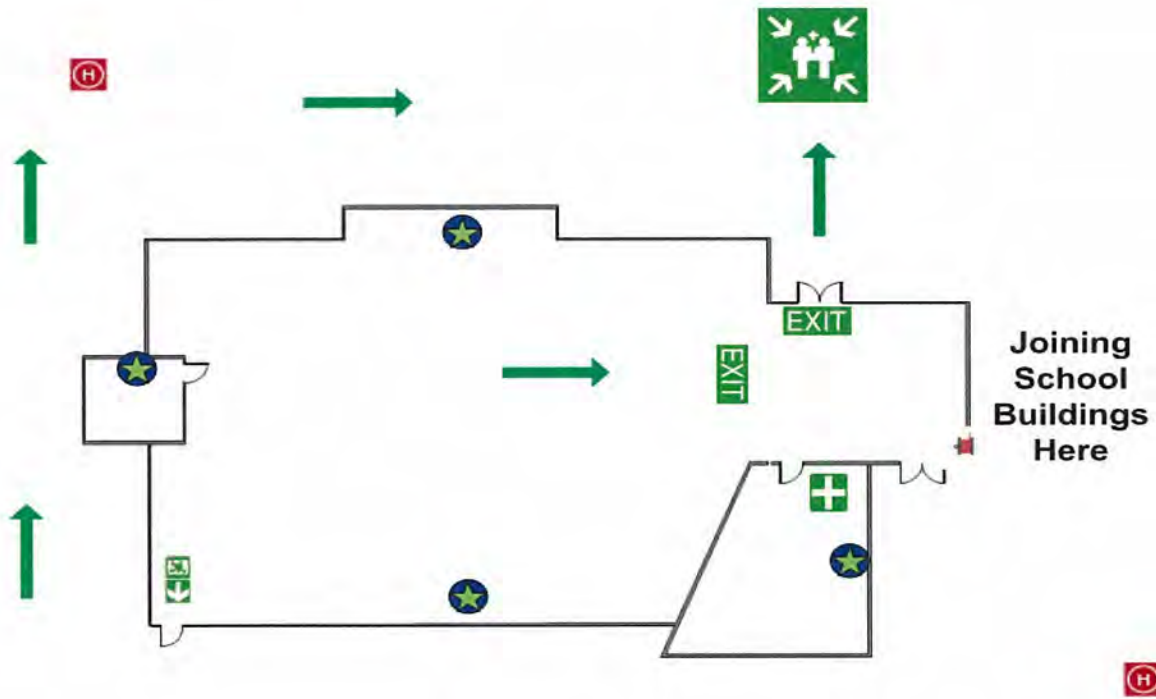
- Guardian will have notified crèche staff (pass info onto the other crèche staff) of custody issues that may occur.
- Crèche staff to inform Centre Supervisor, so that they are aware and can periodically checks the crèche.
- If person comes into crèche foyer fitting description given, before staff talk to them, remove the child from view.
- Find out details and ask them to leave Crèche area. If they become impolite notify Centre Supervisor and Parent/guardian.
- Find a place outside of the crèche (with the people involved) to discuss the situation.
- Assess situation, it may be necessary to notify police and ask for their help.

### VACATION CARE EVACUATION

- Vacation Care Warden to put on vest and helmet located in activities room.
- When alert tone sounds, Vacation Care Warden (Senior Contact OSH Staff member) to go to reception area to meet with other wardens for briefing.
- When alert tone sounds, remaining Vacation Care staff start to prepare children for evacuation, preparing the children will involve putting shoes on and lining children up with their buddies. If there is small numbers and/or sufficient time children may also put bags on their backs to take with them
- Once evacuation siren starts there is no time to spend putting shoes on children. Everyone must exit the building as they are.
- Vacation Care Warden to pick up sign-in register and Vacation Care First Aid kit. On top of sign-in register write the names of staff on duty.

- Lead the children out the safest emergency exit.
- After giving a final check of the Vacation Care internal zone, east toilets, store room and behind grandstands and conducting a child head count, notify Chief Warden.
- Check children against sign-in sheet (head count again).
- Keep all the children together and do not allow any to leave with parents unless the Chief Warden has advised that people may leave. Ensure parents sign out children as per normal procedure.
- Do not re-enter the building until the Chief Warden or emergency services incident controller has given the all clear to do so.

### Location 4 – Eaton Community Library, Recreation Drive, Eaton





## Shire of Dardanup- Eaton Community Library

### Facility Risks - Top Ten

1. Human Behaviour - aggressive behaviour - armed robbery
2. Structural Fire - accidental, arson, kitchen areas and smoke
3. Electrical Fault - fuse, power board, overload, computer and server
4. Loss of utilities
5. Medical Emergency - staff, contractor, visitor, patron
6. Slip, trip or fall - in the workplace internally or externally, door to roof area and walkways.
7. Maintenance of all items in the workplace to manufacturers specifications
8. Hazardous Substance and Dangerous goods - failure to use SDS and procedure
9. Adverse weather, storms, tree and building debris becoming airborne
10. Moving vehicles

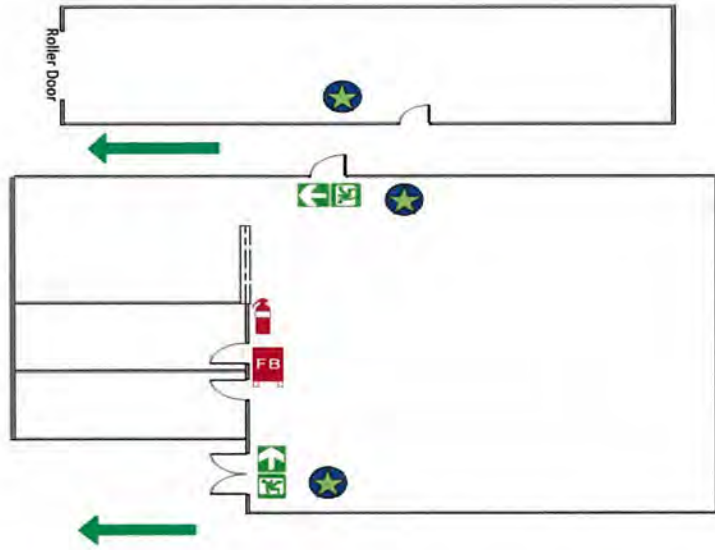
### Fire Suppression Equipment

- Hose Reel
- Hydrants

### Response

- Implement emergency response procedures for their area (including evacuation if the circumstances in their area or site warrant this).
- Clearly identify themselves through the wearing of a Warden vest and hat.
- Communicate with the Chief Warden by whatever means available and act on instructions.
- Advise the Chief Warden as soon as possible of the circumstances and any action taken.
- Ensure that the appropriate Emergency Service has been notified.
- If it is safe to do so, check to ensure that doors are properly closed - (NB in case of a Bomb, doors are left open to reduce the potential blast effect).
- Search their area of responsibility, including toilets, to ensure that all persons have evacuated.
- Ensure the orderly flow of persons into protected areas.
- Assist persons with disabilities.
- Act as the leader of groups moving to nominated Assembly Areas.
- Co-opt persons as required to assist during the emergency.
- Ensure a roll call is conducted.
- Confirm activities have been completed and report this to the Chief Warden.
- Ensure that clear access is maintained for any arriving emergency services equipment.
- Ensure that traffic control is implemented to restrict non-emergency vehicles from entering the site.
- Ensure that occupants proceeding to the Assembly Areas are not endangered by vehicular movements.

### Location 5 - CWA Hall Eaton, 27 Hamilton Road, Eaton



## Shire of Dardanup – CWA Hall Eaton, 27 Hamilton Road, Eaton

### Facility Risks – Top Ten

1. Human Behaviour – theft and misconduct, aggressive behaviour.
2. Structural Fire - accidental, arson, kitchen, smoke
3. Electrical Fault – fuse, power board, overload, computers
4. Moving vehicles outside the building in lane and carpark
5. Medical Emergency – staff, contractor, visitor
6. Slip, trip or fall – in the workplace internally or externally
7. Working in or near water
8. Storm damage, flying debris including rain inundation, flood
9. Maintenance of all items in the facility to specifications
10. Hazardous Substances – Dangerous goods – failure to follow MSDS

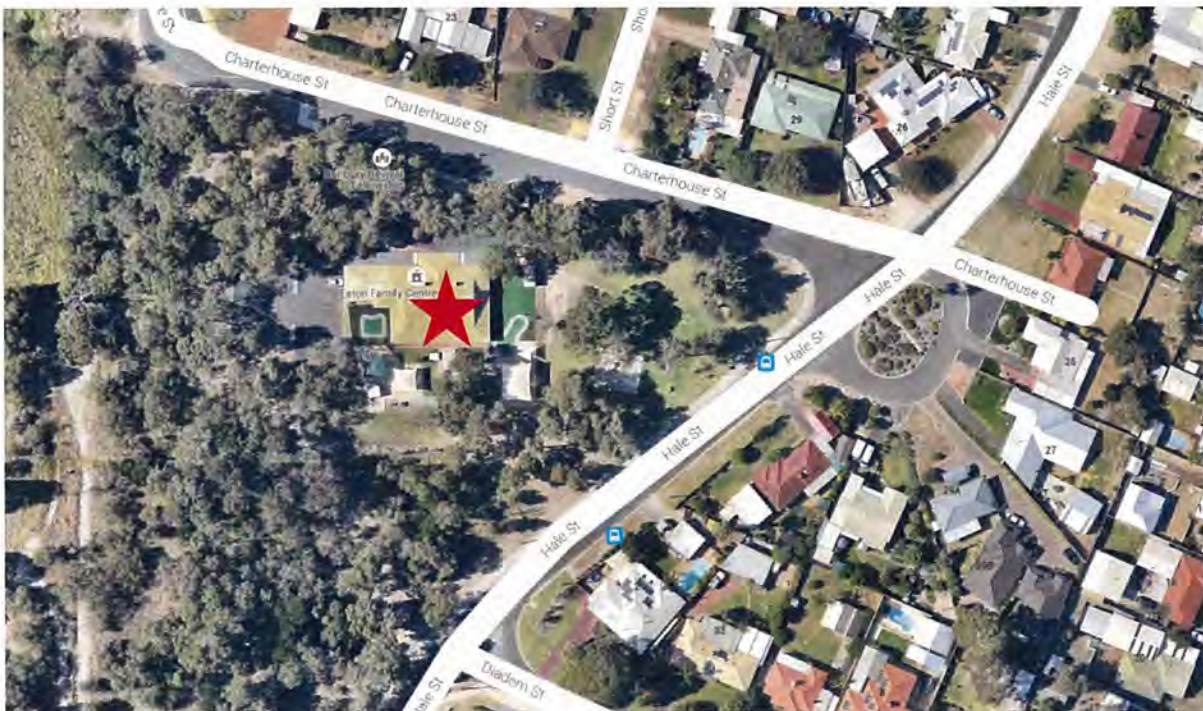
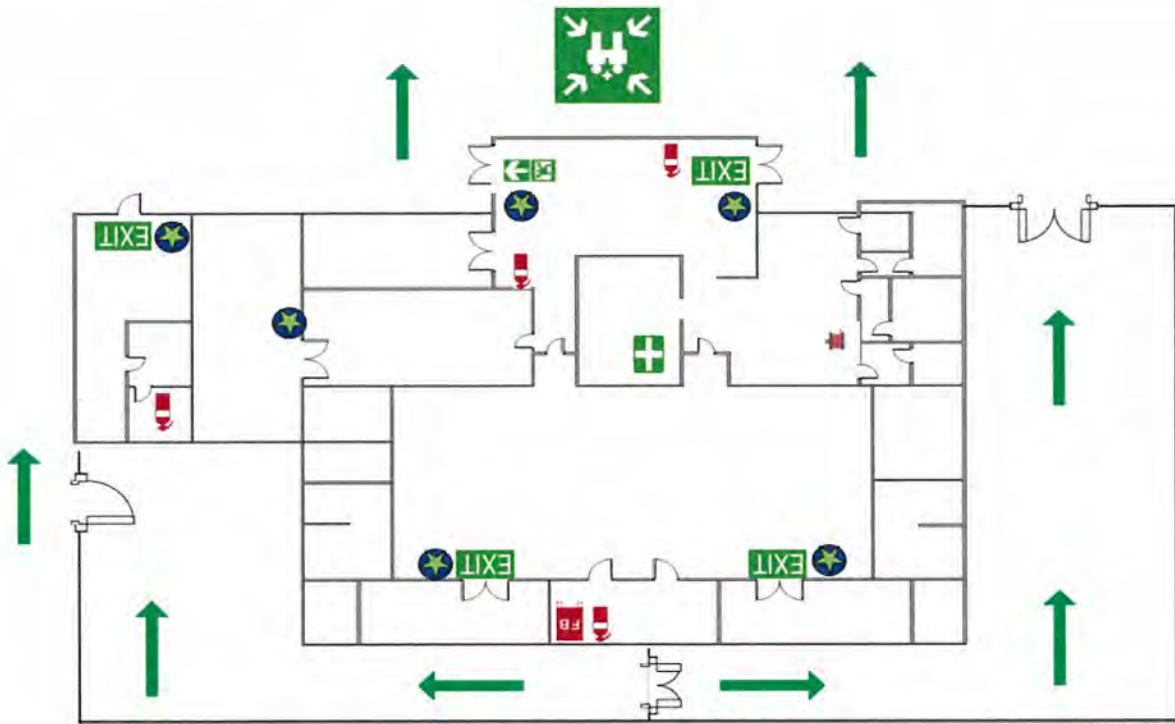
### Fire Suppression Equipment

- Dry Powder Extinguisher
- Fire Blanket

### Response

- Implement emergency response procedures for their area (including evacuation if the circumstances in their area or site warrant this).
- Clearly identify themselves through the wearing of a warden vest and hat.
- Communicate with the staff by whatever means available and act on procedures.
- Ensure that the appropriate Emergency Service has been notified.
- Search their area of responsibility, including toilets, to ensure that all persons have evacuated.
- Ensure the orderly flow of persons into protected areas.
- Assist persons with disabilities.(PEEP)
- Act as the leader of groups moving to nominated Assembly Areas.
- Co-opt persons as required to assist during the emergency.(Manage Traffic)
- Ensure a head count is conducted to establish if anyone is missing.
- Confirm activities have been completed and report this to the Chief Warden.
- Ensure that clear access is maintained for any arriving emergency services equipment.
- Ensure that traffic control is implemented to restrict non-emergency vehicles from entering the site.
- Ensure that occupants proceeding to the Assembly Areas are not endangered by vehicular movements.

### Location 6 - Eaton Child Care Centre, Lot 589 Hale Street, Eaton



## Shire of Dardanup – Eaton Child Care Centre, Lot 589 Hale Street, Eaton

### Facility Risks – Top Ten

1. Human Behaviour – theft, misconduct and aggressive behaviour
2. Structural Fire - accidental, arson, kitchen, smoke
3. Electrical Fault – fuse, power board, overload
4. Isolated Persons- working or being alone in facility
5. Medical Emergency – staff, contractor, visitor and patron.
6. Slip, trip or fall – in the workplace internally or externally
7. Moving vehicles – front and rear
8. Storm damage including rain inundation, flood
9. Maintenance of all items in the workplace to manufactures specifications
10. Illegal entry and vandalism – internal and external to building

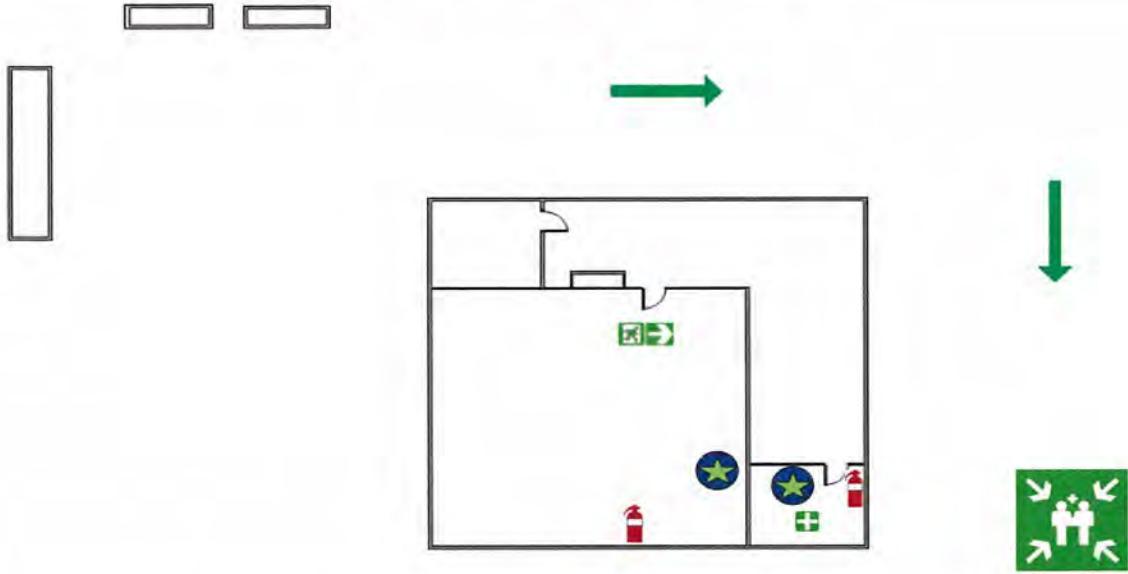
### Fire Suppression Equipment

- Dry Powder Extinguisher
- Fire Blanket
- Hose Reel

### Response

- Implement emergency response procedures for their area (including evacuation if the circumstances in their area or site warrant this).
- Clearly identify themselves through the wearing of a warden vest and hat.
- Communicate with the Chief Warden by whatever means available and act on instructions.
- Ensure that the appropriate Emergency Service has been notified.
- Search their area of responsibility, including toilets, to ensure that all persons have evacuated.
- Ensure the orderly flow of persons into protected areas.
- Assist persons with disabilities.(PEEP)
- Act as the leader of groups moving to nominated Assembly Areas.
- Advise the Dardanup Chief Warden as soon as possible of the circumstances and any action taken.
- Co-opt persons as required to assist during the emergency.
- Ensure a head count is conducted to establish if anyone is missing.
- Ensure that clear access is maintained for any arriving emergency services equipment.
- Ensure that traffic control is implemented to restrict non-emergency vehicles from entering the site.
- Ensure that occupants proceeding to the Assembly Areas are not endangered by vehicular movements.
- Confirm activities have been completed and report this to the Chief Warden.

### Location 7 – Don Hewison Centre, Ferguson Road, Dardanup



## Shire of Dardanup – Don Hewison Centre, Lot 5378 Ferguson Road, Dardanup

### Facility Risks – Top Ten

1. Human Behaviour – theft, misconduct and aggressive behaviour
2. Structural Fire - accidental, arson, kitchen, smoke
3. Electrical Fault – fuse, power board, overload
4. Isolated Persons- working or being alone in facility
5. Medical Emergency – staff, contractor, visitor and patron.
6. Slip, trip or fall – in the workplace internally or externally
7. Moving vehicles – front and rear
8. Storm damage including rain inundation, flood
9. Maintenance of all items in the workplace to manufactures specifications
10. Illegal entry and vandalism – internal and external to building

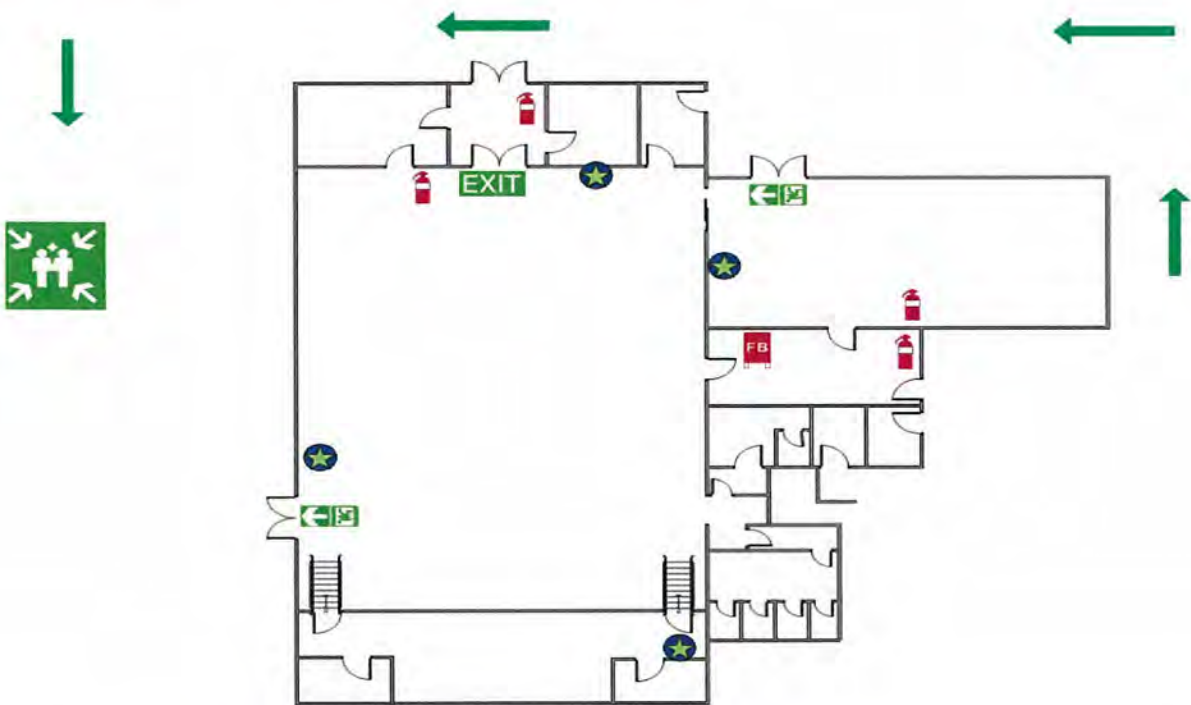
### Fire Suppression Equipment

- Dry Powder Extinguisher

### Response

- Implement emergency response procedures for their area (including evacuation if the circumstances in their area or site warrant this).
- Clearly identify themselves through the wearing of a warden vest and hat.
- Communicate with the Chief Warden by whatever means available and act on instructions.
- Ensure that the appropriate Emergency Service has been notified.
- Search their area of responsibility, including toilets, to ensure that all persons have evacuated.
- Ensure the orderly flow of persons into protected areas.
- Assist persons with disabilities.(PEEP)
- Act as the leader of groups moving to nominated Assembly Areas.
- Advise the Dardanup Chief Warden as soon as possible of the circumstances and any action taken.
- Co-opt persons as required to assist during the emergency.
- Ensure a head count is conducted to establish if anyone is missing.
- Ensure that clear access is maintained for any arriving emergency services equipment.
- Ensure that traffic control is implemented to restrict non-emergency vehicles from entering the site.
- Ensure that occupants proceeding to the Assembly Areas are not endangered by vehicular movements.
- Confirm activities have been completed and report this to the Chief Warden.

### Location 8 - Dardanup Hall, 3 Little Street, Dardanup





## Location 8 - Dardanup Hall 3 Little Street, Dardanup

### Facility Risks – Top Ten

1. Human Behaviour – attendee behaviour
2. Structural and Bush Fire - accidental, arson, kitchen, smoke
3. Electrical Fault – fuse, power board, overload, computers
4. Isolated Persons- working alone
5. Medical Emergency – staff, contractor, visitor, volunteer
6. Slip, trip or fall – in the workplace internally or externally
7. Moving motor vehicles on road and car park
8. Storm damage, including flying debris including rain inundation, pooling and flowing storm water
9. Maintenance of all items in the workplace to manufactures specifications
10. Hazardous substances and dangerous goods, use of SDS and procedure failure.

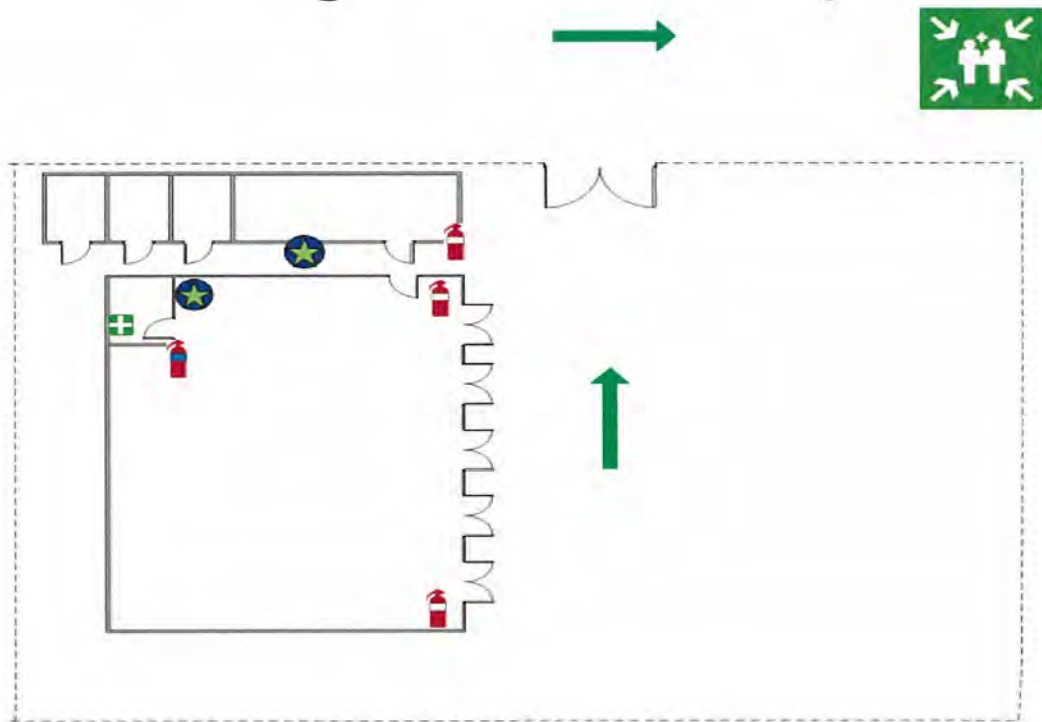
### Fire Suppression Equipment

- Dry Powder Extinguisher
- Fire Blanket

### Response

- Implement emergency response procedures for their area (including evacuation if the circumstances in their area or site warrant this).
- Clearly identify themselves through the wearing of a warden vest and hat.
- Ensure that the appropriate Emergency Service has been notified.
- If it is safe to do so, check to ensure that doors are properly closed, not locked – (NB in case of a Bomb, doors are left open to reduce the potential blast effect).
- Search their area of responsibility, including toilets, to ensure that all persons have evacuated.
- Direct the orderly flow of persons to the Assembly Area.
- Assist persons with disabilities.(PEEP)
- Act as the leader of groups moving to nominated Assembly Areas.
- Direct persons as required to assist during the emergency.
- Ensure a roll call is conducted. (Visiting schools to provide list of attendees to staff)
- Confirm activities have been completed and report this to the Shire Chief Warden and ask for assistance with traffic control
- Ensure that clear access is maintained for any arriving emergency services equipment.
- Ensure that traffic control is implemented to restrict non-emergency vehicles from entering the site.
- Advise the Shire Chief Warden as soon as possible of the circumstances and any action taken

### Location 9 - Old Shire Depot, Ferguson Road, Dardanup



## Location 9 - Old Shire Depot, Ferguson Road, Dardanup

### Site Risks – Top Ten

1. Human Behaviour – attendee behaviour
2. Structural and Bush Fire - accidental, arson, smoke
3. Electrical Fault – fuse, power board, overload
4. Isolated Persons- working alone
5. Medical Emergency – staff, contractor, visitor, volunteer
6. Slip, trip or fall – in the workplace internally or externally
7. Moving motor vehicles
8. Storm damage including rain inundation, flood
9. Maintenance of all items in the workplace to manufactures specifications
10. Hazardous substances and dangerous goods, use of SDS and procedure failure.

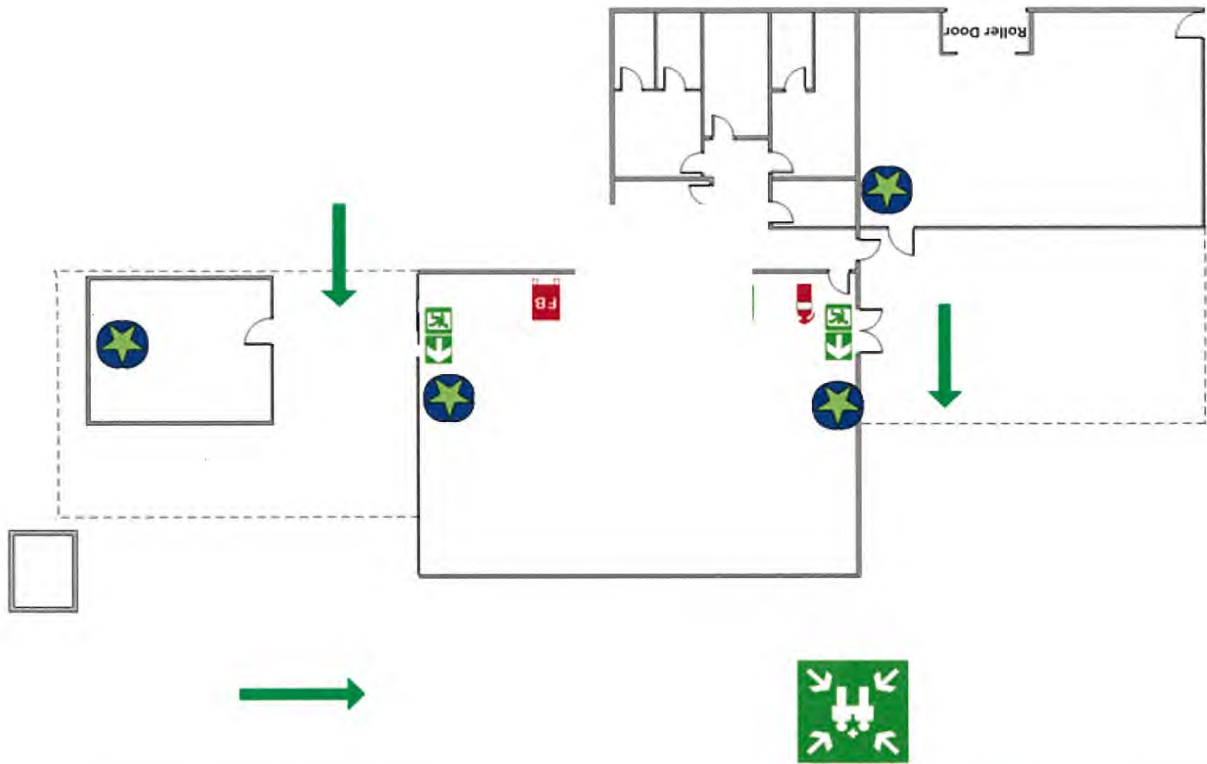
### Fire Suppression Equipment

1. Dry Powder Extinguisher
2. Foam Extinguisher

### Response

- Implement emergency response procedures for their area (including evacuation if the circumstances in their area or site warrant this).
- Clearly identify themselves through the wearing of a Warden vest and hat.
- Communicate with the Chief Warden by whatever means available and act on instructions.
- Advise the Chief Warden as soon as possible of the circumstances and any action taken.
- Ensure that the appropriate Emergency Service has been notified.
- If it is safe to do so, check to ensure that doors are properly closed – (NB in case of a Bomb, doors are left open to reduce the potential blast effect).
- Search their area of responsibility, including toilets, to ensure that all persons have evacuated.
- Ensure the orderly flow of persons into protected areas.
- Assist persons with disabilities.
- Act as the leader of groups moving to nominated Assembly Areas.
- Co-opt persons as required to assist during the emergency.
- Ensure a roll call is conducted.
- Confirm activities have been completed and report this to the Chief Warden.
- Ensure that clear access is maintained for any arriving emergency services equipment.
- Ensure that traffic control is implemented to restrict non-emergency vehicles from entering the site.
- Ensure that occupants proceeding to the Assembly Areas are not endangered by vehicular movements.

### Location 10 - Dardanup Sports Club, Lot 55 Ferguson Road, Dardanup



## Location 10 – Dardanup Sports Club, Lot 55 Ferguson Road, Dardanup

### Facility Risks – Top Ten

1. Human Behaviour – attendee behaviour
2. Structural and Bush Fire - accidental, arson, smoke
3. Electrical Fault – fuse, power board, overload
4. Isolated Persons- working alone
5. Medical Emergency – staff, contractor, visitor, volunteer
6. Slip, trip or fall – in the workplace internally or externally
7. Moving motor vehicles – car park and road
8. Storm damage including rain inundation, flood
9. Maintenance of all items in the workplace to manufactures specifications
10. Hazardous Substances and Dangerous Goods, failure to use SDS and procedure

### Fire Suppression Equipment

- Dry Powder Extinguisher
- Fire Blanket

### Response

- Implement emergency response procedures for their area (including evacuation if the circumstances in their area or site warrant this).
- Clearly identify themselves through the wearing of a Warden vest and hat.
- Communicate with the Chief Warden by whatever means available and act on instructions.
- Advise the Chief Warden as soon as possible of the circumstances and any action taken.
- Ensure that the appropriate Emergency Service has been notified.
- If it is safe to do so, check to ensure that doors are properly closed – (NB in case of a Bomb, doors are left open to reduce the potential blast effect).
- Search their area of responsibility, including toilets, to ensure that all persons have evacuated.
- Ensure the orderly flow of persons into protected areas.
- Assist persons with disabilities.
- Act as the leader of groups moving to nominated Assembly Areas.
- Co-opt persons as required to assist during the emergency.
- Ensure a roll call is conducted for staff members.
- Confirm activities have been completed and report this to the Chief Warden.
- Ensure that clear access is maintained for any arriving emergency services equipment.
- Ensure that traffic control is implemented to restrict non-emergency vehicles from entering the site.
- Ensure that occupants proceeding to the Assembly Areas are not endangered by vehicular movements.

### Location 11 - Dardanup Equestrian Centre, 66 Garvey Road, Dardanup



## Location 11 – Dardanup Equestrian Centre, 66 Garvey Road, Dardanup

### Site Risks – Top Ten

1. Human Behaviour – attendee behaviour
2. Structural and Bush Fire - accidental, arson, smoke
3. Electrical Fault – fuse, power board, overload
4. Animals – panicked or frightened
5. Medical Emergency – staff, contractor, visitor, volunteer
6. Slip, trip or fall – in the workplace internally or externally
7. Moving motor vehicles – Road and car park
8. Storm damage including rain inundation, flood
9. Maintenance of all items in the workplace to manufactures specifications
10. Hazardous Substance and Dangerous Goods – failure of use SDS and procedure

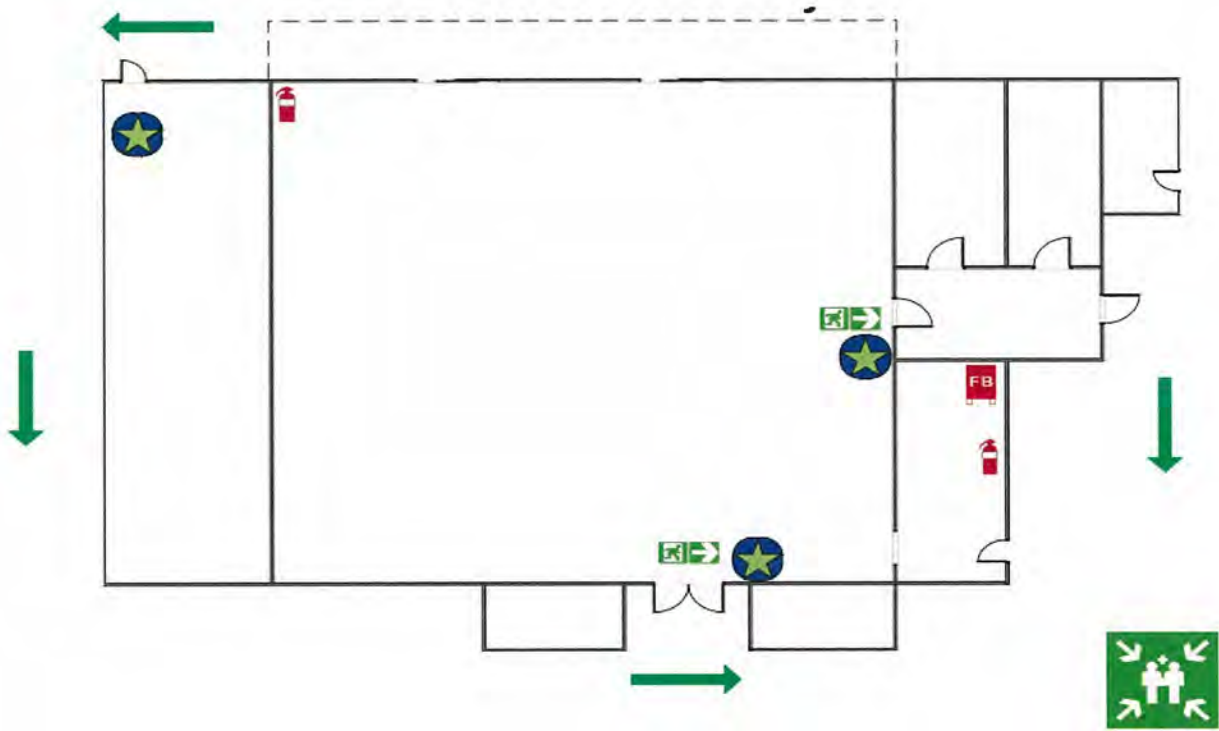
### Fire Suppression Equipment

- Dry Powder Extinguisher
- Fire Blanket

### Response

- Implement emergency response procedures for their area (including evacuation if the circumstances in their area or site warrant this).
- Clearly identify themselves through the wearing of a Warden vest and hat.
- Communicate with the Chief Warden by whatever means available and act on instructions.
- Advise the Chief Warden as soon as possible of the circumstances and any action taken.
- Ensure that the appropriate Emergency Service has been notified.
- If it is safe to do so, check to ensure that doors are properly closed – (NB in case of a Bomb, doors are left open to reduce the potential blast effect).
- Search their area of responsibility, including toilets, to ensure that all persons have evacuated.
- Ensure the orderly flow of persons into protected areas.
- Assist persons with disabilities.
- Act as the leader of groups moving to nominated Assembly Areas.
- Co-opt persons as required to assist during the emergency.
- Ensure a roll call is conducted.
- Confirm activities have been completed and report this to the Chief Warden.
- Ensure that clear access is maintained for any arriving emergency services equipment.
- Ensure that traffic control is implemented to restrict non-emergency vehicles from entering the site.
- Ensure that occupants proceeding to the Assembly Areas are not endangered by vehicular movements.

### Location 12 - Ferguson Hall, Ferguson Road, Ferguson Valley





## Shire of Dardanup – Ferguson Hall

### Facility Risks – Top Ten

1. Human Behaviour – theft, misconduct and irrational behaviour
2. Structural Fire - accidental, arson, kitchen, smoke
3. Electrical Fault – fuse, power board, overload
4. Isolated Persons- working alone
5. Medical Emergency – staff, contractor, visitor, patron
6. Slip, trip or fall – in the workplace internally or externally
7. Moving vehicles – Road and Car Park
8. Working – employees, contractors, public
9. Maintenance of all items in the workplace to manufactures specifications
10. Hazardous Substances – failure of use SDS and procedure

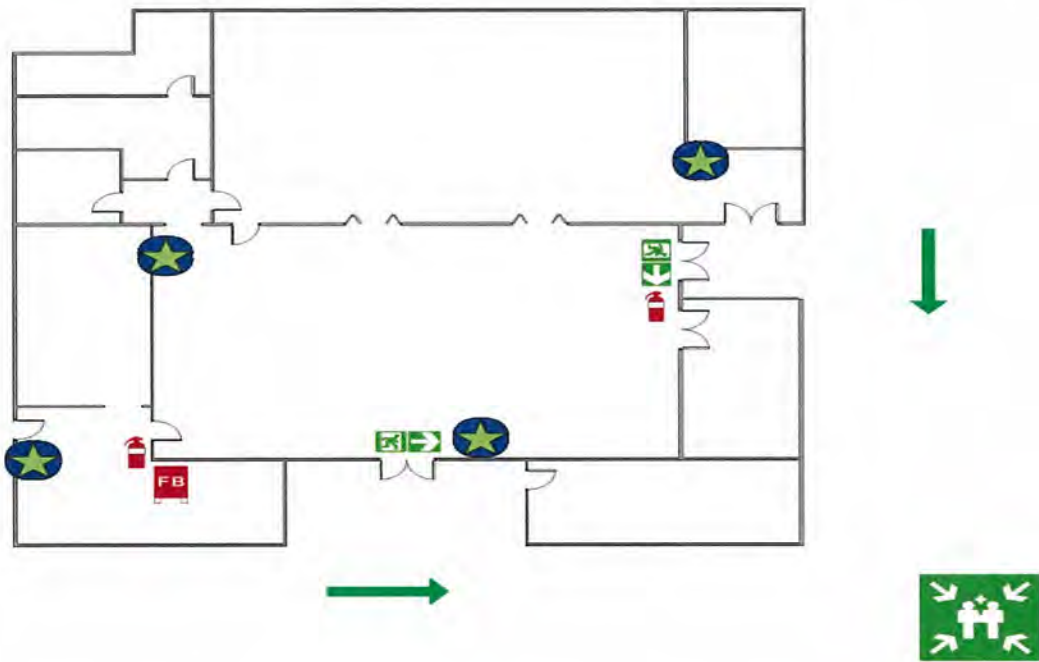
### Fire Suppression Equipment

- Dry Powder Extinguisher
- Fire Blanket

### Response

- Implement emergency response procedures for their area (including evacuation if the circumstances in their area or site warrant this).
- Clearly identify themselves through the wearing of a Warden Vest and hat.
- Communicate with the Chief Warden by whatever means available and act on instructions.
- Advise the Chief Warden as soon as possible of the circumstances and any action taken.
- Ensure that the appropriate Emergency Service has been notified.
- If it is safe to do so, check to ensure that fire doors are properly closed – (NB In case of a Bomb, doors are left open to reduce the potential blast effect).
- Search their area of responsibility, including toilets, to ensure that all persons have evacuated.
- Ensure the orderly flow of persons into protected areas.
- Assist persons with disabilities.
- Act as the leader of groups moving to nominated Assembly Areas.
- Co-opt persons as required to assist during the emergency.
- Ensure a roll call is conducted.
- Confirm activities have been completed and report this to the Chief Warden.
- Ensure that clear access is maintained for any arriving emergency services equipment.
- Ensure that occupants proceeding to the Assembly Areas are not endangered by vehicular movements.

### Location 13 - Burekup & Districts Country Club, Lot 4 Russell Road, Burekup



## Shire of Dardanup – Burekup & Districts Country Club

### Site Risks – Top Ten

1. Human Behaviour – theft, misconduct and irrational behaviour
2. Structural and Bush Fire - accidental, arson, kitchen, smoke
3. Electrical Fault – fuse, power board, overload
4. Natural Hazards Interface – storm, flooding
5. Medical Emergency – staff, contractor, visitor, resident
6. Slip, trip or fall – in the workplace internally or externally
7. Moving Vehicles – street and internal access roads
8. Working – employees, contractors, public
9. Maintenance of all items in the workplace to manufactures specifications
10. Hazardous Substances – failure of use SDS and procedure

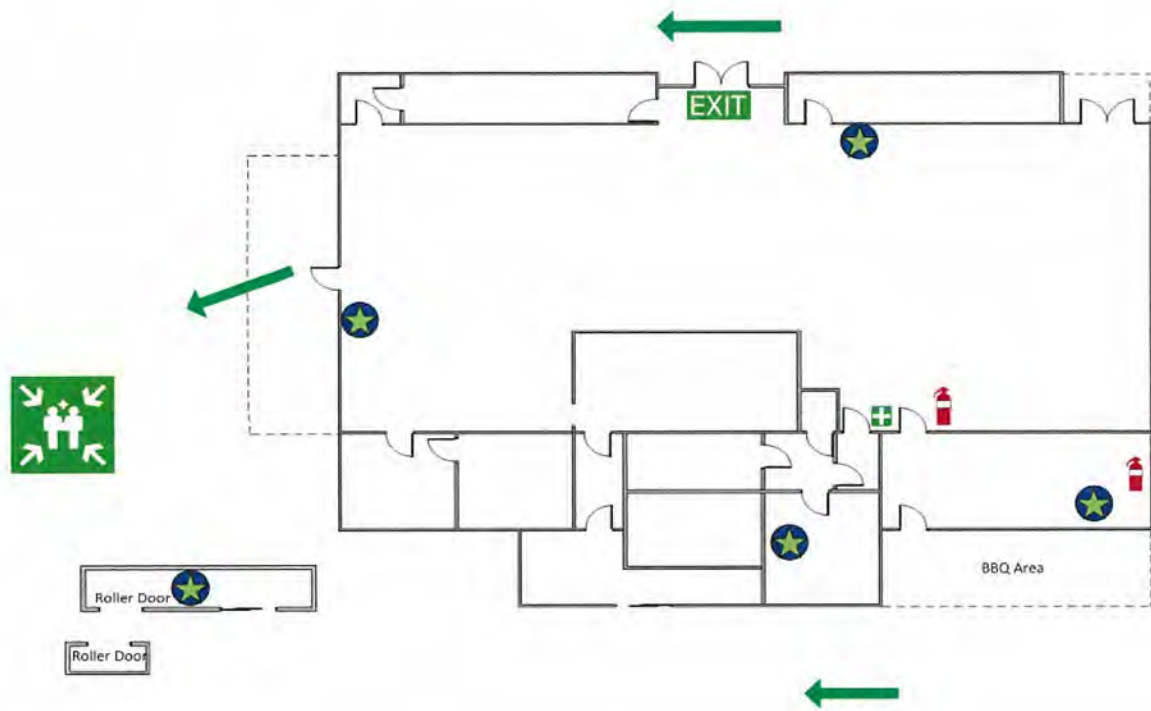
### Fire Suppression Equipment

- Dry Powder Extinguisher
- Fire Blanket

### Response

- Implement emergency response procedures for their area (including evacuation if the circumstances in their area or site warrant this).
- Clearly identify themselves through the wearing of a Warden Vest and hat.
- Communicate with the Chief Warden by whatever means available and act on instructions.
- Advise the Chief Warden as soon as possible of the circumstances and any action taken.
- Ensure that the appropriate Emergency Service has been notified.
- If it is safe to do so, check to ensure that doors are properly closed – (NB in case of a Bomb, doors are left open to reduce the potential blast effect).
- Search their area of responsibility, including toilets, to ensure that all persons have evacuated.
- Ensure the orderly flow of persons into protected areas.
- Assist persons with disabilities.
- Act as the leader of groups moving to nominated Assembly Areas.
- Co-opt persons as required to assist during the emergency.
- Ensure a roll call is conducted.
- Confirm activities have been completed and report this to the Chief Warden.
- Ensure that clear access is maintained for any arriving emergency services equipment.
- Ensure that occupants proceeding to the Assembly Areas are not endangered by vehicular movements.

### Location 14 - Eaton Bowling Club, Lot 510 Pratt Road, Eaton



## Shire of Dardanup – Eaton Bowling Club

### Site Risks – Top Ten

1. Human Behaviour – theft, misconduct and irrational behaviour
2. Structural and Bush Fire - accidental, arson, kitchen, smoke
3. Electrical Fault – fuse, power board, overload
4. Natural Hazards Interface – storm, flooding
5. Medical Emergency – staff, contractor, visitor, resident
6. Slip, trip or fall – in the workplace internally or externally
7. Moving Vehicles – street and internal access car park
8. Working – employees, contractors, public
9. Maintenance of all items in the workplace to manufactures specifications
10. Hazardous Substances – failure of use SDS and procedure

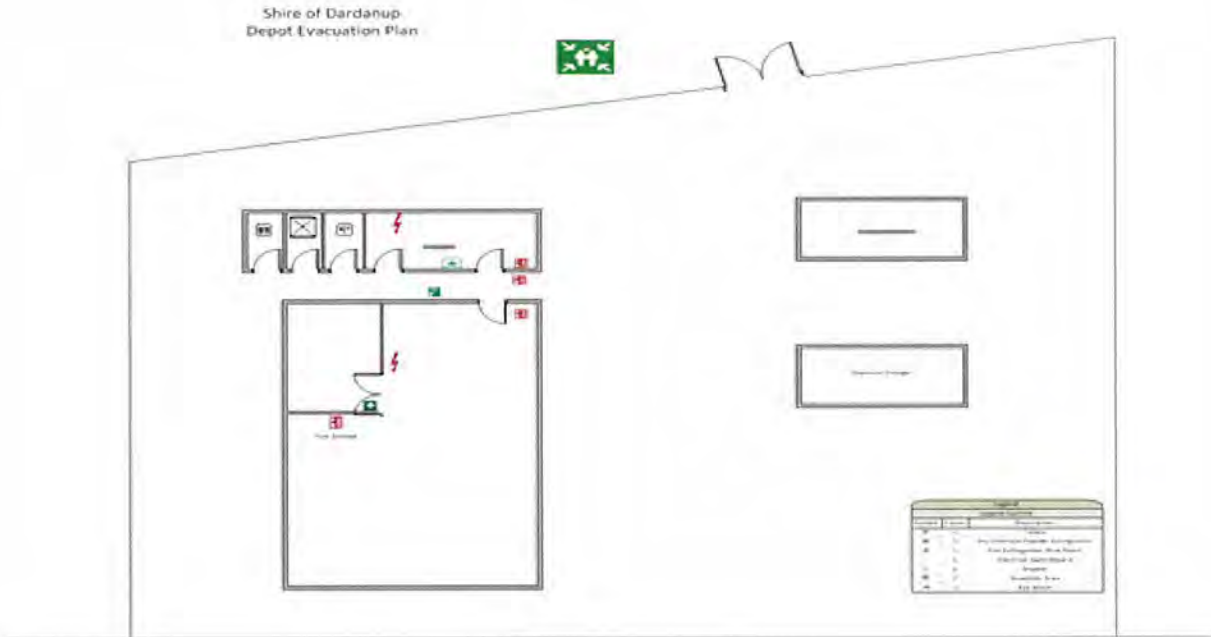
### Fire Suppression Equipment

- Dry Powder Extinguisher

### Response

- Implement emergency response procedures for their area (including evacuation if the circumstances in their area or site warrant this).
- Clearly identify themselves through the wearing of a Warden Vest and hat.
- Communicate with the Chief Warden by whatever means available and act on instructions.
- Advise the Chief Warden as soon as possible of the circumstances and any action taken.
- Ensure that the appropriate Emergency Service has been notified.
- If it is safe to do so, check to ensure that doors are properly closed – (NB in case of a Bomb, doors are left open to reduce the potential blast effect).
- Search their area of responsibility, including toilets, to ensure that all persons have evacuated.
- Ensure the orderly flow of persons into protected areas.
- Assist persons with disabilities.
- Act as the leader of groups moving to nominated Assembly Areas.
- Co-opt persons as required to assist during the emergency.
- Ensure a roll call is conducted.
- Confirm activities have been completed and report this to the Chief Warden.
- Ensure that clear access is maintained for any arriving emergency services equipment.
- Ensure that traffic control is implemented to restrict non-emergency vehicles from entering the site.
- Ensure that occupants proceeding to the Assembly Areas are not endangered by vehicular movements.

### Location 15 - Eaton Lions Club, Cnr Hamilton & Bobin Street, Eaton (Old Eaton Depot)



## Eaton Lions Club, Cnr Hamilton & Bobin Street, (Old Eaton Depot)

### Site Risks – Top Ten

1. Human Behaviour – theft, misconduct and irrational behaviour
2. Structural and Bush Fire - accidental, arson, kitchen, smoke
3. Electrical Fault – fuse, power board, overload
4. Natural Hazards Interface – storm, flooding
5. Medical Emergency – staff, contractor, visitor, resident
6. Slip, trip or fall – in the workplace internally or externally
7. Moving Vehicles – street and internal access car park
8. Working – employees, contractors, public
9. Maintenance of all items in the workplace to manufactures specifications
10. Hazardous Substances – failure of use SDS and procedure

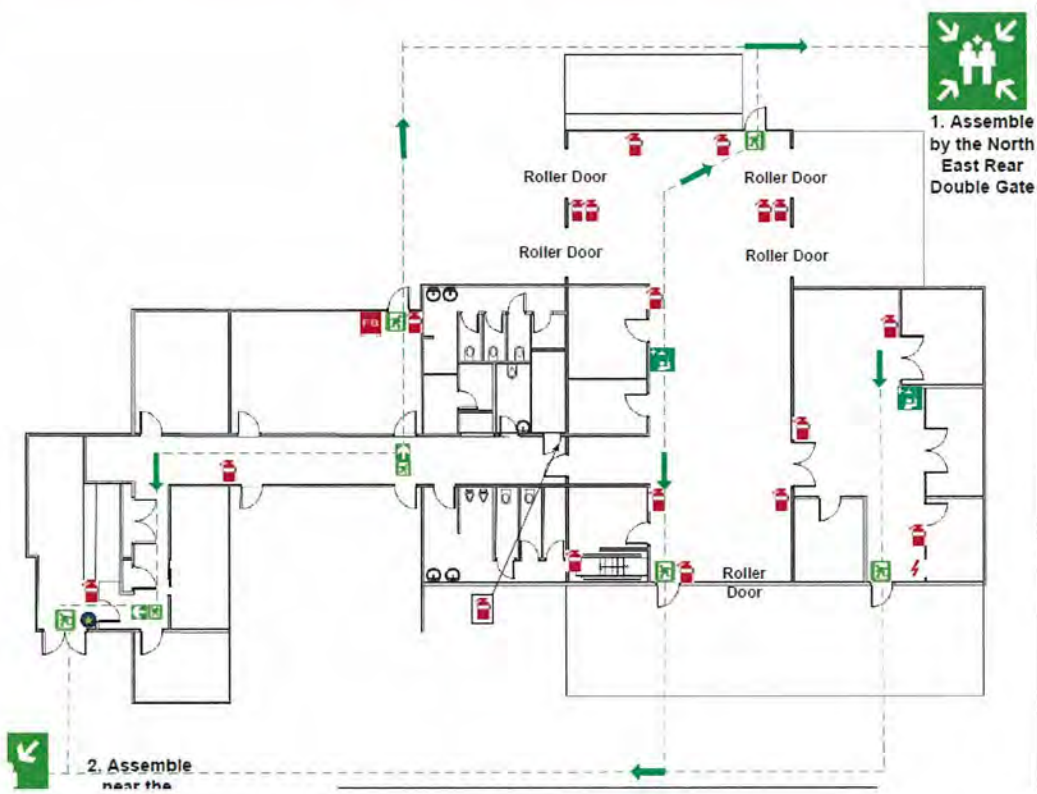
### Fire Suppression Equipment

- Dry Powder Extinguisher
- Foam Extinguisher

### Response

- Implement emergency response procedures for their area (including evacuation if the circumstances in their area or site warrant this).
- Clearly identify themselves through the wearing of a Warden Vest and hat.
- Communicate with the Chief Warden by whatever means available and act on instructions.
- Advise the Chief Warden as soon as possible of the circumstances and any action taken.
- Ensure that the appropriate Emergency Service has been notified.
- If it is safe to do so, check to ensure that doors are properly closed – (NB in case of a Bomb, doors are left open to reduce the potential blast effect).
- Search their area of responsibility, including toilets, to ensure that all persons have evacuated.
- Ensure the orderly flow of persons into protected areas.
- Assist persons with disabilities.
- Act as the leader of groups moving to nominated Assembly Areas.
- Co-opt persons as required to assist during the emergency.
- Ensure a roll call is conducted.
- Confirm activities have been completed and report this to the Chief Warden.
- Ensure that clear access is maintained for any arriving emergency services equipment.
- Ensure that traffic control is implemented to restrict non-emergency vehicles from entering the site.
- Ensure that occupants proceeding to the Assembly Areas are not endangered by vehicular movements.

### Location 16 - Dardanup Shire Depot, 35 Martin-Pelusey Road, Dardanup





## Shire of Dardanup – Dardanup Shire Depot – 35 Martin-Pelusey Road

### Site Risks – Top Ten

1. Human Behaviour – attendee behaviour
2. Structural and Bush Fire - accidental, arson, smoke
3. Electrical Fault – fuse, power board, overload
4. Isolated Persons- working alone
5. Medical Emergency – staff, contractor, visitor, volunteer
6. Slip, trip or fall – in the workplace internally or externally
7. Moving motor vehicles
8. Storm damage including rain inundation, flood
9. Maintenance of all items in the workplace to manufactures specifications
10. Hazardous substances and dangerous goods, use of SDS and procedure failure.

### Fire Suppression Equipment

- Dry Powder Extinguisher

### Response

- Implement emergency response procedures for their area (including evacuation if the circumstances in their area or site warrant this).
- Clearly identify themselves through the wearing of a Warden vest and hat.
- Communicate with the Chief Warden by whatever means available and act on instructions.
- Advise the Chief Warden as soon as possible of the circumstances and any action taken.
- Ensure that the appropriate Emergency Service has been notified.
- If it is safe to do so, check to ensure that doors are properly closed – (NB in case of a Bomb, doors are left open to reduce the potential blast effect).
- Search their area of responsibility, including toilets, to ensure that all persons have evacuated.
- Ensure the orderly flow of persons into protected areas.
- Assist persons with disabilities.
- Act as the leader of groups moving to nominated Assembly Areas.
- Co-opt persons as required to assist during the emergency.
- Ensure a roll call is conducted.
- Confirm activities have been completed and report this to the Chief Warden.
- Ensure that clear access is maintained for any arriving emergency services equipment.
- Ensure that traffic control is implemented to restrict non-emergency vehicles from entering the site.
- Ensure that occupants proceeding to the Assembly Areas are not endangered by vehicular movements.

Location 17 - Diggers Club, Lot 100 South West Highway, Waterloo

**FLOOR PLAN  
TO BE  
INSERTED**



## Shire of Dardanup – Diggers Club, Lot 100 South West Highway, Waterloo

### Site Risks – Top Ten

1. Human Behaviour – attendee behaviour
2. Structural and Bush Fire - accidental, arson, smoke
3. Electrical Fault – fuse, power board, overload
4. Isolated Persons- working alone
5. Medical Emergency – staff, contractor, visitor, volunteer
6. Slip, trip or fall – in the workplace internally or externally
7. Moving motor vehicles
8. Storm damage including rain inundation, flood
9. Maintenance of all items in the workplace to manufactures specifications
10. Hazardous substances and dangerous goods, use of SDS and procedure failure.

### Fire Suppression Equipment

- Dry Powder Extinguisher

### Response

- Implement emergency response procedures for their area (including evacuation if the circumstances in their area or site warrant this).
- Clearly identify themselves through the wearing of a Warden vest and hat.
- Communicate with the Chief Warden by whatever means available and act on instructions.
- Advise the Chief Warden as soon as possible of the circumstances and any action taken.
- Ensure that the appropriate Emergency Service has been notified.
- If it is safe to do so, check to ensure that doors are properly closed – (NB in case of a Bomb, doors are left open to reduce the potential blast effect).
- Search their area of responsibility, including toilets, to ensure that all persons have evacuated.
- Ensure the orderly flow of persons into protected areas.
- Assist persons with disabilities.
- Act as the leader of groups moving to nominated Assembly Areas.
- Co-opt persons as required to assist during the emergency.
- Ensure a roll call is conducted.
- Confirm activities have been completed and report this to the Chief Warden.
- Ensure that clear access is maintained for any arriving emergency services equipment.
- Ensure that traffic control is implemented to restrict non-emergency vehicles from entering the site.
- Ensure that occupants proceeding to the Assembly Areas are not endangered by vehicular movements.

## Location 18 - Banksia Road Waste Transfer Station, Banksia Road, Dardanup

**FLOOR PLAN  
TO BE  
INSERTED**



## Banksia Road Waste Transfer Station, Banksia Road, Dardanup

### Facility Risks – Top Ten

11. Human Behaviour – theft and misconduct, aggressive behaviour.
12. Structural Fire - accidental, arson, kitchen, smoke
13. Electrical Fault – fuse, power board, overload, computers
14. Moving vehicles outside the building in lane and carpark
15. Medical Emergency – staff, contractor, visitor
16. Slip, trip or fall – in the workplace internally or externally
17. Working in or near water
18. Storm damage, flying debris including rain inundation, flood
19. Maintenance of all items in the facility to specifications
20. Hazardous Substances – Dangerous goods – failure to follow MSDS

### Fire Suppression Equipment

- Dry Powder Extinguisher
- Fire Blanket

### Response

- Implement emergency response procedures for their area (including evacuation if the circumstances in their area or site warrant this).
- Clearly identify themselves through the wearing of a warden vest and hat.
- Communicate with the staff by whatever means available and act on procedures.
- Ensure that the appropriate Emergency Service has been notified.
- Search their area of responsibility, including toilets, to ensure that all persons have evacuated.
- Ensure the orderly flow of persons into protected areas.
- Assist persons with disabilities.(PEEP)
- Act as the leader of groups moving to nominated Assembly Areas.
- Co-opt persons as required to assist during the emergency.(Manage Traffic)
- Ensure a head count is conducted to establish if anyone is missing.
- Confirm activities have been completed and report this to the Chief Warden.
- Ensure that clear access is maintained for any arriving emergency services equipment.
- Ensure that traffic control is implemented to restrict non-emergency vehicles from entering the site.
- Ensure that occupants proceeding to the Assembly Areas are not endangered by vehicular movements.

Location 19 - Eaton Hall (leased to the Bunbury Repertory Club), Pratt Road, Eaton

**FLOOR PLAN  
TO BE  
INSERTED**



## Eaton Hall (leased to the Bunbury Repertory Club), Pratt Road, Eaton

### Facility Risks – Top Ten

1. Human Behaviour – theft and misconduct, aggressive behaviour.
2. Structural Fire - accidental, arson, kitchen, smoke
3. Electrical Fault – fuse, power board, overload, computers
4. Moving vehicles outside the building in lane and carpark
5. Medical Emergency – staff, contractor, visitor
6. Slip, trip or fall – in the workplace internally or externally
7. Working in or near water
8. Storm damage, flying debris including rain inundation, flood
9. Maintenance of all items in the facility to specifications
10. Hazardous Substances – Dangerous goods – failure to follow MSDS

### Fire Suppression Equipment

- Dry Powder Extinguisher
- Fire Blanket

### Response

- Implement emergency response procedures for their area (including evacuation if the circumstances in their area or site warrant this).
- Clearly identify themselves through the wearing of a warden vest and hat.
- Communicate with the staff by whatever means available and act on procedures.
- Ensure that the appropriate Emergency Service has been notified.
- Search their area of responsibility, including toilets, to ensure that all persons have evacuated.
- Ensure the orderly flow of persons into protected areas.
- Assist persons with disabilities.(PEEP)
- Act as the leader of groups moving to nominated Assembly Areas.
- Co-opt persons as required to assist during the emergency.(Manage Traffic)
- Ensure a head count is conducted to establish if anyone is missing.
- Confirm activities have been completed and report this to the Chief Warden.
- Ensure that clear access is maintained for any arriving emergency services equipment.
- Ensure that traffic control is implemented to restrict non-emergency vehicles from entering the site.
- Ensure that occupants proceeding to the Assembly Areas are not endangered by vehicular movements.

**Location 20 - Eaton Junior Football and Eaton Cricket Club Pavilion, Pratt Road, Eaton**

**FLOOR PLAN  
TO BE  
INSERTED**





## Eaton Junior Football and Eaton Cricket Club Pavilion, Pratt Road, Eaton

### Facility Risks – Top Ten

1. Human Behaviour – theft and misconduct, aggressive behaviour.
2. Structural Fire - accidental, arson, kitchen, smoke
3. Electrical Fault – fuse, power board, overload, computers
4. Moving vehicles outside the building in lane and carpark
5. Medical Emergency – staff, contractor, visitor
6. Slip, trip or fall – in the workplace internally or externally
7. Working in or near water
8. Storm damage, flying debris including rain inundation, flood
9. Maintenance of all items in the facility to specifications
10. Hazardous Substances – Dangerous goods – failure to follow MSDS

### Fire Suppression Equipment

- Dry Powder Extinguisher
- Fire Blanket

### Response

- Implement emergency response procedures for their area (including evacuation if the circumstances in their area or site warrant this).
- Clearly identify themselves through the wearing of a warden vest and hat.
- Communicate with the staff by whatever means available and act on procedures.
- Ensure that the appropriate Emergency Service has been notified.
- Search their area of responsibility, including toilets, to ensure that all persons have evacuated.
- Ensure the orderly flow of persons into protected areas.
- Assist persons with disabilities.(PEEP)
- Act as the leader of groups moving to nominated Assembly Areas.
- Co-opt persons as required to assist during the emergency.(Manage Traffic)
- Ensure a head count is conducted to establish if anyone is missing.
- Confirm activities have been completed and report this to the Chief Warden.
- Ensure that clear access is maintained for any arriving emergency services equipment.
- Ensure that traffic control is implemented to restrict non-emergency vehicles from entering the site.
- Ensure that occupants proceeding to the Assembly Areas are not endangered by vehicular movements.

Location 21 - Eaton Boomers Football Club, Council Drive, Eaton

**FLOOR PLAN  
TO BE  
INSERTED**



## Eaton Boomers Football Club, Council Drive, Eaton

### Facility Risks – Top Ten

1. Human Behaviour – theft and misconduct, aggressive behaviour.
2. Structural Fire - accidental, arson, kitchen, smoke
3. Electrical Fault – fuse, power board, overload, computers
4. Moving vehicles outside the building in lane and carpark
5. Medical Emergency – staff, contractor, visitor
6. Slip, trip or fall – in the workplace internally or externally
7. Working in or near water
8. Storm damage, flying debris including rain inundation, flood
9. Maintenance of all items in the facility to specifications
10. Hazardous Substances – Dangerous goods – failure to follow MSDS

### Fire Suppression Equipment

- Dry Powder Extinguisher
- Fire Blanket

### Response

- Implement emergency response procedures for their area (including evacuation if the circumstances in their area or site warrant this).
- Clearly identify themselves through the wearing of a warden vest and hat.
- Communicate with the staff by whatever means available and act on procedures.
- Ensure that the appropriate Emergency Service has been notified.
- Search their area of responsibility, including toilets, to ensure that all persons have evacuated.
- Ensure the orderly flow of persons into protected areas.
- Assist persons with disabilities.(PEEP)
- Act as the leader of groups moving to nominated Assembly Areas.
- Co-opt persons as required to assist during the emergency.(Manage Traffic)
- Ensure a head count is conducted to establish if anyone is missing.
- Confirm activities have been completed and report this to the Chief Warden.
- Ensure that clear access is maintained for any arriving emergency services equipment.
- Ensure that traffic control is implemented to restrict non-emergency vehicles from entering the site.
- Ensure that occupants proceeding to the Assembly Areas are not endangered by vehicular movements.

Location 22 - Bunbury and District Softball Association, Recreation Drive, Eaton

**FLOOR PLAN  
TO BE  
INSERTED**



## Bunbury and District Softball Association, Recreation Drive, Eaton

### Facility Risks – Top Ten

1. Human Behaviour – theft and misconduct, aggressive behaviour.
2. Structural Fire - accidental, arson, kitchen, smoke
3. Electrical Fault – fuse, power board, overload, computers
4. Moving vehicles outside the building in lane and carpark
5. Medical Emergency – staff, contractor, visitor
6. Slip, trip or fall – in the workplace internally or externally
7. Working in or near water
8. Storm damage, flying debris including rain inundation, flood
9. Maintenance of all items in the facility to specifications
1. Hazardous Substances – Dangerous goods – failure to follow MSDS

### Fire Suppression Equipment

- Dry Powder Extinguisher
- Fire Blanket

### Response

- Implement emergency response procedures for their area (including evacuation if the circumstances in their area or site warrant this).
- Clearly identify themselves through the wearing of a warden vest and hat.
- Communicate with the staff by whatever means available and act on procedures.
- Ensure that the appropriate Emergency Service has been notified.
- Search their area of responsibility, including toilets, to ensure that all persons have evacuated.
- Ensure the orderly flow of persons into protected areas.
- Assist persons with disabilities.(PEEP)
- Act as the leader of groups moving to nominated Assembly Areas.
- Co-opt persons as required to assist during the emergency.(Manage Traffic)
- Ensure a head count is conducted to establish if anyone is missing.
- Confirm activities have been completed and report this to the Chief Warden.
- Ensure that clear access is maintained for any arriving emergency services equipment.
- Ensure that traffic control is implemented to restrict non-emergency vehicles from entering the site.
- Ensure that occupants proceeding to the Assembly Areas are not endangered by vehicular movements.

Location 23 – Dardanup Central Bush Fire Brigade Shed, 3 Little Street, Dardanup

**FLOOR PLAN  
TO BE  
INSERTED**



## Dardanup Central Bush Fire Brigade Shed, 3 Little Street, Dardanup

### Facility Risks – Top Ten

1. Human Behaviour – theft and misconduct, aggressive behaviour,
2. Structural Fire - accidental, arson, kitchen, smoke
3. Electrical Fault – fuse, power board, overload, computers
4. Moving vehicles outside the building in lane and carpark
5. Medical Emergency – staff, contractor, visitor
6. Slip, trip or fall – in the workplace internally or externally
7. Working in or near water
8. Storm damage, flying debris including rain inundation, flood
9. Maintenance of all items in the facility to specifications
10. Hazardous Substances – Dangerous goods – failure to follow MSDS

### Fire Suppression Equipment

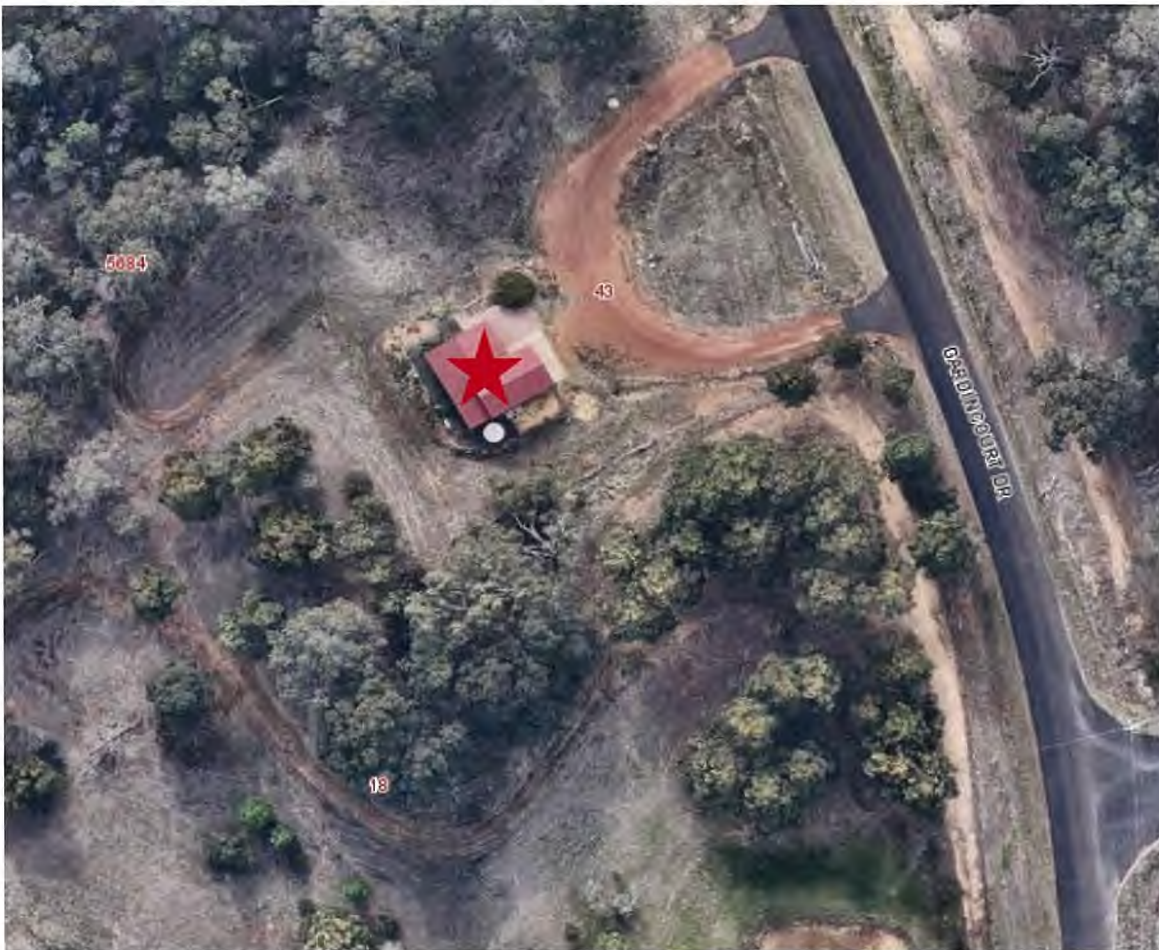
- Dry Powder Extinguisher
- Fire Blanket

### Response

- Implement emergency response procedures for their area (including evacuation if the circumstances in their area or site warrant this).
- Clearly identify themselves through the wearing of a warden vest and hat.
- Communicate with the staff by whatever means available and act on procedures.
- Ensure that the appropriate Emergency Service has been notified.
- Search their area of responsibility, including toilets, to ensure that all persons have evacuated.
- Ensure the orderly flow of persons into protected areas.
- Assist persons with disabilities.(PEEP)
- Act as the leader of groups moving to nominated Assembly Areas.
- Co-opt persons as required to assist during the emergency.(Manage Traffic)
- Ensure a head count is conducted to establish if anyone is missing.
- Confirm activities have been completed and report this to the Chief Warden.
- Ensure that clear access is maintained for any arriving emergency services equipment.
- Ensure that traffic control is implemented to restrict non-emergency vehicles from entering the site.
- Ensure that occupants proceeding to the Assembly Areas are not endangered by vehicular movements.

Location 24 – Ferguson Bush Fire Brigade Shed, 69 Gardincourt Drive, Henty

**FLOOR PLAN  
TO BE  
INSERTED**





## Ferguson Bush Fire Brigade Shed - 69 Gardincourt Drive, Henty

### Facility Risks – Top Ten

1. Human Behaviour – theft and misconduct, aggressive behaviour.
2. Structural Fire - accidental, arson, kitchen, smoke
3. Electrical Fault – fuse, power board, overload, computers
4. Moving vehicles outside the building in lane and carpark
5. Medical Emergency – staff, contractor, visitor
6. Slip, trip or fall – in the workplace internally or externally
7. Working in or near water
8. Storm damage, flying debris including rain inundation, flood
9. Maintenance of all items in the facility to specifications
10. Hazardous Substances – Dangerous goods – failure to follow MSDS

### Fire Suppression Equipment

- Dry Powder Extinguisher
- Fire Blanket

### Response

- Implement emergency response procedures for their area (including evacuation if the circumstances in their area or site warrant this).
- Clearly identify themselves through the wearing of a warden vest and hat.
- Communicate with the staff by whatever means available and act on procedures.
- Ensure that the appropriate Emergency Service has been notified.
- Search their area of responsibility, including toilets, to ensure that all persons have evacuated.
- Ensure the orderly flow of persons into protected areas.
- Assist persons with disabilities.(PEEP)
- Act as the leader of groups moving to nominated Assembly Areas.
- Co-opt persons as required to assist during the emergency,(Manage Traffic)
- Ensure a head count is conducted to establish if anyone is missing.
- Confirm activities have been completed and report this to the Chief Warden.
- Ensure that clear access is maintained for any arriving emergency services equipment.
- Ensure that traffic control is implemented to restrict non-emergency vehicles from entering the site.
- Ensure that occupants proceeding to the Assembly Areas are not endangered by vehicular movements.

Location 25 – Upper Ferguson Bush Fire Brigade Shed, Lot 202 Ferguson Road, Dardanup

**FLOOR PLAN  
TO BE  
INSERTED**



## Upper Ferguson Bush Fire Brigade Shed, Lot 202 Ferguson Road, Dardanup

### Facility Risks – Top Ten

1. Human Behaviour – theft and misconduct, aggressive behaviour.
2. Structural Fire - accidental, arson, kitchen, smoke
3. Electrical Fault – fuse, power board, overload, computers
4. Moving vehicles outside the building in lane and carpark
5. Medical Emergency – staff, contractor, visitor
6. Slip, trip or fall – in the workplace internally or externally
7. Working in or near water
8. Storm damage, flying debris including rain inundation, flood
9. Maintenance of all items in the facility to specifications
10. Hazardous Substances – Dangerous goods – failure to follow MSDS

### Fire Suppression Equipment

- Dry Powder Extinguisher
- Fire Blanket

### Response

- Implement emergency response procedures for their area (including evacuation if the circumstances in their area or site warrant this).
- Clearly identify themselves through the wearing of a warden vest and hat.
- Communicate with the staff by whatever means available and act on procedures.
- Ensure that the appropriate Emergency Service has been notified.
- Search their area of responsibility, including toilets, to ensure that all persons have evacuated.
- Ensure the orderly flow of persons into protected areas.
- Assist persons with disabilities.(PEEP)
- Act as the leader of groups moving to nominated Assembly Areas.
- Co-opt persons as required to assist during the emergency.(Manage Traffic)
- Ensure a head count is conducted to establish if anyone is missing.
- Confirm activities have been completed and report this to the Chief Warden.
- Ensure that clear access is maintained for any arriving emergency services equipment.
- Ensure that traffic control is implemented to restrict non-emergency vehicles from entering the site.
- Ensure that occupants proceeding to the Assembly Areas are not endangered by vehicular movements.

**Location 26 – Joshua Creek/Crooked Brook Bush Fire Brigade Shed, 835 Crooked Brook Road, Crooked Brook**

**FLOOR PLAN  
TO BE  
INSERTED**



## Joshua Creek, Crooked Brook Bush Fire Brigade Shed, 835 Crooked Brook Road, Crooked Brook

### Facility Risks – Top Ten

1. Human Behaviour – theft and misconduct, aggressive behaviour.
2. Structural Fire - accidental, arson, kitchen, smoke
3. Electrical Fault – fuse, power board, overload, computers
4. Moving vehicles outside the building in lane and carpark
5. Medical Emergency – staff, contractor, visitor
6. Slip, trip or fall – in the workplace internally or externally
7. Working in or near water
8. Storm damage, flying debris including rain inundation, flood
9. Maintenance of all items in the facility to specifications
10. Hazardous Substances – Dangerous goods – failure to follow MSDS

### Fire Suppression Equipment

- Dry Powder Extinguisher
- Fire Blanket

### Response

- Implement emergency response procedures for their area (including evacuation if the circumstances in their area or site warrant this).
- Clearly identify themselves through the wearing of a warden vest and hat.
- Communicate with the staff by whatever means available and act on procedures.
- Ensure that the appropriate Emergency Service has been notified.
- Search their area of responsibility, including toilets, to ensure that all persons have evacuated.
- Ensure the orderly flow of persons into protected areas.
- Assist persons with disabilities.(PEEP)
- Act as the leader of groups moving to nominated Assembly Areas.
- Co-opt persons as required to assist during the emergency.(Manage Traffic)
- Ensure a head count is conducted to establish if anyone is missing.
- Confirm activities have been completed and report this to the Chief Warden.
- Ensure that clear access is maintained for any arriving emergency services equipment.
- Ensure that traffic control is implemented to restrict non-emergency vehicles from entering the site.
- Ensure that occupants proceeding to the Assembly Areas are not endangered by vehicular movements.

**Location 27 – Waterloo Bush Fire Brigade Shed, 14432 South Western Highway, Waterloo**

**FLOOR PLAN  
TO BE  
INSERTED**



## Waterloo Bush Fire Brigade Shed, 14432 South Western Highway, Waterloo,

### Facility Risks – Top Ten

1. Human Behaviour – theft and misconduct, aggressive behaviour.
2. Structural Fire - accidental, arson, kitchen, smoke
3. Electrical Fault – fuse, power board, overload, computers
4. Moving vehicles outside the building in lane and carpark
5. Medical Emergency – staff, contractor, visitor
6. Slip, trip or fall – in the workplace internally or externally
7. Working in or near water
8. Storm damage, flying debris including rain inundation, flood
9. Maintenance of all items in the facility to specifications
10. Hazardous Substances – Dangerous goods – failure to follow MSDS

### Fire Suppression Equipment

- Dry Powder Extinguisher
- Fire Blanket

### Response

- Implement emergency response procedures for their area (including evacuation if the circumstances in their area or site warrant this).
- Clearly identify themselves through the wearing of a warden vest and hat.
- Communicate with the staff by whatever means available and act on procedures.
- Ensure that the appropriate Emergency Service has been notified.
- Search their area of responsibility, including toilets, to ensure that all persons have evacuated.
- Ensure the orderly flow of persons into protected areas.
- Assist persons with disabilities.(PEEP)
- Act as the leader of groups moving to nominated Assembly Areas.
- Co-opt persons as required to assist during the emergency.(Manage Traffic)
- Ensure a head count is conducted to establish if anyone is missing.
- Confirm activities have been completed and report this to the Chief Warden.
- Ensure that clear access is maintained for any arriving emergency services equipment.
- Ensure that traffic control is implemented to restrict non-emergency vehicles from entering the site.
- Ensure that occupants proceeding to the Assembly Areas are not endangered by vehicular movements.

Location 28 – West Dardanup Bush Fire Brigade Shed, 23 Garvey Road, West Dardanup

**FLOOR PLAN  
TO BE  
INSERTED**





## West Dardanup Bush Fire Brigade Shed, 23 Garvey Road, West Dardanup

### Facility Risks – Top Ten

1. Human Behaviour – theft and misconduct, aggressive behaviour.
2. Structural Fire - accidental, arson, kitchen, smoke
3. Electrical Fault – fuse, power board, overload, computers
4. Moving vehicles outside the building in lane and carpark
5. Medical Emergency – staff, contractor, visitor
6. Slip, trip or fall – in the workplace internally or externally
7. Working in or near water
8. Storm damage, flying debris including rain inundation, flood
9. Maintenance of all items in the facility to specifications
10. Hazardous Substances – Dangerous goods – failure to follow MSDS

### Fire Suppression Equipment

- Dry Powder Extinguisher
- Fire Blanket

### Response

- Implement emergency response procedures for their area (including evacuation if the circumstances in their area or site warrant this).
- Clearly identify themselves through the wearing of a warden vest and hat.
- Communicate with the staff by whatever means available and act on procedures.
- Ensure that the appropriate Emergency Service has been notified.
- Search their area of responsibility, including toilets, to ensure that all persons have evacuated.
- Ensure the orderly flow of persons into protected areas.
- Assist persons with disabilities.(PEEP)
- Act as the leader of groups moving to nominated Assembly Areas.
- Co-opt persons as required to assist during the emergency.(Manage Traffic)
- Ensure a head count is conducted to establish if anyone is missing.
- Confirm activities have been completed and report this to the Chief Warden.
- Ensure that clear access is maintained for any arriving emergency services equipment.
- Ensure that traffic control is implemented to restrict non-emergency vehicles from entering the site.
- Ensure that occupants proceeding to the Assembly Areas are not endangered by vehicular movements.

Location 29 – Wellington Mill Bush Fire Brigade Shed, 546 Wellington Mill Rd, Wellington Mill

**FLOOR PLAN  
TO BE  
INSERTED**



## Wellington Mill Bush Fire Brigade Shed

### Facility Risks – Top Ten

1. Human Behaviour – theft and misconduct, aggressive behaviour.
2. Structural Fire - accidental, arson, kitchen, smoke
3. Electrical Fault – fuse, power board, overload, computers
4. Moving vehicles outside the building in lane and carpark
5. Medical Emergency – staff, contractor, visitor
6. Slip, trip or fall – in the workplace internally or externally
7. Working in or near water
8. Storm damage, flying debris including rain inundation, flood
9. Maintenance of all items in the facility to specifications
10. Hazardous Substances – Dangerous goods – failure to follow MSDS

### Fire Suppression Equipment

- Dry Powder Extinguisher
- Fire Blanket

### Response

- Implement emergency response procedures for their area (including evacuation if the circumstances in their area or site warrant this).
- Clearly identify themselves through the wearing of a warden vest and hat.
- Communicate with the staff by whatever means available and act on procedures.
- Ensure that the appropriate Emergency Service has been notified.
- Search their area of responsibility, including toilets, to ensure that all persons have evacuated.
- Ensure the orderly flow of persons into protected areas.
- Assist persons with disabilities.(PEEP)
- Act as the leader of groups moving to nominated Assembly Areas.
- Co-opt persons as required to assist during the emergency.(Manage Traffic)
- Ensure a head count is conducted to establish if anyone is missing.
- Confirm activities have been completed and report this to the Chief Warden.
- Ensure that clear access is maintained for any arriving emergency services equipment.
- Ensure that traffic control is implemented to restrict non-emergency vehicles from entering the site.
- Ensure that occupants proceeding to the Assembly Areas are not endangered by vehicular movements.

**Location 30 Burekup Bushfire Brigade Shed, Lot 100 Russell Road, Burekup**

**FLOOR PLAN  
TO BE  
INSERTED**



## Burkeup Bushfire Brigade Shed

### Facility Risks – Top Ten

11. Human Behaviour – theft and misconduct, aggressive behaviour.
12. Structural Fire - accidental, arson, kitchen, smoke
13. Electrical Fault – fuse, power board, overload, computers
14. Moving vehicles outside the building in lane and carpark
15. Medical Emergency – staff, contractor, visitor
16. Slip, trip or fall – in the workplace internally or externally
17. Working in or near water
18. Storm damage, flying debris including rain inundation, flood
19. Maintenance of all items in the facility to specifications
20. Hazardous Substances – Dangerous goods – failure to follow MSDS

### Fire Suppression Equipment

- Dry Powder Extinguisher
- Fire Blanket

### Response

- Implement emergency response procedures for their area (including evacuation if the circumstances in their area or site warrant this).
- Clearly identify themselves through the wearing of a warden vest and hat.
- Communicate with the staff by whatever means available and act on procedures.
- Ensure that the appropriate Emergency Service has been notified.
- Search their area of responsibility, including toilets, to ensure that all persons have evacuated.
- Ensure the orderly flow of persons into protected areas.
- Assist persons with disabilities.(PEEP)
- Act as the leader of groups moving to nominated Assembly Areas.
- Co-opt persons as required to assist during the emergency.(Manage Traffic)
- Ensure a head count is conducted to establish if anyone is missing.
- Confirm activities have been completed and report this to the Chief Warden.
- Ensure that clear access is maintained for any arriving emergency services equipment.
- Ensure that traffic control is implemented to restrict non-emergency vehicles from entering the site.
- Ensure that occupants proceeding to the Assembly Areas are not endangered by vehicular movements.

## SECTION 4: CHECKLISTS

### Chief Warden Checklist

# Chief Warden (White Hat)

Assumes control from time alarm is raised until arrival and handover to the Emergency Services.

ACTION CHECKLIST	
<b>IDENTIFY</b>	<ul style="list-style-type: none"> <li>Acknowledge alert and evacuation alarms or other forms of emergency identification.</li> <li>Assume control of the site.</li> <li>Maintain log of all activities and decisions.</li> </ul>
<b>NOTIFY</b>	<ul style="list-style-type: none"> <li>Direct stand-by actions to Emergency Control Group (ECG), via Communications Coordinator.</li> <li>Ensure Emergency Services are notified, via Telephone Communications.</li> <li>Activate Emergency Warning System (EWS).</li> </ul>
<b>ACT</b>	<ul style="list-style-type: none"> <li>Establish Emergency Operations Centre from Control Room to manage emergency</li> <li>Receive situation reports from Area Wardens, Security Contractors and other operations members</li> <li>Determine emergency type (see reverse) and action Stay      Part Evacuation      Full Evacuation</li> <li>Issue action order to EWS Operator</li> <li>Receive regular situation reports from Communications Coordinator on emergency and evacuation progress</li> </ul>
<b>FOLLOW INSTRUCTION</b>	<ul style="list-style-type: none"> <li>Follow instructions from Emergency Services</li> </ul>
<b>EVACUATE</b>	<ul style="list-style-type: none"> <li>Assess if Emergency Operations Centre is safe. Withdraw to a safe management position if required.</li> <li>Prepare emergency log and handover notes for Emergency Services.</li> <li>All clear or handover emergency to Emergency Services</li> <li>Evacuate to Assembly Areas, if required.</li> </ul>
<b>ALL CLEAR</b>	<ul style="list-style-type: none"> <li>Declare or receive all clear from Emergency Services</li> <li>Conduct debrief.</li> </ul>

## Deputy Chief Warden Checklist

# Deputy Chief Warden (White Hat)

Assists with control from time alarm is raised unless the Chief Warden is absent until arrival and handover to the Emergency Services.

ACTION CHECKLIST	
<b>IDENTIFY</b>	<ul style="list-style-type: none"> <li>Acknowledge alert and evacuation alarms or other forms of emergency identification.</li> </ul>
<b>NOTIFY</b>	<ul style="list-style-type: none"> <li>Assist Chief Warden in notifying Emergency Control Group and Emergency Services if required</li> </ul>
<b>ACT</b>	<ul style="list-style-type: none"> <li>Move to operations area to manage emergency</li> <li>Act as additional set of eyes, ears and mouth for Chief Warden.</li> <li>Ensure action orders issued by Chief Warden are understood and executed by the Level and Area Wardens.</li> <li>Assist Chief Warden to enable effective time critical decision making.</li> <li>Evaluate action orders to ensure harm to patrons and staff is minimised.</li> </ul>
<b>FOLLOW INSTRUCTION</b>	<ul style="list-style-type: none"> <li>Follow instructions issued by Chief Warden</li> </ul>
<b>EVACUATE</b>	<ul style="list-style-type: none"> <li>Assess if Emergency Operations Centre is safe. Withdraw to a safe management position if required</li> <li>Evacuate to Assembly Areas, if required</li> </ul>
<b>ALL CLEAR</b>	<ul style="list-style-type: none"> <li>Follow instructions issued by Chief Warden</li> </ul>

**Communications Officer Checklist**

# Communications Officer (White Hat)

Assists the Chief Warden with control and recording of information from time alarm is raised.

ACTION CHECKLIST	
<b>IDENTIFY</b>	<ul style="list-style-type: none"> <li>Acknowledge alert and evacuation alarms or other forms of emergency identification.</li> </ul>
<b>NOTIFY</b>	<ul style="list-style-type: none"> <li>Assist Chief Warden in notifying Emergency Control Group and Emergency Services if required</li> </ul>
<b>ACT</b>	<ul style="list-style-type: none"> <li>Ensure personal proficiency in operation of facility communication equipment.</li> <li>Maintain records and logbooks and make them available for emergency response.</li> <li>Ensure that ECG members are proficient in use of the facility communication equipment.</li> <li>Ensure that emergency communication contact details are up-to-date.</li> <li>Attend training and emergency exercises, as required by the EIP.</li> </ul>
<b>FOLLOW INSTRUCTION</b>	<ul style="list-style-type: none"> <li>Follow instructions issued by Chief Warden.</li> </ul>
<b>EVACUATE</b>	<ul style="list-style-type: none"> <li>Assess if Emergency Operations Communication is safe and accurate. Withdraw to a safe management position if required.</li> <li>Evacuate to Assembly Areas, if required.</li> </ul>
<b>ALL CLEAR</b>	<ul style="list-style-type: none"> <li>Follow instructions issued by Chief Warden.</li> </ul>



## Area Warden Checklist

# Area Warden (Yellow Hat)

ACTION CHECKLIST	
<b>IDENTIFY</b>	<ul style="list-style-type: none"> <li>Acknowledge alert and evacuation alarms or other forms of emergency identification.</li> </ul>
<b>NOTIFY</b>	<ul style="list-style-type: none"> <li>If localised emergency</li> <li>Inform Chief Warden or Deputy Chief Warden.</li> <li>Dial 000</li> </ul>
<b>ACT</b>	<ul style="list-style-type: none"> <li>Remove or isolate persons from further harm.</li> <li>Put on Area Warden Hat and vest.</li> <li>Move to designated position, if safe to do so.</li> <li>Ensure Wardens have exits open and exit paths are clear.</li> <li>Report actions to Chief Warden.</li> <li>If required, direct and control the orderly evacuation of occupants from area.</li> <li>Check with all Wardens to determine area status Clear / Mobility Impaired / Refusal to Leave</li> <li>Report area status to Chief Warden.</li> <li>Ensure all staff have moved to assembly area.</li> </ul>
<b>FOLLOW INSTRUCTION</b>	<ul style="list-style-type: none"> <li>Follow direction provided by Chief Warden.</li> </ul>
<b>EVACUATE</b>	<ul style="list-style-type: none"> <li>Move to assembly area and wait further instructions.</li> </ul>
<b>ALL CLEAR</b>	<ul style="list-style-type: none"> <li>Follow instructions issued by Chief Warden.</li> </ul>

**Warden / Staff Checklist**

# Warden (Red Hat)

ACTION CHECKLIST	
<b>IDENTIFY</b>	<ul style="list-style-type: none"> <li>• Acknowledge alert and evacuation alarms or other forms of emergency identification.</li> </ul>
<b>NOTIFY</b>	<ul style="list-style-type: none"> <li>• If localised emergency</li> <li>• Inform Chief Warden, Area Warden.</li> <li>• Dial 000</li> </ul>
<b>ACT</b>	<ul style="list-style-type: none"> <li>• Remove or isolate persons from further harm.</li> <li>• Put on warden hat and vest.</li> <li>• Move to allocated position, if safe to do so.</li> <li>• Ensure exit paths are clear and unobstructed and doors are open.</li> <li>• As instructed by Area Warden, direct the orderly evacuation of occupants to the safest exit.</li> <li>• Assist with the safe evacuation of mobility impaired occupants.</li> <li>• Sweep identified areas to ensure vacancy under instruction from Area Warden.</li> <li>• Inform Area Warden of any issues, remaining mobility impaired or refusal to leave occupants.</li> </ul>
<b>FOLLOW INSTRUCTION</b>	<ul style="list-style-type: none"> <li>• Follow direction provided by Area Warden.</li> </ul>
<b>EVACUATE</b>	<ul style="list-style-type: none"> <li>• On direction move to assembly area wait further instructions.</li> </ul>
<b>ALL CLEAR</b>	<ul style="list-style-type: none"> <li>• Follow instructions issued by Chief Warden.</li> </ul>

Traffic Warden

## Traffic Warden (Red Hat)

ACTION CHECKLIST	
IDENTIFY	<ul style="list-style-type: none"> <li>Acknowledge request(s)</li> </ul>
NOTIFY	<ul style="list-style-type: none"> <li>Inform the Area Warden</li> </ul>
ACT	<p>In the case of an emergency evacuation, the Traffic Control Warden shall;</p> <ul style="list-style-type: none"> <li>Ensure that clear access is maintained for any arriving emergency services equipment.</li> <li>Ensure that traffic control is implemented to restrict non-emergency vehicles from entering the site.</li> <li>Ensure that occupants proceeding to the Assembly Areas are not endangered by vehicular movements.</li> </ul> <p><b>Movement of Motor Vehicles during an Emergency</b></p> <p>Vehicles may be removed from the Car Park only after personnel have been evacuated and only with the approval of the senior Emergency Services Officer or Police.</p>
FOLLOW INSTRUCTION	<ul style="list-style-type: none"> <li>Follow direction provided by the Warden.</li> </ul>
EVACUATE	<ul style="list-style-type: none"> <li>On direction move to assembly area wait further instructions.</li> </ul>
ALL CLEAR	<ul style="list-style-type: none"> <li>Follow instructions issued by Chief Warden.</li> </ul>

**First Aid Officer - FAO**

**FAO (Green Hat)**

ACTION CHECKLIST	
<b>IDENTIFY</b>	<ul style="list-style-type: none"> <li>Acknowledge first aid request(s), inform warden(s)</li> </ul>
<b>NOTIFY</b>	<ul style="list-style-type: none"> <li>If localised emergency</li> <li>All injury (s) are reported to the Area Warden</li> <li>If required, dial 000</li> </ul>
<b>ACT</b>	<p>In the case of an emergency situation, the First Aid Officer shall:</p> <ul style="list-style-type: none"> <li>Provide for the initial care of ill or injured persons by rendering first aid treatment in accordance with their approved training</li> <li>Take any portable first aid kits, defibrillator(s) and other first aid related equipment to the designated Assembly Area and prepare to treat the ill and injured as well as take instruction from Ambulance Officers once they arrive on scene</li> <li>Remain with the casualty until no further treatment or assistance is required, or until the casualty is handed over to ambulance or other medical personnel. If casualties are found the Officer or an assistant must immediately call for an Ambulance by calling 000.</li> <li>Note: All staff should make themselves aware of the locations of first aid equipment in their workplace as well as the identity and location of trained workplace first aid officers.</li> </ul>
<b>FOLLOW INSTRUCTION</b>	<ul style="list-style-type: none"> <li>Follow direction provided by the Warden</li> </ul>
<b>EVACUATE</b>	<ul style="list-style-type: none"> <li>On direction move to assembly area wait further instructions</li> </ul>
<b>ALL CLEAR</b>	<ul style="list-style-type: none"> <li>Follow instructions issued by Chief Warden</li> </ul>

## Section 5: Appendices

### Appendix 1 - Personal Emergency Evacuation Plan (PEEP)

Occupants Name:

Location:

Building / Facility:

Floor:

Room Number:

Is an Assistant Animal involved? Yes  No

Are you trained in the emergency response procedures including the evacuation procedures?

Yes  No

Preferred method of receiving updates to the emergency response procedures: (Circle or add)

**Fax Email Braille Text Staff Circular**

Preferred method for notification of emergency: (Circle or add)

**Visual Alarm Personal Vibrating Devise SMS**

Type of assistance required?

List procedures necessary for assistance:

.....  
.....  
.....  
.....

Equipment required for evacuation:

.....  
.....  
.....

Egress procedure:

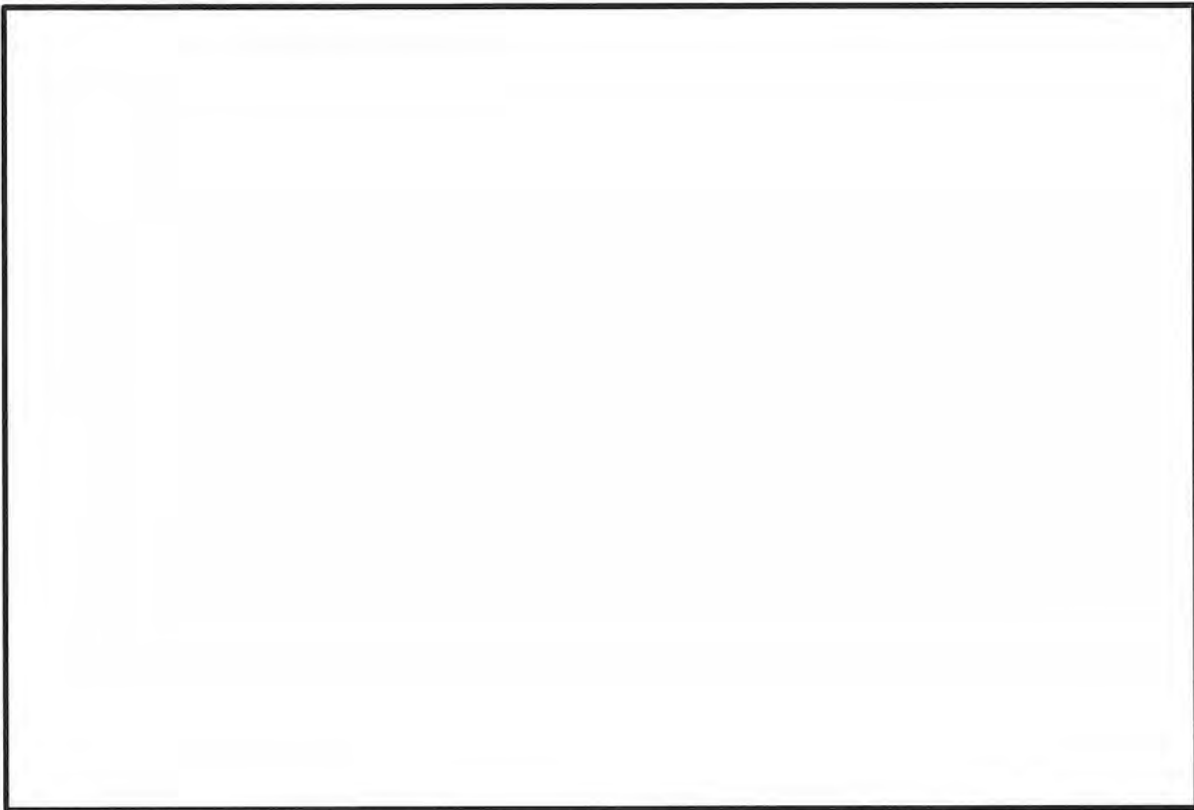
1. ....
2. ....
3. ....
4. ....

Designated assistants and contact details:

.....  
.....

Are your designated assistants trained in the emergency response procedures including the evacuation procedure? Yes  No

Diagram of preferred route for assisted evacuation:



Issue Date:...../...../.....

Review Date:...../...../.....

Occupant Approved:

## Appendix 2: Emergency Contacts

GROUP		PHONE NUMBER
WA Police	Life-threatening or time critical emergency	000
	Non-life threatening incident requiring Police response	131 444
	Local Police Station: Australind	08 9797 0222
Ambulance		000
Department of Fire and Emergency Services		000
State Emergency Service		132 500
Bunbury Hospital		08 9722 1000
Eaton Medical Centre		08 9724 3311
Poisons Information Centre		131 126
Gas		131 352
Electricity		131 351
Water Corporation		131 375
Health Direct (Department of Health)		1800 022 222
Local Government - Bunbury		08 9792 7000
Local Government - Harvey		08 9729 0300
Local Government - Capel		08 9727 0222
Local Government - Collie		08 9734 9000
Pollution Watch		1300 784 780
WorkSafe (Accident Reporting)		1800 678 198
Electrical Contractor - Nifes Electrical		08 9725 6006
Plumbing Contractor - Boyles Plumbing		0407 922 383
Approved Asbestos Contractor - Harris Asbestos		0406 013 110

INTERNAL CONTACTS		
NAME	POSITION	MOBILE
Anton Manning	Senior OSH Coordinator	0438 178 283
Erin Hutchins	Coordinator - Emergency & Ranger Services	0427 960 161
Barry Cox	Principal Works Supervisor	0427 445 383
Ben Jordan	Manager Recreation Centre	0400 241 403
Cathy Lee	Manager Governance & HR	0417 032 030

<b>INTERNAL CONTACTS</b>		
<b>NAME</b>	<b>POSITION</b>	<b>MOBILE</b>
Craig Browne	Senior ETO - Operations	0428 195 882
David Mort	Principal Parks & Environment Supervisor	0439 401 764
Donna Bullen	Senior HR Coordinator	0491 217 908
James Reilly	Project Development Engineer	0418 284 212
Jessica Forsyth	Ranger	0400 794 337
Hamish James	Ranger	0472 836 132
Luke Botica	Director Engineering & Development Services	0427 447 050
Mark Atherton	Leading Hand Parks & Gardens	0438 903 302
Mark Chester	Chief Executive Officer	0417 954 339
Mick Saunders	Manager Assets	0400 711 200
Murray Halden	Senior Ranger	0409 629 555
Nathan Ryder	Manager Operations	0447 781 021
Neil Nicholson	Principal Environmental Health Officer	0427 240 092
Peter Jackson	Principal Building Surveyor	0488 901 300
Jamie Anderton	Works Leading Hand	0447 376 689
Peter Stampoultzis	Manager Information Services	0409 295 052
Steve Potter	Manager Development Services	0417 214 402
Stephen Eaton	IT Manager	0437 703 497
Phil Anastasakis	Director Corporate & Community Services	0459 897 623
Sudi Mishra	Business Systems Analyst	0423 829 283
Melanie Serra	Manager Culture & Community Services	0439 036 101
Troy Williamson	Program Coordinator	0427 240 020
Waste Site	Waste Site Officer	0408 334 097



### Appendix 3: Shire of Dardanup Warden Contact List

Name	Position	Daytime Phone	Mobile	Out of Hours
Donna Bullen	Chief Warden – Eaton Administration	9724 0363	0491 217 908	0491 217 908
Katie Tilbee	Deputy Chief Warden – Eaton Administration	9724 4000		
Donna Bailye	Communications Officer	9724 0310		
Mick Saunders	Area Warden – Eaton Administration	9724 0381	0400 711 200	0400 711 200
Steve Potter	Area Warden – Eaton Administration	9724 0349	0417 214 402	0417 214 402
Gaylene Godfrey	Area Warden – Eaton Administration	9724 0301		
Melanie Serra	Area Warden – Eaton Administration	9724 0354	0439 036 101	0439 036 101
Cathy Lee	First Aid Officer – Eaton Administration	9724 0306	0417 032 030	0417 032 030
Anton Manning	First Aid Officer – Eaton Administration	9724 0313	0438 178 283	0438 178 283
Nathan Ryder	Warden – Eaton Administration	9724 0393	0447 781 021	0447 781 021
Vitalis Chifamba	Warden – Eaton Administration	9724 0311		
David Lovett	Warden – Eaton Administration	9724 0373		
Natalie Hopkins	Warden – Eaton Administration	9724 0370	0427 776 076	0427 776 076
Ben Jordan	Chief Warden – Eaton Recreation Centre	9724 1400	0400 241 403	0400 241 403
Duty Manager	Chief Warden – Eaton Recreation Centre	9724 1400		
TBA	Chief Warden – Depot			

## Appendix 4: Incident Log

Date of Incident: \_\_\_\_\_

Compiled By: \_\_\_\_\_

Summary of incident details:

---



---



---

Time	Specific incident details and timeline of events	Actions performed and by whom		
		Implemented - What was done?	What resources were used?	Outstanding - what still needs to be done?

Time	Specific incident details and timeline of events	Actions performed and by whom		
		Implemented - What was done?	What resources were used?	Outstanding - what still needs to be done?

Incident log reviewed by: \_\_\_\_\_

Date reviewed: \_\_\_\_\_

## Appendix 5: Evacuation Exercise Observer's Log

<b>DATE:</b>		<b>SITE:</b>	
<b>AREA:</b>			
EVACUATION SEQUENCE	YES/NO/NA	TIME	
1 <sup>st</sup> Alarm (warning) sounded. Was it clearly audible?			
Warden(s) responded (stopped work, collected coloured hat, roll call log, made way to designated area and sought further instruction)			
Employees stopped work and assembled at their designated exit door			
Time the relevant emergency service was called?			
2 <sup>nd</sup> Alarm (evacuate) sounded and evacuation commenced. Was it clearly audible? Did staff move in an orderly fashion?			
Wardens checked their area of responsibility to determine if all persons had been evacuated			
Wardens reported floor or area clear to Chief Warden			
People unfamiliar with the emergency response procedures and visitors were assisted in evacuating. Persons with disabilities were assisted			
There were no obstructions in corridors, exit doors and stairs or at assembly points			
External entry points (gates/doors) were guarded to prevent re-entry, and vehicular movement was restricted during the exercise			
Evacuees arrived at their designated assembly area			
Wardens checked personnel present at their assembly point (where appropriate) and notified Chief Warden			
Evacuation completed			
Exercise terminated - ALL CLEAR issued			

### COMMENTS:


**OBSERVER:** \_\_\_\_\_ **SIGNED:** \_\_\_\_\_

## Appendix 6: Incident Response Plans

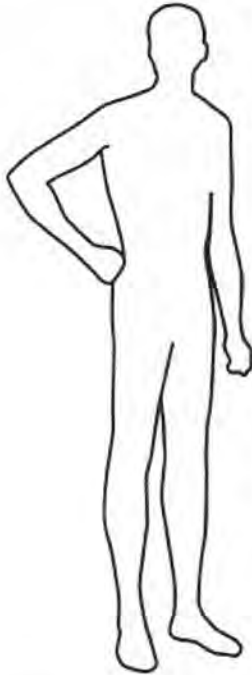
### Incident Response Plan 1 - Armed Hold Up

In the event of an Armed Hold-Up:

- **REMAIN CALM, QUIET and STAND STILL.**
- Assume the offender is armed, even if a weapon cannot be seen.
- Obey the offender's instructions at all times.
- Only do what you are told to do – NO MORE, NO LESS.
- DO NOT argue with, threaten or stare at the offender.
- DO NOT attempt to disarm or otherwise apprehend the offender.
- Give the offender everything he/she asks for i.e. money, product etc.
- Answer any questions when asked.
- Avoid any sudden movement that could panic the offender.
- Observe as many details about the offender as possible.
- Note any items and surfaces touched by the offender.
- When the offender has departed, notify the Chief Warden immediately, then:
  - Secure the immediate vicinity (i.e. lock the office/room) in which the hold-up occurred.
  - DO NOT allow anyone to approach the area in which the offender was located.
  - DO NOT touch anywhere the offender touched.
  - Record all relevant details about the incident and the offenders (below).
- It is the responsibility of the Chief Warden to contact the WA Police.
- If you are suffering trauma from the event, ask the Supervisor to arrange a meeting with an Employee Assistance Program counsellor to provide onsite support.

# Description Form

If you're a victim of a robbery, please complete this form by yourself. If you are unsure of an answer, don't guess - leave it blank. If there are other witnesses, record their names at the base of page and ask them to complete these descriptions on a piece of paper.



<b>ROBBERS:</b>	<b>1</b>	<b>2</b>	<b>3</b>
GENDER			
HEIGHT			
BUILD			
AGE			
HAIR			
FACIAL HAIR			
COMPLEXION			
EYES			
ACCENT/RACE			
DISGUISE			
SCARS/TATTOOS			
HEADWEAR			
GLASSES			
SHIRT/JACKET			
PANTS/DRESS			
CLOTHING LOGOS			
SHOES/BOOTS			
CARRY BAG			



<b>VEHICLE DETAILS</b>			
MAKE:	MODEL:	TYPE:	YEAR (approx):
COLOUR:	REGISTRATION:	PLATE COLOUR:	
NUMBER OF OCCUPANTS:	DISTINGUISHING FEATURES/ACCESSORIES:		

<b>WEAPON DETAILS</b>				
				
				<b>OTHER:</b>

<b>WITNESS DETAILS</b>
<b>WITNESS 1:</b>
<b>WITNESS 2:</b>
<b>WITNESS 3:</b>

Source: Victoria Police website [www.police.vic.gov.au](http://www.police.vic.gov.au)

## Incident Response Plan 2 - Bomb Threat

### In the event of a Bomb Threat by TELEPHONE:

- **STAY CALM and LISTEN CAREFULLY.**
- **DO NOT** hang up the telephone or make return threats.
- Try and keep the person talking for as long as possible to obtain as much information as possible.
- If possible, fill out a "Bomb Threat Checklist" (below) while you are on the phone to the caller.
- Once the call is finished, **DO NOT HANG UP.** It may be possible to trace the call.
- Notify the Chief Warden immediately the call has terminated, if unavailable your supervisor.
- Do not communicate the threat to anyone else.
- It is the Chief Warden's responsibility to activate a building evacuation/search.
- When you hear the Evacuation order or alarm, evacuate to your designated assembly area.
- Leave all unfinished work.
- Leave doors and windows open.
- **DO NOT** collect belongings.
- When directed to, assist people with disabilities or special needs.
- The Police Response Team will attend the incident zone and assess the situation.
- **DO NOT** leave your assembly area until instructed to do so by the Chief Warden.

### If an item or SUSPICIOUS PACKAGE is located:

- **DO NOT TOUCH** the item or package.
- Notify the Chief immediately, or if unavailable, another Manager.
- Record all information on the "Bomb Threat Checklist" (Below).
- The source of notification is to provide as much detail as possible for checklist completion. An incident report will be generated by the Chief Warden and copied to the Chief Executive Officer and then the HR & OSH Officer for investigation and filing.
- If you are suffering trauma from the event, ask the Supervisor to arrange a meeting with an Employee Assistance Program counsellor to provide onsite support.

<b>BOMB THREAT CHECKLIST</b>		
<b>WHO RECEIVED THE CALL:</b>		
Name:	Date:	Time:
Exact wording of the threat:		
<b>1. General Questions to Ask</b>		

**BOMB THREAT CHECKLIST**

- What is it? .....
- When is it set to explode OR When will the substance be released? .....
- Where did you put it? .....
- What does it look like? .....
- When did you put it there? .....
- How will the bomb explode OR how will the substance be released? .....
- Did you put it there? .....
- Why did you put it there? .....

**2. Bomb Threat Questions**

- What type of bomb is it? .....
- What is in the bomb? .....
- What will make the bomb explode? .....
- When is it set to explode? .....

**3. Chemical/Biological Threat Questions**

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

**4. Other Questions to Ask**

- What is your name? .....
- Where are you? .....
- What is your address? .....

**5. Observations from the voice**

Speaker:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Age:	<input type="checkbox"/> Very Young <input type="checkbox"/> Adolescent <input type="checkbox"/> Adult <input type="checkbox"/> Old
Sobriety:	<input type="checkbox"/> Normal <input type="checkbox"/> Intoxicated <input type="checkbox"/> Drugged
Speech:	<input type="checkbox"/> Normal <input type="checkbox"/> Stammer <input type="checkbox"/> Slurred <input type="checkbox"/> Lisp <input type="checkbox"/> Loud <input type="checkbox"/> Calm
Accent:	<input type="checkbox"/> Foreign <input type="checkbox"/> Well-spoken <input type="checkbox"/> Abusive <input type="checkbox"/> Irrational
	<input type="checkbox"/> Message sounded like it was being read by the caller
	<input type="checkbox"/> Message was taped
	Other:





## Incident Response Plan 3 - Chemical Spill

### In the event of a Chemical Spill:

- **Raise the alarm by notifying your Supervisor immediately.**
- **Make your Supervisor aware immediately if you are feeling unwell.**
- **If you know what the chemical is, notify the Supervisor.**
- **The Supervisor will notify the Chief Warden.**
- **If you are in the immediate vicinity of a chemical spill or if you hear the verbal alarm, evacuate to your designated assembly area.**
- **Do not collect belongings.**
- **If anyone has been injured and requires emergency medical assistance, dial 000 and request assistance.**
- **If the spill is localised, the contaminant and it is safe to do so, the Supervisor will cordon off the affected area, power down equipment and open all doors and windows.**
- **DO NOT approach the chemical spill area unless it is safe to do so and you need to administer Qualified First Aid to injured persons.**
- **Remove person away from the threat to administer First Aid if safe to do so.**
- **Assist people with disabilities or special needs.**
- **DO NOT leave your assembly area until instructed to do so by the Chief Warden. If wind is blowing chemicals in the direction of your assembly area, the Wardens will move the assembly area further up the road towards a safer area.**
  - **Before the return to work order is given, the Chief Warden will confirm that the affected area is safe and the Principal Environmental Health Officer will make an assessment of any potential safety concerns.**
  - **The Principal Environmental Health Officer shall determine the level of cleaning and sanitation required.**
  - **Once the affected area is cleaned and sanitised, the Principal Environmental Health Officer in conjunction with the Chief Warden will give clearance for the return of employees to the area.**
  - **An incident report will be generated by the Chief Warden and copied to the Chief Executive Officer and then the HR & OSH Officer for investigation and filing.**
- **All employees must follow the relevant employee re-entry procedure as directed.**
- **If you are suffering trauma from the event, ask the Supervisor to arrange a meeting with an Employee Assistance Program counsellor to provide onsite support.**
- **Advise your Supervisor if symptoms persist following your return to work.**

## Incident Response Plan 4 - Explosion

### In the event of an Explosion:

- **Raise the alarm by notifying your Supervisor immediately.**
- **The Supervisor will notify the Chief Warden.**
- **If you are in the immediate vicinity of the explosion or if you hear the verbal alarm and if instructed, evacuate to your designated assembly area.**
- **If anyone has been injured and requires emergency medical assistance, dial 000 and request assistance.**
- **DO NOT approach the incident area unless it is safe to do so and you need to administer Qualified First Aid to injured persons.**
- **DO NOT collect belongings.**
- **Assist people with disabilities or special needs.**
- **The Incident Response Team will attend the incident zone and assess the situation.**
- **DO NOT leave your assembly area until instructed to do so by the Chief Warden.**
  - Before the return to work order is given, the Chief Warden will confirm that the affected area is safe and they will make an assessment of any potential product contamination and isolate affected product for decision by the Principal Environmental Health Officer.
  - The Principal Environmental Health Officer shall determine the level of cleaning and sanitation required.
  - Once the affected area is cleaned and sanitised, the Principal Environmental Health Officer in conjunction with the Chief Warden will give clearance for the return of employees to the area.
  - An incident report will be generated by the Chief Warden and copied to the Chief Executive Officer and HR & OSH Officer for investigation and filing.
- **All employees must follow the relevant employee re-entry procedure as directed.**
- **If you are suffering trauma from the event, ask Supervisor to arrange a meeting with an Employee Assistance Program counsellor to provide onsite support.**

## Incident Response Plan 5 - Fire and Smoke

In the event of Fire and Smoke emergencies:

- Raise the alarm by accessing any activation device, verbal, manual call point or air horn.
- Notify your Supervisor immediately.
- Your Supervisor will notify the Chief Warden.
- If you are in the immediate vicinity of the fire or if you hear the Evacuation alarm, evacuate to your designated assembly area.
- DO NOT collect belongings.
- If anyone has been injured and requires emergency medical assistance, dial 000 and request assistance.
- DO NOT approach the incident area unless it is safe to do so and you need to administer Qualified First Aid to injured persons.
- Assist people with disabilities or special needs.
- The Supervisor will attempt to power down equipment and close all doors and windows if it is safe to do so.
- DO NOT leave your assembly area until instructed to do so by the Chief Warden:
  - Before the return to work order is given, the Chief Warden will confirm that the affected area is safe and the Principal Environmental Health Officer will make an assessment of any potential building and safety concerns.
  - The Principal Environmental Health Officer shall determine the level of cleaning and sanitation required.
  - Once the affected area is cleaned and sanitised, the Principal Environmental Health Officer in conjunction with the Chief Warden will give clearance for the return of employees to the area.
  - An incident report will be generated by the Chief Warden and copied to the Chief Executive Officer and OHR & OSH Coordinator for investigation and filing.
- All employees must follow the relevant employee re-entry procedure as directed.
- If you are suffering trauma from the event, ask your supervisor to arrange a meeting with an Employee Assistance Program counsellor to provide onsite support.

## Incident Response Plan 6 - Natural Hazard, Storm, Earthquake, Flood

In the event of an impact of a Natural Hazard:

- **Raise the alarm by notifying your Supervisor immediately.**
- **Your Supervisor will notify the Chief Warden.**
- **If you are in the immediate vicinity of any danger or if you hear the Evacuation command or alarm, evacuate to your designated assembly area.**
- **If anyone has been injured and requires emergency medical assistance, dial 000 and request assistance.**
- **DO NOT approach the affected area unless it is safe to do so and you need to administer Qualified First Aid to injured persons.**
- **DO NOT collect belongings.**
- **Assist people with disabilities or special needs.**
- **The Supervisor will attempt to power down equipment and close all doors and windows if flood waters / strong winds are outside the building.**
- **DO NOT leave your assembly area until instructed to do so by the Chief Warden**
  - Before the return to work order is given, the Chief Warden will confirm that the affected area is safe and the Principal Environmental Health Officer will make an assessment of any potential contamination and isolate affected product for decision by Chief Executive Officer.
  - The Principal Environmental Health Officer shall determine the level of cleaning and sanitation required.
  - Once the affected area is cleaned and sanitised, the Principal Environmental Health Officer in conjunction with the Chief Warden will give clearance for the return of employees to the area.
  - An incident report will be generated by the Chief Warden and copied to the Chief Executive Officer and then to the HR & OSH Officer for investigation and filing.
- **All employees must follow the relevant employee re-entry procedure as directed.**
- **If you are suffering trauma from the event, ask your supervisor to arrange a meeting with an Employee Assistance Program counsellor to provide onsite support.**

## Incident Response Plan 7 - Electrical Blackout

In the event of an Electrical Blackout:

- Emergency lighting will switch on. Evacuate to your designated assembly area.
- If anyone has been injured and requires emergency medical assistance, dial 000 and request assistance.
- DO NOT return to the building.
- DO NOT collect belongings.
- Assist people with disabilities or special needs.
- The Principal Environmental Health Officer will assess the situation and decide on a course of action
- DO NOT leave your assembly area until instructed to do so by the Chief Warden.
- If the building needs to be manned and there is sufficient daylight, the Chief Warden may decide it is safe for a reduced team to man the building (i.e. in storms when power lines are down but the public needs to liaise).

## Incident Response Plan 8 - Hazardous Materials Incident

In the event of a Hazardous Substance leak or spill:

- Raise the alarm by notifying your Supervisor immediately.
- Make your Supervisor aware immediately if you are feeling unwell.
- The Supervisor will notify the Chief Warden and refer to the Principal Environmental Health Officer
- If you are in the immediate vicinity of a leak or spill or if you hear the Evacuation alarm, evacuate to your designated assembly area.
- If anyone has been injured and requires emergency medical assistance, dial 000 and request assistance.
- If the leak is localised and it is safe to do so, the Supervisor will cordon off the affected area, power down equipment and open all doors and windows.
- DO NOT approach leak or spill area unless it is safe to do so and you need to administer First Aid to injured persons.
- DO NOT collect belongings.
- Assist people with disabilities or special needs.
- The DFES Incident Response Team will attend the incident zone and assess the situation
- DO NOT leave your assembly area until instructed to do so by the Chief Warden. If wind is blowing chemicals in the direction of your assembly area, the Wardens will move the assembly area further up the road towards a safer area.
  - Before the return to work order is given, the Chief Warden will confirm that the substance level in the affected area has subsided and a risk assessment has been made for any potential product contamination and isolate.
  - Once the affected area is cleaned and sanitised, the Principal Environmental Health Officer in conjunction with the Chief Warden will give clearance for the return of employees to the area.
  - An incident report will be generated by the Chief Warden and copied to the Chief Executive Officer then the HR & OSH Officer for investigation and filing.
- All employees must follow the relevant employee re-entry procedure as directed.
- Advise your Supervisor if symptoms persist following your return to work.
- If you are suffering trauma from the event, ask your supervisor to arrange a meeting with an Employee Assistance Program counsellor to provide onsite support.

**Incident Response Plan 9 - First Aid Response**

**D DANGER**  
Ensure the area is safe for your self, others and the patient



**R RESPONSE**  
**Check for response**—ask name—squeeze shoulders  
**No response**

**Response**  
Make comfortable  
Monitor response



**S SEND for help**  
**Call triple zero (000) for an ambulance**  
or ask another person to make the call



**A AIRWAY**  
**Open mouth**—if foreign material present  
Place in recovery position  
Clear airway with fingers



**B BREATHING**  
**Check for breathing**—look, listen, feel  
**Not normal breathing**  
Start CPR  
**Normal breathing**  
Place in recovery position  
Monitor breathing



**C CPR**  
**Start CPR—30 chest compressions : 2 breaths**  
Continue CPR until help arrives  
or patient recovers



**D DEFIBRILLATION**  
**Apply defibrillator** if available  
and follow voice prompts



**In the event of administering First Aid Response:**



## Incident Response Plan 10 - Aggressive Customers

Customer violence or aggression can occur from a variety of causes such as disputes, complaints, boredom, mental illness or the influence of alcohol or drugs. This means that the immediate response from staff may depend on the nature and severity of the event.

Most incidents of violence can be prevented through a risk management approach (i.e. no workplace violence tolerance, organisational layout, alarm systems) and staff should be made aware of potential escape routes and appropriate strategies for dealing with difficult customers. In the event where an immediate response is required:

- **REMAIN CALM and NON-CONFRONTATIONAL.**
- If possible, maintain distance between yourself and the aggressive customer. (i.e. remain behind a counter or keep distance). Your safety and the safety of others come first.
- If possible have raise the alarm via a panic button or duress alarm if available, or have another staff member leave the situation if safe to do so to raise the alarm.
- **DO NOT** argue with, threaten or stare at the offender.
- **DO NOT** attempt to disarm or otherwise apprehend the offender if they are carrying a weapon.
- Avoid any sudden movement that could panic or agitate the offender.
- It is the responsibility of the Chief Warden to call for backup such as immediate security or the WA Police.
- After the situation, the incident must be reported and recorded using the appropriate local format (i.e. employee incident form or data base) and management or appropriate parties notified.
- If you are suffering trauma from the event, ask the Supervisor to arrange a meeting with an Employee Assistance Program counsellor to provide onsite support.
- If workplace violence and aggression occurs between employees, the Chief Warden is to ensure that management is notified and the appropriate disciplinary procedures are followed.

