

EMERGENCY & CRITICAL INCIDENT MANAGEMENT PROCEDURE (10) V2

PURPOSE

To ensure a systematic approach to the management of emergencies and critical incidents.

RESPONSIBILITIES

Persons Conducting a Business or Undertaking (PCBU) must ensure so far as is reasonably practicable that:

- potential emergency situations have been identified, assessed and appropriate controls implemented
- roles and responsibilities related to emergency management are defined
- an emergency plan has been prepared, developed, implemented and tested
- workers are provided with appropriate information, instruction and training in emergency procedures
- a disaster recovery plan (contingency plan) has been developed for emergency situations where normal business is interrupted by a natural, environmental or other disaster.

Officers must:

- Exercise due diligence to ensure that the PCBU meets their responsibilities as above.

Workers must:

- take reasonable care for their own safety and avoid adversely affecting the health and safety of others through any act or omission
- actively participate in training and comply with any reasonable instruction relating to emergency or critical incidents.

DEFINITIONS

Definitions of terms can be found on the Catholic Safety website or via this link [here](#).

INFORMATION	
Emergency Management Plan	An emergency management plan is a course of action developed to mitigate the damage of potential events that could endanger an organisation's ability to function. Such a plan should include measures that provide for the safety of personnel and, if possible, property and facilities.
Disaster Recovery Plan	<ul style="list-style-type: none"> • A disaster recovery plan is a documented process, or set of procedures, to recover and protect a business in the event of a disaster. • Such a plan specifies procedures an organisation is to follow in the event of a disaster.
Emergency Evacuation Diagram	An emergency evacuation diagram is information about the facility, comprising a pictorial representation of a floor, or area, clear directions to exit and other relevant emergency response information.

ACTIONS

HAZARD IDENTIFICATION	
Emergencies	Hazard identification of potential emergencies for each worksite must be undertaken.

Consideration should be given to specific situations relevant to the worksite e.g. transport of chemicals in a lift, mobility of persons on site, proximity to other businesses risks.

CONTROLS

Planning and Implementation

Emergency Management Plan

Developing the Plan:

Worksites must have a documented plan for the management of emergencies.

In developing an emergency management plan, consideration should be given to the following:

- The nature of the hazards at the workplace.
- The size, location and complexity of the workplace.
- The number, mobility and vulnerability of the workers and others.
- Hours of occupancy.
- Proximity to risks outside of the workplace.
- Access and egress for emergency vehicles.
- Access to emergency services.
- Inclement weather.

Refer to [Emergency Situations Guidance Notes](#) for information on specific situations

Documenting the Plan:

In documenting the emergency management plan, ensure the following has been included:

- A clear statement of purpose and scope.
- Information on designated emergency roles and responsibilities.
- Controls for specific situations.
- Clear lines of communication.
- Emergency contact details, including after hours.
- A [Personal Emergency Evacuation Plan \(PEEP\)](#) must be developed and implemented for occupants who have an identified impairment.

Implementing the Plan:

When implementing the emergency management plan, ensure the following occurs:

- The dissemination of the plan to all workers, volunteers and other persons.
- Adequate training, appropriate to specific roles and responsibilities has been provided.

Testing and Review of the Plan

Testing the Plan:

When testing the emergency management plan, ensure the following occurs:

- Planned emergency drills.
- Actual emergency situations (e.g. bomb threat, fire).
- Post-event debrief and notes recorded.
- Deficiencies which are then addressed and changes implemented.

Reviewing the Plan:

Ensure the emergency management plan is reviewed:

- after an emergency situation or test has occurred

	<ul style="list-style-type: none"> • at the conclusion of any changes to the worksite (e.g. buildings, access and egress, quantity of persons on site) • post emergency incident and drill debriefings • when new activities have been introduced • at the conclusion of any verification checks and workplace inspections which impact on emergencies.
<p>Risk Assessment Number of wardens</p>	<p>The worksite shall determine the number of wardens required taking into account:</p> <ul style="list-style-type: none"> • the nature of the hazards at the workplace • the size, location and type of workplace • the number and mobility of the workers • the number of occupants and visitors. <p>Further information can be obtained from AS 3745: <i>Planning for emergencies in facilities</i> on determining Emergency Control Organisation (ECO) numbers.</p> <p>AS 3745 suggests, if deemed necessary, that the ECO shall consist of the following;</p> <ul style="list-style-type: none"> • Chief warden or equivalent • Deputy chief warden • Communications officer and deputy • Floor/area wardens and deputies • Wardens and deputies. <p>NB: An appropriate person to take on the role of the Chief Warden is someone who remains at the site the majority of the time, during working hours.</p> <p>Refer to Identification of ECO Members Guidance Note for colors of helmets etc assigned to each ECO position.</p>
<p>Emergency Evacuation Diagram</p>	<p>Worksites must develop and display Emergency Evacuation Diagram/s</p> <p>The Emergency Evacuation Diagram must be developed in accordance with AS 3745 <i>Planning for Emergencies in Facilities</i>.</p> <p>HEALTH SECTOR: AS 4083 – <i>Planning for Emergencies – Health Care Facilities</i> Develop the Diagrams:</p> <p><i>Note: Individual evacuation diagrams shall have the correct orientation with regard to the direction of egress and its location to the “You Are Here” point. Where an assembly area diagram is included, it shall have the same orientation to the rest of the diagram</i></p> <p>Refer to Emergency Evacuation Diagram Guidance Notes for further information</p> <p>Display Diagrams in prominent positions and in close proximity to each designated emergency exit at a height not less than 1200mm and not more than 1600mm above the level of the finished floor.</p> <p>Diagram must be reviewed:</p> <ul style="list-style-type: none"> • at least 3 yearly • if any changes occur at the worksite (eg assembly point, exits).
<p>Developing the Disaster Recovery Plan</p>	<p>In developing a Disaster Recovery Plan refer to the Disaster Recovery Guidelines available on the Catholic Safety Health and Welfare website or, from the Department for Communities and Social Inclusion Disaster Recovery.</p> <p>Implement the Plan:</p> <ul style="list-style-type: none"> • Disseminate the plan to relevant persons.

	<ul style="list-style-type: none"> • Provide adequate training appropriate to roles and responsibilities.
	<p>Test the Plan:</p> <ul style="list-style-type: none"> • An annual desktop review of actions shall be undertaken by each site (<i>eg contact with emergency services, relocation sites, transport companies, preferred contractors etc</i>). <p>Review of the Plan:</p> <ul style="list-style-type: none"> • After any significant business interruption or test. • Consider any changes to the worksite (<i>eg buildings, access & egress, number of persons on site</i>). • Consider audit results, verification checks. • Update the plan as required.
Management Of Emergency Equipment	
Selection and Location of Firefighting Equipment	<p>The National Construction Code Series (NCC) has different classifications for buildings. Each site will have different firefighting equipment requirements dependent on the size and purpose of the building. Refer to the NCC website for the relevant classification of your sector.</p> <p>You will need to register (<i>free service</i>) prior to accessing the relevant codes. https://www.abcb.gov.au/ncc-online.</p> <p>Portable fire extinguishers and fire blankets must be provided and installed at the workplace in accordance with AS 2444 – <i>Portable Fire Extinguishers and fire blankets – Selection and Location</i>.</p>
Servicing / Maintenance of Firefighting Equipment	<ul style="list-style-type: none"> • Firefighting equipment and fire protection facilities must be maintained by a competent person. • Fire hydrants, fire extinguishers and fire blankets shall be inspected 6 monthly and records maintained. Refer to AS 1851 – <i>Routine service of fire protection systems and equipment</i> for further information. • Attached metal tags must display the current inspection date.
Testing of Smoke/Heat Alarms	<p>An assessment must be conducted and documented, by a competent person, to determine the frequency of testing required on all smoke and thermal devices.</p> <p>When determining the frequency of testing, consideration should be given to the following:</p> <ul style="list-style-type: none"> • The manufacturer's requirements for inspection and testing of each device. • The environment the devices are installed in (<i>eg dust, kitchens, laboratories etc</i>). • The specific sector (<i>eg health sector, boarding houses, early learning centers</i>). • Whether the devices are integrated into the alarm system and monitored by an external provider. <p>Records of testing must be obtained from the relevant contractor and retained in accordance with Document Control Procedure 24.</p>
Emergency Exit Lights	<ul style="list-style-type: none"> • Push-button testing must be done at least quarterly for all exit lights. Where failures have been identified, appropriate corrective action must be implemented. • 90 minute battery discharge test must be conducted on all exit/emergency lights every 6 months. • Records must be retained as per Document Control Procedure 24 (Exit Sign Testing Register can be used). <p>Refer to Exit Light Testing Guidance Note for further information</p>

<p>Entry and Exit</p>	<ul style="list-style-type: none"> • Aisles and walkways should be at least 600mm wide and kept free of furniture or other obstructions at all times. Where it is necessary to clearly define entry and exit routes, the boundaries of the route should be marked with a contrasting colour at least 50mm wide or by glowing markers. • The location of exits should be clearly marked and signs should be posted to show the direction to exit doors to aid emergency evacuation.
<p>Testing of Emergency Procedures</p>	
<p>Emergency Drills – Evacuation and Lock-In</p>	<ul style="list-style-type: none"> • EDUCATION SECTOR: 2 lock-ins and 2 evacuation drills must be conducted each year. • PARISH SECTOR: 6 monthly verbal instruction to the congregation and notes published in the bulletin (<i>no emergency drill is required</i>) • OTHER SECTORS: Drills should be conducted as a minimum 12 monthly. • Debriefing will occur after the drill. • Activities from the drill are to be documented. • Outcomes and corrective actions to be documented. • Records to be retained as per Document Control Procedure 24 (Evacuation Observer's Checklist and Evacuation/Lock-in Checklist).
<p>Personal Emergency Evacuation Plan</p>	<p>Where there are occupants who have a known disability at the worksite (including students), a Personal Emergency Evacuation Plan (PEEP) must be developed and implemented. The Chief Warden should be made aware of any PEEPs. Personal Emergency Evacuation Plan</p>
<p>INFORMATION, INSTRUCTION AND TRAINING</p>	
	<ul style="list-style-type: none"> • Wardens to be trained every 3 years or where significant changes have occurred in the sites Emergency Management Systems (e.g. installation of new warning system). • All workers to be provided with information in relation to the worksites emergency procedures at induction. • All workers to participate in emergency drills.
<p>DOCUMENT CONTROL</p>	
	<p>All documents must be kept in line with the Document Control Procedure 24.</p>
<p>MONITOR AND REVIEW</p>	
	<p>This procedure will be monitored for compliance and effectiveness by Catholic Safety Health & Welfare SA as per the Audit Procedure 7.</p>

RELATED DOCUMENTS

External Documents

- Work Health and Safety Act 2012 (SA)
- Work Health and Safety Regulations 2012 (SA)
- Code of Practice – Managing the Work Environment and Facilities.
- AS 1851 - *Maintenance of fire protection systems and equipment*
- AS 2444 - *Portable fire extinguishers and fire blankets – Selection and location.*
- AS 3745 - *Planning for emergencies in facilities.*
- AS 4083 - *Planning for emergencies – Health care facilities*

Internal Documents

CCES Procedures 1-31



- [Disaster Recovery Guidelines](#)
- [Emergency Situations Guidance Notes](#)
- [Emergency Evacuation Diagram Guidance Notes](#)
- [Exit Light Testing Guidance Note](#)
- [Identification of ECO Members Guidance Note](#)

FORMS

- [Evacuation Observer's Checklist](#)
- [Evacuation/Lock-in Checklist](#)
- [Exit Sign Testing Register](#)
- [Personal Emergency Evacuation Plan](#)
- [Bomb Threat Checklist](#)

VERSION CONTROL AND CHANGE HISTORY

Version	Approved By	Approved Date	Reason for Development of Review	Review Date
5	Sector Forums	May 2014	Legislation – New WHS Act	2017
April 2015 – Document consolidated across CCES sectors				
V1	Executive Manager CSHW	24/04/2015	Procedure consolidation	2017
V2	Executive Manager CSHW	20/10/2017	Review of procedure	2020

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