

EMERGENCY MANAGEMENT PROCEDURE

Policy Domain	Work Health and Safety
Document type	Procedure
Applicable to	Centacare
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Governing policy	Archdiocesan Work Health and Safety Policy Statement
Related documents	Archdiocesan Risk Management Policy Site Specific Emergency Management Plans Fire Safety Management Plan Personal Emergency Evacuation Plan (PEEP) Evacuation Diagrams Occupier's Statement Fire and Building Safety Orientation Checklist CEEC Emergency Management Policy CEEC HS Guide – Emergency Plan 2020-21
Related legislation	Work Health and Safety Act 2011 (Qld) Work Health and Safety Regulation 2011 (Qld) Fire and Emergency Services Act 1990 (Qld) Building Fire Safety Regulation 2008 (Qld)

1. PURPOSE

The purpose of this procedure is to establish a standard set of responses to various emergencies across Centacare which comply with the requirements of the Fire and Emergency Services Act 1990 and the Building Fire Safety Regulation 2008.

2. SCOPE

2.1 This procedure applies to all Centacare employees, contractors and volunteers, within all Centacare owned and/or controlled properties. Centacare properties are:

- owner-occupied by Centacare Brisbane;
- owned by Centacare Brisbane and tenanted to a third party;
- occupied by Centacare Brisbane under a lease or negotiated agreement; or
- to be acquired or disposed of by Centacare Brisbane.

2.2 This procedure covers events which may be considered to be an emergency situation within and outside the workplace which may include but are not limited to the following:

- Fire

- Lockdown
- Aggressive/ violent/ armed intruder
- Natural disasters
- Bomb threat
- Power failure
- Air Contamination (e.g. air conditioning, asbestos)
- Suspicious Packages
- Chemical Spill
- Medical Incident.

3. EMERGENCY RESPONSE TRAINING

3.1 Centacare will provide relevant training to all employees in emergency response procedures in accordance with the requirements of the Queensland Building Fire Safety Regulations 2008 which includes:

- New employees must be instructed in emergency procedures within two days of commencement of employment
- All employees will receive annual refresher training in emergency procedures either face-to-face or online
- All contractors will be provided with information on the relevant emergency procedures for the building/site/facility
- Fire Wardens will receive annual training in the Emergency Procedure and Emergency Coordination Training (inclusive of emergency evacuations).

It is the responsibility of the Service Manager / Catholic Early EdCare (CEEC) Director/Coordinator to ensure that all employees are provided with the training outlined above.

3.2 All employees will be provided with the following information:

- The layout of the workplace
- The warning system used in an evacuation (e.g. alarm, loud haler)
- All available emergency exits and evacuation routes
- The location of the emergency assembly area
- The firefighting equipment available in the workplace
- When and how to contact emergency services
- How to safely evacuate all occupants
- Collecting rolls and worker/ visitor sign in sheets to assist with

accounting for all occupants

- Identifying suitable exits to visitors/ members of the public
- Marshaling all occupants to the nominated assembly area
- Assisting mobility impaired occupants.

3.3 A record of all Fire and Emergency Training which has been completed must be signed and kept for all employees in the nominated directorate training register.

3.4 Centacare will ensure that an appropriately qualified Fire Safety Advisor (FSA) with current certification is appointed for high occupancy buildings. In keeping with the requirements of the Fire Safety Regulations the same person can be the FSA for two or more buildings.

4. FIRE SAFETY INSTALLATIONS

4.1 Prescribed Fire safety installations must be present in relevant buildings dependent upon their building classification, and these must be tested and maintained on the frequency determined by the Building Fire Safety Regulation 2008 (Ref: <http://www.hpw.qld.gov.au/SiteCollectionDocuments/mp-6-1-maintenance-fire-safety-installations.pdf>).

4.2 A suitably qualified technician must test and service fire safety installations at intervals that are adequate to ensure the building's fire safety installations perform to a standard no less than that which they were originally required to meet.

4.3 Smoke alarms and/or detectors must be tested:

- In office buildings or day facilities annually (along with cleaning of the alarm) by a licensed professional, or in accordance with the frequency recommended by the manufacturer.
- Smoke detection systems in all buildings must be inspected annually by a licensed professional. Records of this testing must be recorded and kept in the relevant directorate database.
- In supported accommodation houses tests should be done monthly by Centacare Community Services staff by pressing the test button. If you cannot easily reach the test button use a broom handle. The alarms and/or detectors must be inspected annually by a suitably qualified and licensed

professional and the removable batteries replaced.

- Smoke alarms must be replaced 10 years after the manufacturer's date and/or if they fail to operate when tested. Most smoke alarms have an expiry or replace by date stamped/printed on them.
- Note: smoke alarms must never be painted, and must be kept clean as dust and debris can interfere with their operation.

4.4 The occupier of a building must ensure that an Occupier Statement is completed annually to demonstrate that fire safety installations have had appropriate maintenance. This statement must be completed within 12 months of the completion of the most recent statement. It must then be provided within 10 days of completion to the relevant WHS Advisor, who will send this statement to the Commissioner of Queensland Fire and Emergency Services. A copy of this statement must be kept for a period of two years.

5. FIRE AND EVACUATION SIGNAGE

5.1 Every building must display evacuation signs and diagrams throughout the workplace. Evacuation signs and diagrams for a building must be appropriately located on each evacuation route of the building having regard to the number and location of exits in the building. This does not apply to buildings with a total floor area of less than 300 square metres.

5.2 Each evacuation sign and diagram must be:

- displayed in a conspicuous position; and
- orientated so the direction of the route shown on the sign or diagram from the place in the building where the sign or diagram is displayed to the nearest exit of the building corresponds with the actual direction of the route from the place to the exit; and
- securely attached to a wall or the internal side of a door.

(Note: these signs must be compliant with Queensland Building Fire Safety Regulation 2008 and the recommendations of AS 3745-2010. It is recommended that evacuation diagrams are produced by a suitably qualified professional to ensure that they are clear and include all key requirements.)

5.3 Each building should display the emergency contact numbers for both external emergency services and for key internal contacts. It is recommended that

photos of the employees who are wardens are also included in a central location to ensure that they are easily identifiable.

6. EMERGENCY CONTROL ORGANISATION / WARDENS

6.1 All Centacare workplaces, excluding workplaces which are not under the direct control of Centacare (for example client's homes), are required to appoint an employee to the position of Emergency Coordinator / Chief Warden. This person is responsible for coordinating the response in the event of an emergency. This position is also responsible for coordinating emergency exercises / drills every year and within one month of any changes to the procedures.

6.2 Emergency Coordination procedures include:

- Means of alerting and communicating with persons in the building
- Alerting the fire service or relevant emergency service
- Arranging the evacuation of all persons in the building including those who are mobility impaired
- Checking whether all persons are evacuated
- Liaising with the fire service on arrival at a suitable place.

6.3 Training will be provided to the Emergency Coordinator / Chief Warden on an annual basis. A record of this training must be kept for all employees in the nominated directorate training register.

6.4 Centacare will ensure that suitably qualified Fire Safety Advisors (FSA) provide advice and guidance to all services and workplaces, and assist with the approval process for reviewing emergency procedures, management plans and diagrams.

7. EVACUATION DRILLS/ EMERGENCY EXERCISE

Practice emergency exercises/ evacuations must occur at least annually at each workplace. The Evacuation Record Sheet must be completed for each evacuation drill / emergency exercise and a copy of this stored on the drive of the relevant directorate.

8. SITE SPECIFIC EMERGENCY RESPONSE PLAN

8.1 Directors, Managers, Coordinators and Wardens are jointly responsible for identifying potential and likely emergency situations that are relevant to their workplace and based upon the identification of these they must develop a Site Specific Emergency Management Plan. The Emergency Management Plan will include site specific guidelines to respond to emergencies. A copy of the Emergency Management Plan should be kept in both hard copy at workplace and in soft copy on the drive of the relevant directorate.

8.2 The Emergency Management Plan must be reviewed no later than annually, and after any physical or structural change to the workplace/ facility/ building or post an emergency incident or change in risk to the workplace.

8.3 For co-located sites the responsible person in charge is required to ensure a copy of the neighbouring facility's emergency plan and procedure are obtained to ensure services plans and procedures are in alignment.

8.4 A Personal Emergency Evacuation Plan (PEEP) is an individualised emergency plan designed especially for an occupant with a special need who may need assistance during an evacuation. Each individual service should consider if they have any occupants in their buildings who may require a PEEP, and if they do, the service is responsible for developing the PEEP in consultation with the occupant with the special need. The PEEP form is available on the Archdiocesan Intranet (AI).

9. COMPLIANCE

It is the responsibility of the Manager and/or delegate to ensure that deliberate breaches of this procedure will be dealt with under Centacare's misconduct provisions, as stated in the Employment Guidelines Code of Conduct.

10. RECORDS

The following records relating to emergency management are required to be stored in a suitable folder in their directorate drive or where suitable entered into Guardian:

- Emergency Incident Report Forms to be entered into Guardian
- Records of emergency evacuation drills using the prescribed form
- Notes/ minutes from emergency evacuation drills or incident debriefs

- Minutes of meetings between fire wardens
- All records of maintenance of any prescribed fire system
- Firefighting equipment servicing/maintenance records
- Fire and Emergency Training records
- Site Specific Emergency Management Plan
- Fire alarm notification forms
- Building Certificate of Classification (which should also be displayed near the main entrance of the building)
- An Occupier Statement for the maintenance of fire safety installations
- Completed Personal Emergency Evacuation Plan (if required).

11. IMPLEMENTATION

Centacare will display this procedure and relevant documentation on the Archdiocesan Intranet (AI). The Directors, Stream Managers, Regional Managers and Coordinators are responsible for implementing and monitoring compliance with this procedure. All employees are responsible for undertaking relevant training and complying with this procedure.

12. SUPPORTING DOCUMENTS

Related processes and procedures include:

- Site Emergency Management Plan Template
- First Aid Procedure
- Emergency Evacuation Record Template
- Site Evacuation Diagram
- Incident Report Form
- Personal Emergency Evacuation Plan.