EMERGENCY MANAGEMENT PROCEDURE

The Fire Safety Manual should be read in conjunction with this policy

Aim
Education Centre of Australia Pty Ltd ("the Company") is aware of its duty under the relevant work, health and safety legislation (the "Legislation") to ensure, as far as practicable, the health and a safety of its workplace. The following emergency procedure has been developed to meet its legal obligations and, importantly, to minimise the risks and impact of emergency situations on the health and safety of its workers.

In preparing this emergency procedure, the Company has taken into account the following:
the nature of the work being carried out at the workplace;
any specific hazards identified at the workplace;
the size and location of the workplace;
the number of workers and other people at the workplace; and
the impact of any external hazards in the vicinity of the workplace.

What is an emergency?
An emergency is an unplanned event, or series of events, which arises internally or from external sources and may:
adversely affect the safety of workers, customers, or the public;
disrupt the Company’s business operations;
cause physical or environmental damage, or threaten the Company’s property and requires an immediate response.

An emergency situation may include (but is not limited to) fire and/or smoke, explosion, bomb threats, suspicious objects, power failures, natural disasters, chemical spills, gas leaks, robbery or violence.

What is an emergency plan?
An emergency plan details the way in which the Company will respond to an emergency situation. It sets out the emergency procedures. The emergency procedures should include:
an effective response to an emergency;
an evacuation procedure (including methods to assist worker, or others requiring special assistance, for example, people confined to wheelchairs);
activation of alarms;
notification of emergency services at the earliest opportunity;
identification of safe places;
medical treatment and assistance;
potential traffic restrictions, if relevant;

distribution of emergency phone numbers, including after hours contact numbers;

access for emergency services, for example, ambulance, fire brigade;

effective communication between the person nominated by the Company to co-ordinate the emergency plan and all persons in the workplace;

the use and maintenance of equipment required to deal with specific types of emergencies, such as fire extinguishers, spill kits, smoke detectors and sprinklers;

testing emergency procedures (including evacuation practice drills to be conducted at least every 12 months);

training, information and instruction to relevant workers in relation to implementing the emergency procedure; and

regular review of the emergency procedures.

The emergency procedures will be displayed in a prominent place in the workplace.

This emergency plan will be co-ordinated by Building Manager, being the person with control or management of the workplace. The Company will consult with Building Manager regarding this emergency plan and its implementation.

**Responsibility for Developing Emergency Procedures**

Management is responsible for the development of emergency plans and procedures at the Company.

**Responsibility for Implementing Emergency Procedures**

The following persons are responsible for the implementation of the emergency procedures on the declaration of an emergency pending the arrival of police, fire brigade or other emergency services:

**Responsible Persons:**

Please select the positions that are relevant to the Company

Chief Area Warden

First Aid Officer

Please refer to Annexure A to this emergency procedure for the contact details of the nominated people.
Emergency Calls

Emergency Calls from a Telephone (000)
For emergency assistance, in the first instance, 000 should be used for emergency calls from any telephone (fixed or mobile).
Callers can be connected to police, fire or ambulance by dialling 000 from anywhere in Australia. Callers using mobile phones need to give as much information as possible about their location when speaking to the operator to assist in determining the location of the emergency and/or the caller.

Emergency Calls by Mobile Telephone (112)
As an alternative to 000, emergency calls from mobile telephones may be made by dialling the international emergency call number 112 from anywhere in the world (calls are diverted to the local emergency call centre).
112 can be dialled from a mobile telephone, regardless of whether:
your carrier (e.g. Telstra, Optus, Vodafone) has service in the area from where the call is originating, but so long as one mobile telephone carrier has service in the area.

the telephone has a SIM card.
the mobile telephone has credit.
the keypad is locked.

112 cannot be dialled from a telephone on a fixed network.

Text Based Communication in an Emergency (106)
106 is the Australian national emergency number for TTY/textphone.
106 was created to assist people with a hearing or speech impairment and can only be used by people (anyone not just people with a hearing or speech impairment) with a TTY/textphone or a computer with terminal software (TTY imitation software) and a modem.
106 is a toll-free number and a ‘caller’ is asked to type PPP for police, FFF for fire or AAA for ambulance. A ‘caller’ may also use a verbal prompt by saying "police", "fire" or "ambulance" in the event a microphone is available.

General Duties and Responsibilities of Nominated Persons and Employees:

Chief Warden
Chief Wardens are responsible for individual workplaces or areas of a workplace. A Chief Warden, on becoming aware of the emergency, should implement the Company’s emergency procedures, which include the following:
1. Proceed to designated meeting point and establish the nature and location of the emergency;
2. Put on identifying vest or other clothing;
3. Determine the appropriate action to take;
4. Follow directions of the Building Warden (if applicable);
5. Raise alarm (break glass alarm etc) if not already raised;
6. In the event of fire, attempt to extinguish fire if safe to do so.
7. Assist people in immediate danger.
8. Ensure that all persons are safe.
9. Ensure that the correct emergency service(s) has been notified.
10. Ensure that persons are advised of the situation particularly in the event of an evacuation.
11. If necessary, activate a partial or total evacuation procedure.
12. Perform methodical search of their area to ensure that all persons have been notified of emergency and have, or are, proceeding to the nominated Assembly Area (refer below).
13. Assist mobility impaired persons.
14. Brief the emergency service on their arrival.
15. Place a staff member at the entry points to ensure that nobody can enter the building pending permission to do so from a member of the emergency services. 16. If an evacuation is required, account for all persons in the nominated Assembly Area (refer below).

**Deputy Chief Warden**
The Deputy Chief Warden will be required to assume the responsibilities normally carried out by the Chief Warden if the Chief Warden is unavailable. Otherwise assist as required. For example, the Chief Warden may send the Deputy Chief Warden to the scene of the incident to gather information.

**Reception**
On receipt of information of an emergency:
sound alarm if required;
telephone the appropriate emergency service if required – 000;
telephone Security on 292833601; and then
advise the Chief/Deputy Warden of the nature and location of the emergency.

**First Aid Officer**
On hearing the alarm the First Aid Officer will make contact with the Chief/Deputy Warden or Building Warden (if applicable) and make his or her way to the nominated Assembly Area(refer below) with equipment to render first aid as required.

**Employees**
On hearing the alarm employees must:
Follow the directions given by the Chief/Deputy Warden, emergency services, or the Building Warden (if applicable).
Stand by in case an evacuation is required.
In the event of an evacuation, proceed to the nominated Assembly Area (refer below).
Assist as required, in particular any mobility impaired persons.
Assembly Area
After an evacuation, all persons will proceed to the assembly area located at 545 Kent Street (the “Assembly Area”).

AFTER-HOURS RESPONSE
Outside normal business hours and weekend periods the following procedures will apply:
If an emergency situation is discovered:
Ring the emergency services on 000.
Evacuate as appropriate.
Contact Security on 292833601.
Contact, in order of availability: Chief Warden, Deputy Warden or Manager.

PROCEDURE FOR SPECIFIC EMERGENCY SITUATIONS
The following procedures relate to specific emergency situations and apply to all persons.

Fire or smoke
A. You discover a fire:
1. Help people in immediate danger, if safe to do so.
2. Warn others by shouting "Fire, Fire, Fire. Raise the alarm if not already sounding and dial 000.
3. Report to the Chief Warden. The Chief Warden will assess the fire or smoke.
4. Persons are only to attempt to extinguish the fire using the appropriate fire extinguisher or instigate rescue if safe to do so.
5. Follow evacuation procedure when required and follow directions of the Chief Warden and /or emergency services personnel.
Fire Fighting
If you decide that you can extinguish the fire safely, then follow these directions:

1. Check to see what type of fire it is.

2. Ensure you have the appropriate fire extinguisher.

3. Pull the pin out and test to ensure it works.

4. Aim the extinguisher or hose output nozzle at the base of the fire.

5. Work the nozzle with a sweeping motion driving the fire to the far edge.

6. Do not stand down wind of a fire. The smoke and flames can be dangerous. Machinery fires burn with great intensity and the air downwind may be superheated and could cause damage to lung tissue.

7. Do not stand downhill of a fire as the run off may be dangerous.

8. Evacuate the area if there is any chance of chemical or explosives in the fire.
WARNING: ONLY ATTEMPT TO FIGHT THE FIRE IF TRAINED AND IT IS SAFE TO DO SO