


Category	Occupational Safety & Health	CEO Approved	
Version	2	CEO Approval date	April 2019
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### Why do we need this procedure?

Identitywa is committed to ensuring the safety, health and welfare of all Workers, people we support, visitors and any other person who may be affected by the operations of Identitywa.

One method of ensuring the safety, health and welfare of individuals is to establish procedures for emergency evacuations and routinely hold evacuation drills. An emergency evacuation is a process for moving people from danger to safety.

### Who is this procedure for?

This procedure is for all Identitywa Workers and visitors to Identitywa Northbridge Office building.

### What do we want to achieve with this procedure?

To safely move individuals from an area of danger to an area of safety, all Identitywa premises are required to have a current evacuation plan located in a position that is visible and easily accessible.

The Emergency Control Committee, consisting of a Chief Warden, Deputy Warden, Floor Warden and Communications Officer are responsible for developing and monitoring the evacuation process and drill schedule.

## Definitions

### Worker

A person who carries out work in any capacity for a person conducting a business, including work as:

- An employee
- A contractor or sub-contractor;
- An employee of a contractor or sub-contractor;
- A student, trainee or apprentice; or volunteer

## Procedure

### Evacuation Plans

All Identitywa premises have a current plan of the premises with exits, fire safety equipment, meeting points and utility shut off valves identified.

The plan also includes the address of the premises, telephone number, nearest cross street and nearest main road.

All Workers ensure they understand the evacuation procedures for the premises in which they

are working and are aware of the Emergency Evacuation Plan. The Emergency Evacuation plan is reviewed on an annual basis and updated as appropriate.

## **Evacuation Drills**

Evacuation Drills at Identitywa Northbridge Office and outlying office hubs are conducted annually.

Evacuation Drills are helpful in ensuring everyone is familiar with the process for evacuating the building. To ensure a clear understanding of the evacuation procedure:

- The evacuation dates are advertised in advance.
- Evacuation procedures are reviewed and discussed in the month prior to the scheduled evacuation.
- The focus of the evacuation is on the correct procedure rather than speed of exit.

The assigned Communication Person completes the Evacuation Drill Report Form.

The Emergency Control Committee meets within 48 hours of the drill occurring to review the drill process.

## **Fire**

All Identitywa premises and vehicles have adequate firefighting equipment installed as per the Australian Standard.

In the event of a fire, all Workers are to:

- Confine the fire and smoke by closing doors and windows if safe to do so;
- Follow Fire Warden instructions and evacuate to the designated assembly area;
- No personal or work belongings are to be taken out of the building during an evacuation;
- Follow any directions given by Fire and Emergency Services;
- The Chief Fire Warden will raise the alarm by contacting Emergency Services – Fire on 000;
- The Communications Officer will conduct a roll call to ensure all people are accounted for and are kept together at the designated muster point; and
- Workers are not to enter back into the building until given the all clear by an Emergency Service personnel.

The Chief Warden is the primary contact and coordinator of the evacuation and may delegate duties to other Workers present.

## **Bomb Threat**

If a bomb threat is advised by telephone, do not hang up the telephone, even if the caller has hung up. If the caller remains on the telephone, try to obtain as much information as possible.

The Bomb Threat Checklist provides a list of prompt questions to ask if the caller remains on the telephone. The Bomb Threat Checklist is completed after (or during) the call. This checklist provides prompts to help identify the characteristics of the caller and the call.

Indicate to another Worker to call Emergency Services – Police on 000. Do not touch, move or approach any unknown or suspicious looking objects or packages.

Open all doors and windows

Check the evacuation route for the safety of the exits and evacuate the building as per the evacuation procedures for the premises. If a suspicious object or package is located in the exit route, seek an alternative exit.

The Chief Warden is the primary contact and coordinator of the evacuation and may delegate duties to other Workers present. Await the arrival of the Police and follow any directions given.

## **Earthquake**

Should an earthquake occur, all Workers are to ensure their own safety first. Earthquakes often cause structural damage to buildings and the strongest parts of a building are the safest.

Once the earthquake has stopped, evacuate the building as per the evacuation procedures for the premises

The Chief Warden is the primary contact and coordinator of the evacuation and may delegate duties to other Workers present.

## **Other related documents**

- Bomb Threat Checklist
- Evacuation Drill Report form
- Northbridge Office Duress Policy & Procedure
- Northbridge Office Safety and Security Policy & Procedure
- Occupational Safety and Health Policy

## **The Legal and Regulatory Requirements we have to follow**

This policy has been developed in accordance with the following:

- National Standards for Disability Services – Standard 6: Service Management.
- Occupational Safety and Health Act 1984
- Occupational Safety and Health Regulations 1996
- Australian Standard 2444 – Portable fire extinguishers and fire blankets – Selection and location.

## **How do we know we are getting it right?**

This policy will be reviewed within the framework of Identitywa's quality assurance and continuous improvement process.

All our policies and procedures are measured against the National Standards for Disability Services.

## **Do you need to know more?**

Please contact the Policy Officer if you have any questions regarding policies, procedures and/or review details. If you would like to be involved in our policy development programme please use the below contact details:

- Telephone: (08) 9474 3303