

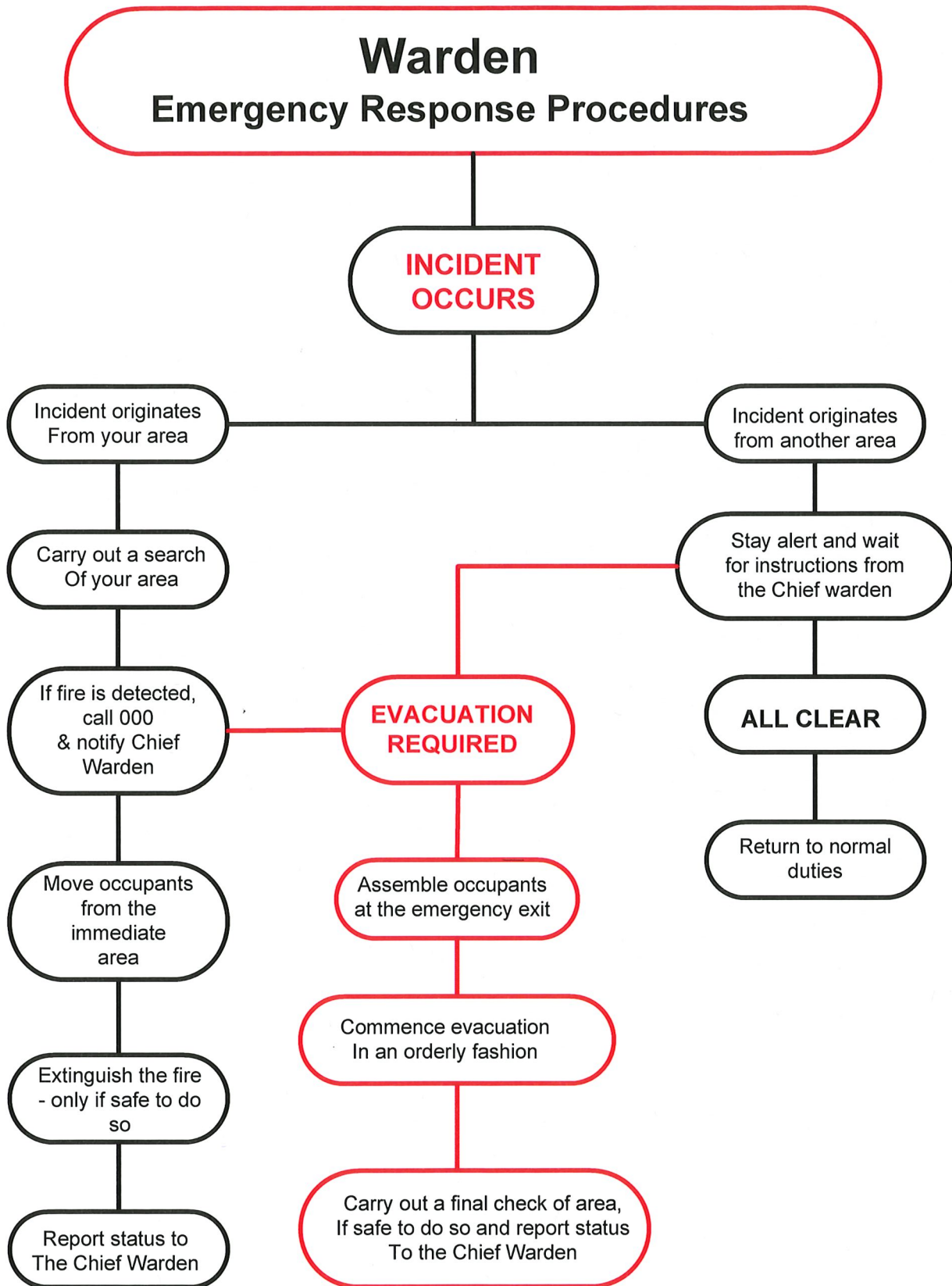


***“Work, Health &
Safety for
Our Community”***

Emergency Management Plan

The Fraternity Club

Appendix E – Warden Response Guide



Purpose and Scope of the Emergency Management Plan

The purpose of the Emergency Management Plan is to provide procedures for the safe evacuation of all employees, members and guests of The Fraternity Club during an emergency.

The *Work Health and Safety Regulations – 2011* requires The Fraternity Club to take all reasonably practicable steps to provide and maintain a safe working environment for its employees.

This Emergency Management Plan is designed to provide The Fraternity Club's Emergency Control Organisation ("ECO") with a set of evacuation procedures which are essential for the effective and efficient management of any emergency.

The scope of this Emergency Management Plan includes the establishment of an Emergency Plan Committee (EPC), preparation of emergency response procedures, the role and authority of the ECO while executing their duties and the requirements of an education and training program.

This The Fraternity Club Emergency Management Plan has been prepared in accordance with the *Work Health and Safety Act 2011*, its regulations and guidelines including Australian Standard AS 3745 – 2010 "Planning for emergencies in facilities".

Any queries relating to these procedures should be directed to **SafeGuard Compliance Solutions**.



Head Office: 23 Fennell St North Parramatta NSW 2151

T. +61 2 9683 4700

E. info@safeguardcompliancesolutions.com.au

Flood	Civil Disorder
Bush Fire	Lift Entrapment
Storm & severe weather events	Armed Hold-Up

7.3 Evacuation Assembly Areas

An Evacuation Assembly Area has been established for The Fraternity Club and is located in the adjoining club car park. (Refer to Evacuation Diagram for exact position)

NB: In some instances it may be appropriate to evacuate to another approved safe area as nominated by the Chief Warden or the attending Emergency Services. Refer Assembly Points on Evacuation Diagrams.

7.4 Master Emergency Communication Point

A Master Emergency Communication Point is a designated location within, or in close proximity to the building from where the Chief Warden will direct all emergency control operations during a period where an incident impacts on, or could impact on, the safety and wellbeing of this Facility's staff and visitors.

The Master Emergency Communication Point (MECP) is located on the ground floor at reception.

7.5 Raising an Alarm

When an incident occurs, the alarm can be raised by:

The automatic fire detection system activating

Member witnessing emergency and phoning Emergency Services

7.6 Emergency Colour Codes

The following colour codes may be used for Public Address or radio announcements for specific emergencies to inform the ECO team of an Emergency: Repeat 3 times:

TYPE OF EMERGENCY	Colour Code
Fire/Smoke	Red
Medical Emergency	Blue
Bomb Threat	Purple
Internal Emergency (<i>failure of or threat to essential services, hazardous materials, Lift Entrapment</i>)	Yellow
Personal Threat (<i>armed hold-up, hostage, siege or other situation involving high risk or injury</i>)	Black
External Emergency such as bush fire, flood, sever storm, chemical spill	Brown
Evacuation	Orange

7.7 All Clear

Chief Warden's on being notified by a person in authority from the lead Emergency Service that it is safe to return to the facility, should proceed to the Assembly Area and announce the All Clear to assembled persons.

10: Emergency Procedure Guides

CODE RED – FIRE EMERGENCY (EWIS)

On becoming aware of a fire:

Activate the nearest Break Glass Alarm (if installed), ring the Emergency Number 000.

Assist any person in immediate danger, but only if safe to do so.

Where appropriate and safe to do so, close any doors and windows to minimise spread of the fire.

Attempt to extinguish the fire if safe to do so, using available fire fighting equipment.

Assist with the evacuation of disabled occupants.

Be aware of, and avoid moving into smoke filled areas.

Move staff and children to the nominated evacuation assembly areas, and instruct them not to leave the evacuation assembly area until the 'All Clear' has been given.

On arrival of Emergency Services conduct a handover of known information to the Senior Station Officer and assume a liaison role to support (Site Knowledge) unless otherwise directed by Emergency Services to evacuate

CODE BLUE – MEDICAL EMERGENCY

RAISE ALARM: Telephone reception and advise of incident
 Reception will – **Ring 000** and ask for the Ambulance Service and advise:
 Location, residents age/sex, symptoms & signs, any prior medical illnesses, medication (if known).

INFORMATION THAT MAY BE REQUIRED BY THE AMBULANCE SERVICE:

- (a) Your location:
 - Number Street name and suburb; and
 - Nearest cross street, access point; and
 - Street Directory map number and reference
- (b) What is your contact number? (extension or mobile)
- (c) What is the medical problem?
 - description of complaint (short breath / sweating / where & what type of pain)
- (d) How old is he / she? (approximate age if not sure)
- (e) Is he / she conscious? (YES OR NO)
- (f) Is he / she breathing? (YES OR NO)

Australian Resuscitation Council Guidelines	
BASIC LIFE SUPPORT	<p>D - Check for DANGER. Ensure the area is safe for yourself, others and the resident.</p> <p>R - Check for RESPONSE – ask name – squeeze shoulders.</p> <p>S - Send for HELP. Dial triple zero (000) for an ambulance or ask another person to make the call.</p> <p>A - AIRWAY. Open mouth if foreign material present. Clear airway with fingers.</p> <p>B - Check for BREATHING. Not breathing – start CPR. Normal breathing - place in recovery position & monitor breathing.</p> <p>C - Start CPR. Give 30 chest compressions (almost 2 compressions / second) followed by 2 breaths</p> <p>D - Attach Automated External DEFIBRILLATOR (AED) if available and follow its prompts</p>
Continue Cardio Pulmonary Resuscitation (CPR) until qualified personnel arrive or signs of life return.	
NB: Never leave casualty alone. Do not move casualty unless exposed to a life threatening situation. Provide support and appropriate assistance until emergency help arrives.	

CODE PURPLE – BOMB THREAT

Written Bomb Threat

On receipt of written (including fax or e-mail) bomb threats always treat the threat as genuine and:

Remain calm and do not do or say anything that may encourage irrational behaviour.

Minimize handling of the document containing the threat and the envelope it was delivered in.

Preserve any evidence, such as the threat document and envelope, by placing them in a plastic bag for delivery to the Chief Warden or Emergency Services.

Notify the Emergency Services on 000 as soon as possible.

Telephone Bomb Threat

On receipt of telephoned bomb threats:

Keep the caller talking (do not hang up) as this may assist in tracing the call.

Remain calm and do not do or say anything that may encourage irrational behaviour.

Notify the Emergency Services on 000 as soon as possible.

Note as many details on the 'BOMB THREAT CHECKLIST' including:

- exact wording of the threat;
- location of the device, no matter how general;
- time of detonation;
- sex and other details of the caller, such as estimated age;
- details of the speech, accent, delivery and background noises; and
- switch off all mobile telephones.

On becoming aware of a telephone threat being made to someone:

encourage them to keep the caller talking and support the recipient of the call as best you can;

Contact the Emergency Services on 000. Follow the instructions of relevant Emergency Services personnel;

Prior to evacuating, check to see if Emergency Services agree. Do not attempt an inspection of any suspicious packages;

If required to evacuate the building, leave doors and windows open, and assist with the evacuation of disabled occupants; and

Move staff and children to the nominated evacuation assembly areas, and instruct them not leave the evacuation assembly area until the All Clear has been given.

Suspected Explosive Device

Explosive devices that are delivered or placed without warning may present a significant threat, and everyone should be mindful of the potential risk posed by explosive devices. If you are notified of a suspicious object you should:

Not touch or attempt to open or move the object.

Immediately notify the Emergency Services on 000.

Provide Emergency Services with as much detail about the package as you can. This may include:

Its size.

What it looks like.

Does it smell?

CODE PURPLE – BOMB THREAT – Continued

Are there any visible wires, timing or other identifiable incendiary devices present? Are there any hazardous materials in the area?

Immediately switch off all mobile telephones, radios, pagers, etc.

Make the area as secure as you can. Move away from the area and do your best to keep others away.

Follow the instructions of the Emergency Services.

If required to evacuate buildings leave doors and windows open, and assist with the evacuation of disabled occupants.

Move staff and members to a non nominated evacuation assembly area, and instruct them not leave the evacuation assembly area until the 'All Clear' has been given.

CODE BLACK – PERSONAL THREAT

You will need to try and keep people away from the area and off the site:

- Stay out of sight of the intruder and do not do or say anything that may encourage irrational behaviour.
- Notify the Emergency Services **(000)** if you see the intruder.
- Note as many details as possible of the offender.
- Follow the instructions of Emergency Services.
- If required to evacuate the building assist with the evacuation of disabled occupants.
- If evacuation is ordered, move to the nominated evacuation assembly areas, and instruct staff and members not leave the evacuation assembly area until advised to do so.

CODE BROWN – CIVIL DISORDER

- Keep well clear of the disturbance and not do or say anything that may encourage irrational behaviour.
- Notify the Emergency Services **(000)**.
- Follow the instructions of the Emergency Services.
- Evacuate the building only if instructed by Emergency Services and assist with the evacuation of disabled occupants.
- If evacuation is ordered, move to the nominated Evacuation Assembly Areas, and instruct staff and students not leave the Evacuation Assembly Areas until advised to do so.

CODE BROWN – INTERRUPTION TO POWER SUPPLY

Interruption to power supply (“Power Outage”) refers to the loss of power supply to the facility, which may place building occupants at risk through loss of lighting in areas where natural light is inadequate, through being trapped in lifts, through loss of control of a process that requires an ongoing power supply to maintain safe controls.

- On instruction of Chief Warden to evacuate the building, immediately cease all activity and secure personal valuables.
- If practicable, and only if safe to do so, notify staff, students or visitors to secure any activity or process that may become hazardous or suffer damage if left unattended as a consequence of a Power Outage.
- Assist any person in immediate danger (only if safe to do so).
- Act in accordance with directions given by other ECO personnel or Emergency Service personnel.
- Assist with the evacuation of disabled occupants.
- If able, turn off all electrical equipment at the wall.
- Move calmly to the nominated Evacuation Assembly Area, and do not leave the Evacuation Assembly Area until the All Clear has been given, or other relevant instructions issued.

CODE BROWN – STORMS

- Remain in the building and keep well clear of windows.
- In multi storey buildings, move to the lower floors.
- In all buildings shelter under desks or similar structures that offer protection.
- Follow the instructions of relevant Emergency Services personnel and ECO personnel.
- Turn off mobile telephones and encourage others to do the same.
- On the direction of the Chief Warden or Emergency Services, evacuate the building and assist with the evacuation of disabled occupants.
- If able, turn off all electrical equipment at the wall.
- If evacuation is ordered, move to the nominated Evacuation Assembly Area, and do not leave the Evacuation Assembly Area until advised to do so.

CODE BROWN – EARTHQUAKE

- Remain in the building, keep well clear of windows, and seek shelter under a table or desk.
- In multi-storey buildings, move to the lower floors.
- In all buildings shelter under desks or similar structures that offer protection.
- Follow the Instructions of relevant Emergency Services personnel and ECO personnel.
- Turn off mobile telephones and encourage others to do the same.
- Evacuate the building only if instructed to do so by the Chief Warden or Emergency Services personnel, and assist with the evacuation of disabled occupants.
- If able, turn off all electrical equipment at the wall.
- If evacuation is ordered, move to the nominated Evacuation Assembly Area, and do not leave the Evacuation Assembly Area until advised to do so.

CODE YELLOW – HAZARDOUS MATERIAL SPILL

Hazardous Material Spill

Isolate the Hazard

- Restrict any unnecessary movement into and through the area to avoid spreading contamination. Isolate the affected area at a safe distance by erecting a temporary barricade and placing suitable warning signs if available.
- If a chemical spill kit is available and you have been trained in its use, use according to directions.
- Anybody who has been exposed must, if safe to do so, be moved to a safe decontamination area. The treatment of serious injury must take precedence over decontamination and containment.
- If unsure of the hazards presented and associated risk to health and safety, consult with your supervisor or contact the Health and Safety Office before taking any action.

Clean Up

- Do not re-enter the area until it has been decontaminated by personnel trained specifically in chemical safety.

NB: Refer to site Safety Data Sheets for more detailed information.

CODE YELLOW – LIFT ENTRAPMENT

In the event that a person(s) are trapped in any of the lifts on site the following procedure should be followed:

On receiving advice on the Duty Manager's telephone from Lift Service Center

If a genuine lift entrapment;

Confirm lift entrapment with Service Center and establish the estimated time of arrival for the lift engineer on site

Check that those trapped are in good health, i.e. not panicking or showing signs of considerable distress.

Ensure that a member of the ECO team keeps in regular contact with building lifts and those trapped and offers reassurance that help is on the way (Endeavor to get to the floor where the lift has stopped.)

If there are concerns over the health of those trapped, the NSW Fire & Rescue Service should be contacted. It must be clearly emphasised at the time of reporting the entrapment to the emergency services, that there is concern for the welfare of the trapped person(s)

When those trapped are released, determine whether first aid and / or medical treatment is required, if so call for an Ambulance

The lift should remain out of service by locking off the affected lift, until the engineer has checked and confirmed that it is safe to use again.

All contact phone numbers are listed in Section 9.1 under Trade and Special Services

CODE ORANGE - EVACUATION

Authority to Initiate Evacuation

The authority to evacuate a floor / compartment / area is with the Duty Manager / Chief Warden present at the incident. Initiating an evacuation involving multiple areas of or the entire facility is vested in the Chief Warden prior to arrival of the Emergency Services and thereafter on the advice of the Officer in Charge of the Emergency Service.

In the event of evacuation:

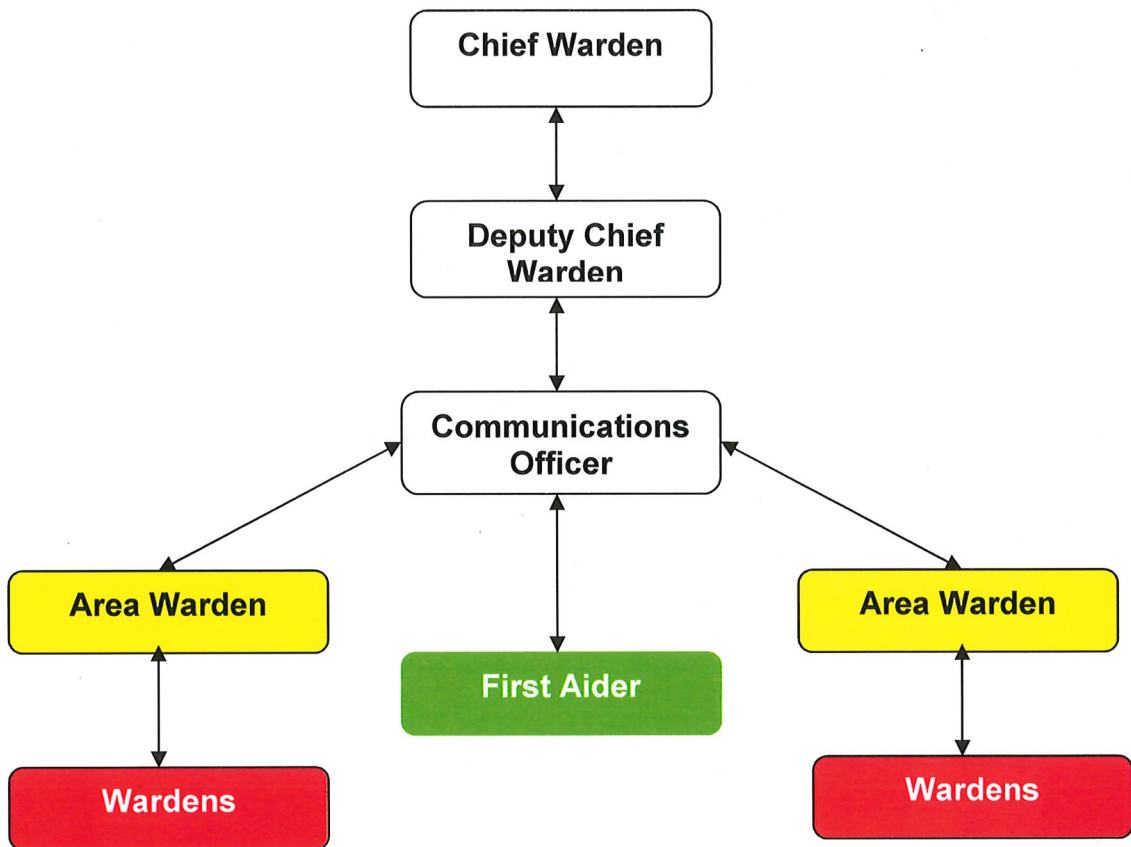
- A fire alarm or sounder will activate or an order to evacuate will sound over the PA system.
- On hearing the alarm, secure confidential materials and valuables and collect personal belongings.
- Follow instructions given by the ECO and security personnel.
- Assist any person with a disability to leave the building or into the nearest fire isolated stairwell. **DO NOT** attempt to carry them down stairs.
- Move in an orderly manner to the nearest safe exit.
- Warn other areas to vacate the building on your exit route.
- If possible, the warden will complete a check of the building to ensure all the occupants have been evacuated.
- Once clear of the building, walk quickly and calmly to the designated assembly area.
- Do not re-enter the building until advised to do so by the appropriate designated authority, fire warden or fire brigade.

Area Wardens and Wardens should be persons who spend most of their time at, or near, their workstation. They should be physically fit, reliable and be able to organise others in an emergency. They report to the Communications Officer in relation to the implementation of their building evacuation path, coordination of building evacuations and the proper maintenance of building safety equipment.

AFTER HOURS / ABSENCE OF CHIEF WARDEN OR SECURITY COORDINATOR

Outside of The Fraternity Clubs standard hours of operations, or during a period of absence by the Chief Warden and/or the Deputy Chief Warden, the Manager on duty (where applicable) will assume the role and responsibilities of those positions.

4.4 Emergency Control Organisation Identification & Reporting Matrix Chart



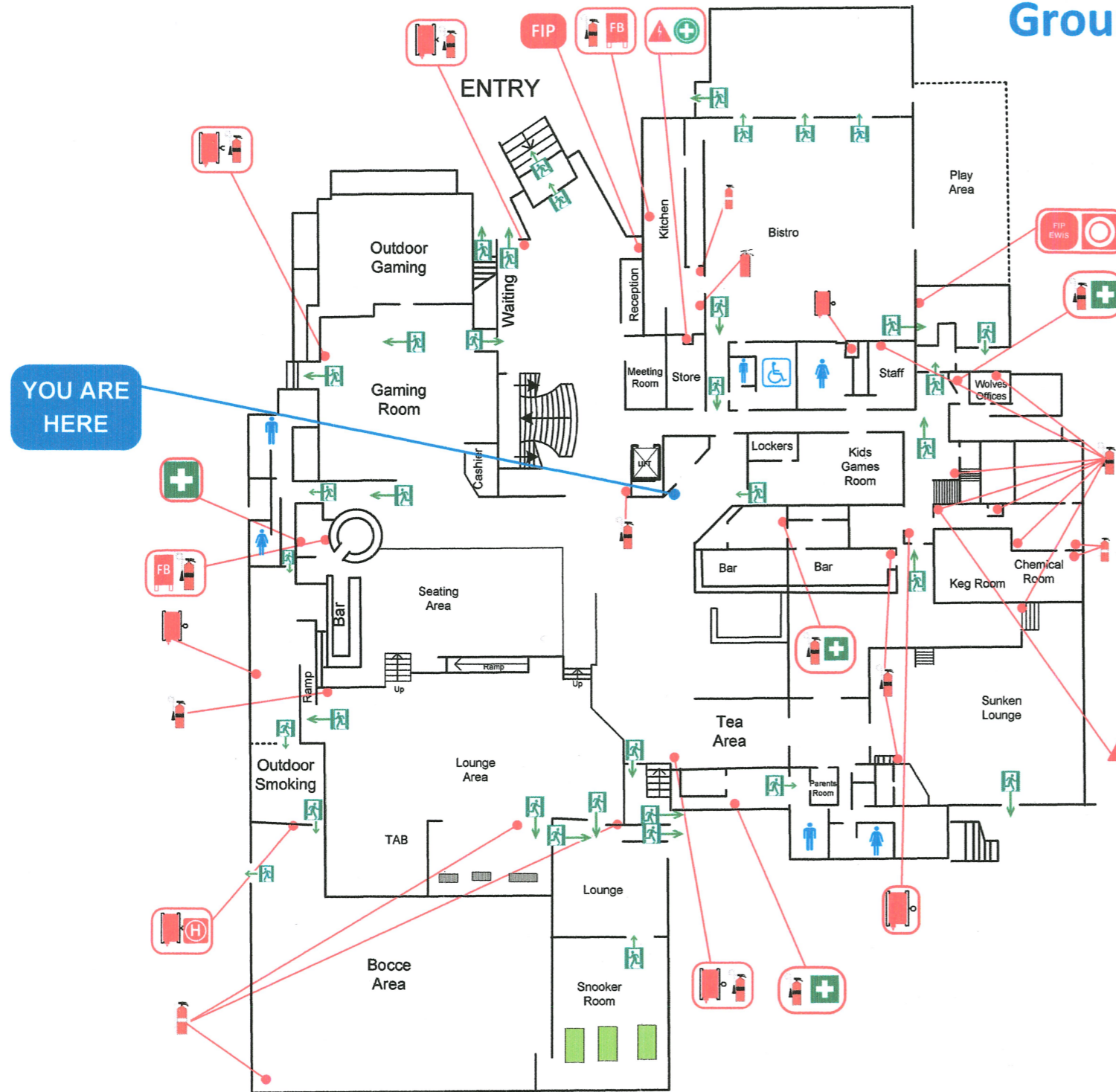
This reporting structure shows the communication to the Chief Warden and from the Chief Warden to the ECO

EVACUATION DIAGRAM



FRATERNITY CLUB
11 Bourke Street, FAIRY MEADOW NSW 2519

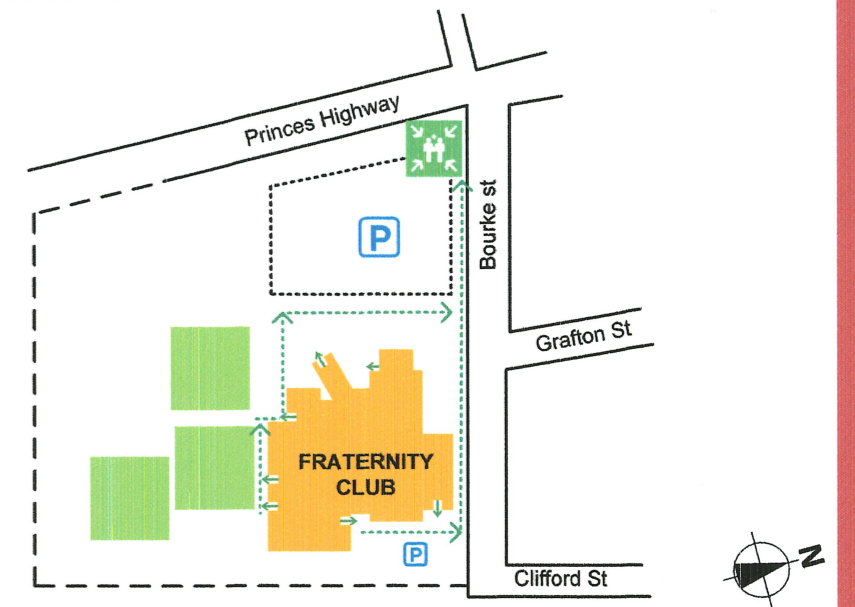
Ground Floor



SafeGuard (02) 9683 4700

000 EMERGENCY
In a life threatening emergency dial 000

SITE PLAN



EMERGENCY RESPONSE

- REMOVE PEOPLE**
If safe to do so, remove or rescue any persons in immediate danger.
- ALERT**
Nearby staff and members of the public and follow your emergency procedures.
- CONFINE FIRE AND SMOKE**
Close windows and doors if safe to do so; keep low under the smoke.
- EVACUATE / EXTINGUISH**
Evacuate to the Assembly Area and remain there until advised otherwise by a person in authority. Extinguish the fire only if trained in the use of the equipment and it is safe to do so.

USING FIRE EXTINGUISHERS

- P** Pull pin at top of extinguisher. Test to see if operable.
- A** Aim the nozzle towards the base of the fire.
- S** Squeeze the handles to discharge the agent.
- S** Sweep the nozzle back and forth aiming at the base of the flames.

LEGEND

Fire Blanket	Water Ext	ABE Ext	CO2 Ext	First Aid	Fire Panel	Fire Hose Reel	Fire Hydrant	Path of Travel	Emergency Exit	Assembly Area	Distribution Board

Issue Date: July 2024
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Not to Scale
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EVACUATION DIAGRAM

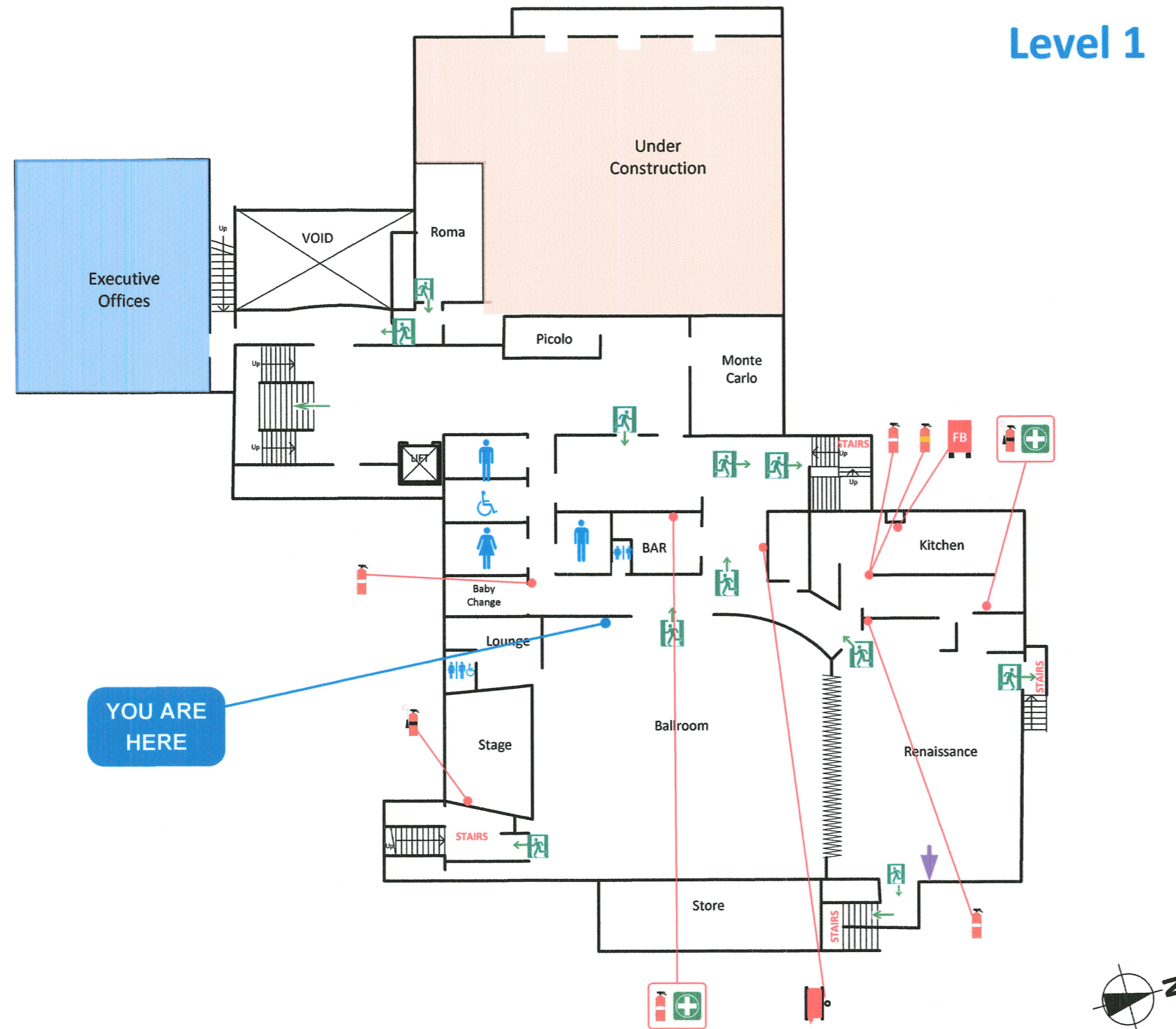


FRATERNITY CLUB
11 Bourke Street, FAIRY MEADOW NSW 2519

SafeGuard
(02) 9683 4700

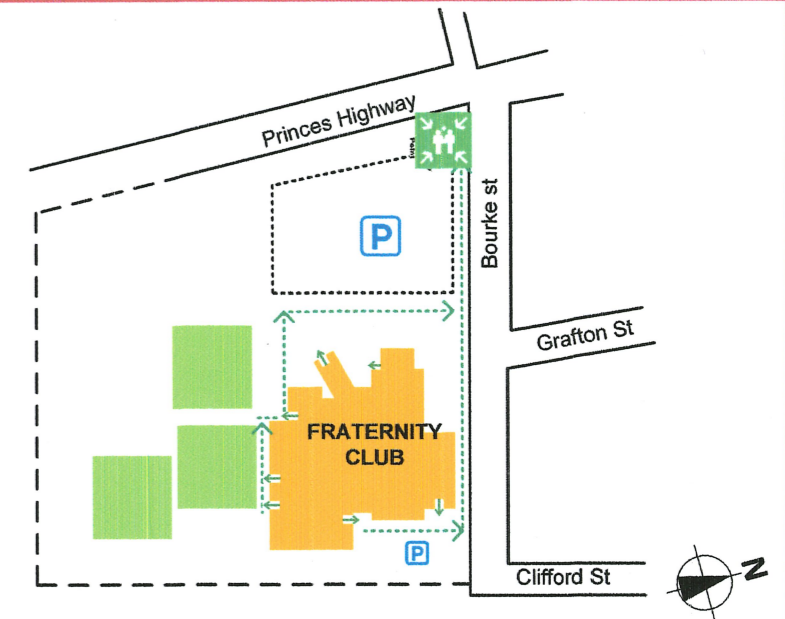
000
EMERGENCY
In a life threatening emergency dial 000

Level 1



YOU ARE HERE

SITE PLAN



EMERGENCY RESPONSE

REMOVE PEOPLE

If safe to do so, remove or rescue any persons in immediate danger.

ALERT

Nearby staff and members of the public and follow your emergency procedures.

CONFINE FIRE AND SMOKE

Close windows and doors if safe to do so; keep low under the smoke.

EVACUATE / EXTINGUISH

Evacuate to the Assembly Area and remain there until advised otherwise by a person in authority. Extinguish the fire only if trained in the use of the equipment and it is safe to do so.

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- S** Sweep the nozzle back and forth aiming at the base of the flames.

NB: DO NOT USE WATER ON ELECTRICAL FIRE
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LEGEND

- Wet Chem Ext
- Water Ext
- ABE Ext
- CO2 Ext
- Fire Blanket
- Fire Hose Reel
- First Aid
- Path of Travel
- Emergency Exit
- Assembly Area
- Distribution Board

Issue Date: July 2024
Valid to July 2029
Not to Scale
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