

Managing Emergencies in Facilities
July 2017 Version 1

Shire of Jerramungup

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Version History

Version	Date	Comments
1	December 2016	LGIS
2	November 2017	Lizzy Hyde (OSH Rep) – final updates

Distribution List

Name	Position	Role
Website	http://www.jerramungup.wa.gov.au/council/safety-health/	
Charmaine Solomon	DCEO	Chief Warden
Brent Bailey	CEO	Deputy Chief Warden
Craig Pursey	Manager of Development	Deputy Chief Warden
Murray Flett	Manager of Works	Deputy Chief Warden
Lizzy Hyde	Executive Assistant	Communications Officer/OSH Rep
Sharon Baldwin	Administration Officer	Area Warden
Matthew Musgrave	Ranger / Reserves Officer	Area Warden
Michael McManus	Ranger / Reserves Officer	Area Warden
Kiara Leeson	Accounts Officer	Traffic Warden
Danielle Wisewould	Records Officer	First Aid Officer
Janna Kleszewski	Building Surveyor	First Aid Officer

References

Documentation
AS/NZS ISO 31000:2009 <i>Risk Management Principals & Guidelines</i>
AS 3745-2010 (Mat 2014) <i>Planning for emergencies in facilities</i>
ISO 22320 Societal Security – <i>Emergency Management – Requirements for Incident Response</i>
AS 2700 <i>Colour Standards for general purposes</i>
AS/NZS 1841 <i>Portable fire extinguishers, 1841.1Part 1: General requirements</i>
Australian Bomb Data Centre, Bombs, Defusing the Threat
National Construction Code of Australia
Commonwealth Disability Discrimination Act 1992 (DDA)

Definitions

Assembly Area

The designated place or places where people are expected to assemble during the course of an evacuation.

Australian Standard

Published documents that set out specifications and procedures designed to ensure products, services and systems are safe, reliable and consistently perform the way they were intended to. They establish a common language which defines quality and safety criteria.

Area Warden

Member of the Emergency Control Organisation (ECO) who assists the Chief Warden and Deputy Chief Warden and is responsible for a designated area under the control of the Chief Warden.

Business Continuity Plan

Documented procedures that guide organisations to respond, recover, resume, and restore to a pre-defined level of operation following disruption.

Chief Warden

The team member appointed to control the emergency evacuation on behalf of the Emergency Control Organisation (ECO) and liaise with Emergency Services.

Communications Officer

A person or person(s) assigned to assist Area Wardens, Deputy Chief Warden and Chief Warden in providing time critical-information through the operational structure. A communications officer may also be required to liaise with combat agencies, hirers, transport and others – excluding media.

Competent Person

A person who through relevant training, education, qualification and experience has the necessary knowledge and skills to enable him/her to advise on human behaviour, fire safety systems, evacuation methodology, emergency preparedness and response, and the development of an emergency plan.

Emergency

An event that can arise internally, or from external sources, which may adversely affect the occupants or visitors in a facility, and requires an immediate response.

Emergency Control Organisation (ECO)

A person or persons appointed by the Emergency Planning Committee (EPC) to direct and control the implementation of the facility's emergency response procedures.

Emergency Mitigation

Measures taken to decrease the likelihood of emergencies and the associated impacts on people, the facility and the environment from occurring.

Emergency Plan

The written documentation of the emergency arrangements for a facility generally made during the planning process. It consists of the preparedness, prevention and response activities and includes the agreed emergency roles, responsibilities, strategies, systems and arrangements.

Emergency Planning Committee (EPC)

Persons responsible for the documentation and maintenance of an emergency plan.

Emergency Response Team (ERT)

Specialist personnel appointed to attend specific incidents, to contain, control or eliminate the emergency using emergency response equipment. In local government, where that organisation has the responsibility under the Bush Fires Act 1954, is responsible to manage, equip and train its brigades. These brigades are by default, the local government Emergency Response Team (ERT).

Evacuation

The orderly movement of people from a place of danger.

Evacuation Diagram

The emergency and evacuation information about the facility. The diagram typically comprises of a pictorial representation of a floor or area and relevant emergency response information.

Evacuation Exercise

An emergency response exercise in which the exercise simulates an emergency that requires an evacuation.

Facility

A building, structure or workplace that is, or may be, occupied by people (occupants).

Incident Controller

The person appointed by the local government based on organisational knowledge and skill. The Incident Controller will understand the progress of the Emergency Control Organisation but be planning and communicating the strategic needs of the local government including the activation of the business continuity plan if required.

Occupant

A person attending a facility on a permanent or temporary basis, such as an employee, contractor, student or resident. Visitors are not included within this definition.

Occupant/visitor with a disability

A person who requires—

- (a) More time or different forms of communication, compared with other occupants, to respond to an emergency; or
- (b) Assistance to respond to an emergency or evacuate from a facility.

Personal Emergency Evacuation Plan (PEEP)

An individualised emergency plan designed for an occupant with a physical or communication disability who may need assistance during an emergency.

Public Building

A building or place where persons may assemble for (including but not limited to): civic, theatrical, social, political, religious, educational, entertainment, recreational, sporting or business purposes.

Refuge

An area on a floor or area that is specifically designed to protect people from heat, smoke, toxic gases and provides direct access to an exit. An area of refuge is intended to facilitate a safe delay in egress from the floor or area, thus constituting a space for people to await assistance for their evacuation.

Site

As referred to in the context of this plan, a site will imply all buildings in the Shire of Jerramungup sites and surrounding forecourts.

Staging Area

An area in a facility where occupants and visitors are intended to gather in preparation for an evacuation.

Structure

A building (fixed or transportable), mast, tower, a steel or reinforced concrete construction, structural cable or telecommunications structure, underground works (including shafts and road, rail telecommunications and interconnecting tunnels)

A railway line, airfield, dock or harbour, water storage or supply system, electricity or gas generation facility, transmission or distribution facility; or production, storage or distribution facilities for heavy industries; or fixed plant.

Test

Confirmation of the correct function or performance of a component or system.

Visitor

A person within a facility who is temporarily visiting the facility and is not—

- (a) Employed at or for the facility, either on a permanent casual, temporary or contracting basis;
- (b) A resident / inmate; or
- (c) Studying at the facility.

Warden

An employee designated to help move patrons, employees, contactors and visitors to safety in case of an incident or emergency in the facility.

Warden Intercommunication Point (WIP)

The location on a floor or evacuation zone that includes a handset which instructions can be received from the intercommunication panel via the emergency intercom system.

Workplace

Any place where work is, or is to be, performed by—

- (a) A person engaged for work for gain or reward, or on a voluntary basis;
- (b) A person conducting a business or undertaking; or
- (c) As defined by the relevant Commonwealth, State and Territory Workplace Health and Safety statutes for the definition of 'workplace'.

Abbreviations

ABDC	Australian Bomb Data Centre
AFP	Australian Federal Police
AIIMS	Australasian Inter-service Incident Management System
AW	Area Warden
BCMP	Business Continuity Management Plan
CALD	Culturally and Linguistically Diverse
CO	Communications Officer
CW	Chief Warden
DCW	Deputy Chief Warden
DFES	Department of Fire & Emergency Services
ECO	Emergency Control Organisation
ECP	Emergency Control Point
EMP	Emergency Management Plan
EOC	Emergency Operations Centre
EOD	Explosive Ordnance Disposal
EOR	Explosive Ordnance Reconnaissance
EPA	Environmental Protection Agency
EPC	Emergency Planning Committee
ERT	Emergency Response Team
EWIS	Emergency Warning Intercommunications System
FEDB	Fire Engineering & Design Brief
FIP	Fire Indicator Panel
HMA	Hazard Management Agency
IC	Incident Controller
IED	Improvised Explosive Device
MCP	Manual Call Point
MP	Muster Point
NCC	National Construction Code
PPRR	Prevention (Mitigation), Preparedness, Response and Recovery
VESDA	Very Early Smoke Detection Device
WAP	Western Australian Police
WIP	Warden Intercommunication Point

Section 1: Scope and General

Scope

Management of the Shire of Jerramungup (The Shire) will strive to adhere to the principals and guidelines set out in Australian Standard **AS 3745-2010 (May 2014) 'Planning for emergencies in facilities'**. This Standard outlines the minimum requirements for the Shire to validate and implement an emergency plan for all of the facilities, and to provide for the safety of occupants and visitors within the facility leading up to and during an evacuation.

It includes the following:

- The formation, purpose, responsibility and training of the Emergency Planning Committee (EPC);
- Emergency identification;
- The development of an emergency plan;
- The development of emergency response procedures;
- The establishment, authority and training of an Emergency Control Organisation (ECO);
- The testing and validation of emergency response procedures; and
- Emergency related training.

This document does not cover facility operational incidents, community disaster management, business continuity, security management or major environmental impacts beyond the Shire facilities.

Application

This '**Shire of Jerramungup: Managing Emergencies in the Facilities Plan**', has been developed primarily to establish early intervention, command and control actions for emergencies that may potentially impact the staff, visitors, operations or assets of the Shire.

This plan outlines the strategies to prevent, prepare for, respond to and recover from emergency incidents that could negatively impact on the Shire.

The Shires success is dependent in part upon their continued commitment to safety, by ensuring site emergencies are prevented, or if they do occur, are promptly and effectively managed.

In addition this plan provides:

- A response procedure for trained staff in the event of an emergency incident within the site(s);
- Methods and procedures to manage an evacuation; and
- Action plans for foreseeable emergency incident types.

Overview

An 'incident' is defined as a localised event, either accidental or deliberate, which may result in a near miss, injury, death or damage to property. Most incidents are managed by using standard operating procedures, however for the purposes of this plan, an incident is deemed to be an emergency if it requires a significant and coordinated response by private and / or public agencies.

This '**Managing Emergencies in Shire Facilities Plan**' establishes the groundwork for an efficient and coordinated approach in the event of an emergency or situation where staff, operations, contactors, visitors and assets are at risk.

This plan defines the procedures to be followed by Managers, Supervisors, staff and the officers that have been delegated 'Emergency Control Organisation' (ECO) responsibilities.

The information contained within this document should be observed by all staff employed at the Shire and will be acted upon within current management guidelines. For all staff employed by the Shire, this plan and its contents shall form an integral component of their induction process. For all key management, emergency and response staff (including staff who may be designated the responsibility in the event of the normal incumbent's absence), are to be thoroughly conversant with the contents of this emergency plan to ensure that the response measures are implemented in a uniform and timely manner.

Although this emergency plan is not prescriptive for every form of incident that may arise, it does address a number of potential incidents that may occur, as well as offering generic advice to all who seek it. ECO members have a responsibility to apply the guidelines sensibly and flexibly, allowing for specific variations pertinent to the Shire sites and activities, or the unique circumstances of a particular incident.

In all emergencies, management (including the Chief Executive Officer), must be advised of the situation and of the actions taken to restore control and commence recovery. The emphasis must be to obtain the quickest, most efficient remedy to the emergency, whilst placing the safety of occupants and visitors as the first priority. This emergency plan provides guidance in identifying and putting into place those remedies.

Purpose of this Plan

The purpose of this plan is to:

- Define the responsibilities of the Emergency Planning Committee (EPC) and the Emergency Control Organisation (ECO);
- Contribute towards the effective minimisation of risk to the Shire by enhancing safety and security;
- Prescribe minimum standards of response performance in the treatment of emergency incidents;
- Provide a framework for the efficient, effective and coordinated response to any emergencies at the Shire of Jerramungup;
- To ensure a supportive and caring response that considers the health and continued safety of The Shire employees, contractors, visitors and the nearby community;
- Minimise the adverse effects of such an event on the Shire's internal and external stakeholders;
- Assist in recovery to operational normalcy as soon as possible;
- Outline appropriate recovery strategies to maintain continuity of the Shire capabilities;
- Define the responsibilities of any persons charged with command of the Shire in times of crisis; and
- Meet the Shire's legislative obligations.

Site (s) Information

1. Administration Building – 8 Vasey Street, Jerramungup
2. Works Depots Admin Building – 9 Newton Street, Jerramungup
3. Works Depot Workshop & Chemical Shed – 9 Newton Street, Jerramungup
4. Waste Transfer Station – Lot 1747 Chittowurup Road, Jerramungup
5. Jerramungup Sports Club – 95 Derrick Street, Jerramungup
6. Root Pickers Hall – 12 Memorial Road, Jerramungup
7. Pharmacy – 9 Memorial Road, Jerramungup
8. Op Shop – 2 Tobruk Road, Jerramungup
9. Needilup Pavilion – Lot 578 Gnowangerup – Jerramungup Road, Needilup
10. Needilup BFB – Lot 578 Gnowangerup – Jerramungup Road, Needilup
11. Gairdner Hall – 33 Gairdner Road, Gairdner
12. DFES Jerramungup – 8 Memorial Road, Jerramungup
13. Entertainment Centre – 95 Derrick Street, Jerramungup
14. All Saints Church – 8 Vasey Street, Jerramungup
15. Childcare – 3 Spitfire Avenue, Jerramungup
16. Bremer Bay Works Depot – 1 Gnorrbup Terrace, Bremer Bay
17. Bremer Bay Waste Transfer Station – 9 Wellstead Road, Bremer Bay
18. Sports Club – Frantom Way, Bremer Bay
19. Bremer Bay CRC – 7 Mary Street, Bremer Bay
20. Childcare Centre & Town Hall – 7 Mary Street, Bremer Bay
21. Bremer Bay BFB – 35 John Street – Bremer Bay
22. Arts & Crafts Centre – 70 Bremer Bay Road, Bremer Bay
23. Boxwood Hill Sports Pavilion – Pimelea Street, Boxwood Hill
24. Boxwood Hill BFB – Lot 29 Dryandra Street – Boxwood Hill
25. Airstrip – Lot 1548 Don Ende Drive – Bremer Bay

For the purposes of emergency management planning, two modes of operation each site is considered:

- Administration, maintenance, waste treatment services and community facilities are fully or partially operational.
- Administration, maintenance, waste treatment services and community facilities are not operational.

Overview of Emergency Systems

The following systems are installed in some but not all of the Shires structures. This list represents only a cross section of facilities and not all systems are present in each Facility;

- Fire Detection and Alarm Systems
- Fire Extinguishers
- Fire Hydrant System
- Fire Hose Reels
- Fire Blankets

Evacuation Philosophy

The evacuation design is based on the principal of early notification provided by the Shire to allow occupants to commence evacuation initially to assembly areas, then away from further harm with suppression systems in place to maintain tenable conditions for the evacuation.

Section 2: Preparedness, Prevention, Response & Recovery

The facility's organisational planning to prevent, prepare for, respond to and recover from emergencies is consistent with the following principals:

Leadership	Our Management Team retains responsibility for emergency management
Safety	Individual safety, wellbeing and protection of life are paramount
Response	Incident response is adapted in accordance with the level dictated by the circumstances at the time of an incident
Support	Support is coordinated, integrated, timely, equitable, culturally appropriate and enhances resilience
Communication	Communication is based on verified information and is timely and appropriate
Ongoing risk identification	Risk identification efforts are continuous to ensure the mitigation of negative risks
Support agencies	The roles and responsibilities of external support agencies are understood and respected
Confidentiality	The principals of confidentiality are respected

The management of the Shire of Jerramungup will strive to adhere to the principals and guidelines set out in **AS 3745-2010 (May 2014) 'Planning for emergencies in facilities'** by:

- Using risk management and workplace inspections to identify potential risks to the Shires operations, and developing mitigation strategies to deal with them;
- Implementing these strategies to eliminate or reduce the likelihood of emergencies;
- Ensuring employees are aware of the preparedness strategies;
- Ensuring the Emergency Control Organisation is trained, conversant with the Shires plan, response equipment and possess advanced knowledge of site grounds;
- Ensuring the Emergency Control Organisation are aware of the specific types of response required for all emergencies;
- Ensuring employees are aware of the standard response to emergencies as identified in this Emergency Evacuation Management Plan;
- Communicating and consulting with external support agencies regarding response and recovery strategies;
- Ensuring the relevant plans are circulated and communicated to the Management Team;
- Providing ECO employees with First Aid Certification;

- Providing regular refresher training to managers and supervisors to raise awareness of the impact of emergencies on staff;
- Reviewing and updating internal and external emergency responders' contact details;
- Ensuring evacuation procedures and evacuation routes are publicly accessible and communicated to employees; and
- Conducting minimum bi-annual Emergency Evacuation exercises or as directed by the specific facility relator mandate.

Pre-Emergency Preparedness

Emergency preparedness source: **AS 3745-2010 (May 2014) 'Planning for emergencies in facilities'**

The arrangements made to ensure that should an emergency occur, all those resources and services that are needed to cope with the effects can be efficiently mobilised and deployed.

Note: Examples of emergency preparedness are:

- The membership, structure and duties of the Emergency Planning Committee (EPC)
- Emergency identification
- The appointment of an Emergency Control Organisation (ECO)
- Development and maintenance of emergency procedures
- Training
- Organizing the temporary removal of people and property from a threatened location
- Facilitating timely and effective rescue

Emergency Planning Committee (EPC)

Overview

The EPC where necessary in collaboration with facility owners, managers, occupiers and employers shall be responsible for the development, implementation and maintenance of the emergency plan, emergency response procedures and related training. This may be undertaken in conjunction with relevant external organisations.

If the EPC becomes aware of features of the facility that could jeopardise the evacuation of the occupants and visitors, the EPC should notify the persons responsible for the facility.

The EPC will meet regularly, at a minimum of an annual frequency.

Duties

The duties of the EPC include the following:

- Identifying events that could reasonably produce emergency situations;
- Ensuring the ongoing development and maintenance of the emergency plan;
- Ensuring that the emergency response procedures remain viable and effective by reviewing and testing the emergency response procedures at least annually;
- Ensuring that resources such as time, finance, equipment and personnel are provided to enable the development and implementation of the emergency plan;
- Ensuring that the emergency plan is reviewed at the end of the validity period, after an emergency, an exercise, or any changes that affect the emergency plan such as any major change to the facility;
- Ensuring that the emergency plan is readily identifiable and available to the appropriate persons;
- Establishing an emergency control organisation to operate in accordance with the emergency plan;

- Promoting awareness of the emergency response procedures to occupants in a suitable format;
- Developing and maintaining a training schedule based on the emergency response procedures for ECO members and facility occupants;
- Testing and reviewing the emergency procedures and rectifying any deficiencies or inaccuracies identified;
- Maintaining suitable arrangements to ensure the continuous operation of the ECO by replacing members' timeously after resignations and by training nominated deputies for periods of absence;
- Ensuring that the register of ECO members is current and readily available;
- Establishing strategies to ensure visitors are made aware of emergency response procedures;
- Ensuring that a permanent record of events for each emergency is compiled and retained;
- Identifying and rectifying deficiencies and opportunities for improvement in the emergency plan and emergency response procedures; and
- Ensure all staff are aware of the identity and location of trained workplace First Aid Officers.

Membership

Membership of the Shires Emergency Planning Committee comprises the following key management positions:

EPC Position	Name	Role

Meetings

The EPC will meet at least annually and records are retained in accordance with the relevant legislative requirements (OSH Act and Regulations and Health "Public Buildings" Regulation 26).

External contractors, consultants or others engaged by the Shire to provide specialist advice are not considered members of the EPC but may attend EPC meetings.

Indemnity

The Shire of Jerramungup and LGIS indemnify EPC members in the normal course of their duties as responsible members of the Emergency Planning Committee.

Emergency Control Organisation (ECO)

Overview

The primary role of the ECO is to give priority to the safety of the occupants in all Shire Facilities. Life will take precedence over asset protection.

Duties and responsibilities: Pre-emergency

Chief Warden:

- Maintain a current register of ECO members.
- Replace ECO members when a position becomes vacant.
- Conduct regular exercises.
- Ensure the emergency response procedures are kept up-to-date.
- Attend meetings of the EPC.
- Attend training and emergency exercises, as required by the EPC.
- Ensure personal ECO identification is available.

Communications Officer:

- Ensure personal proficiency in the operation of facility communication equipment.
- Maintain records and logbooks and make them available for emergency response.
- Ensure that ECO members are proficient in use of the facility communication equipment.
- Ensure that emergency communication contact details are up-to-date.
- Attend training and emergency exercises, as required by the EPC.

Area Warden:

- Confirm sufficient wardens for area of responsibility.
- Coordinate the completion of PEEP documentation.
- Report on deficiencies of emergency equipment.
- Ensure that wardens have communicated the emergency response procedures to all occupants within their nominated areas.
- Ensure that occupants are aware of the identity of their wardens.
- Coordinate safety practices (i.e. clear egress paths, clear access to first-attack equipment, etc.) throughout their area of responsibility.
- Attend training and emergency exercises, as required by the EPC.

- Ensure personal ECO identification is available.

Wardens:

- Ensure that all occupants are aware of the emergency response procedures.
- Carry out safety practices (i.e. clear egress paths, clear access to first-attack equipment, etc.).
- Ensure personal ECO identification is available.
- Attend training and emergency exercises, as required by the EPC.

First Aid Officers:

- Ensure they are aware of the locations of first aid equipment in their workplace.
- Ensure staff is aware of the identity and location of trained workplace first aid officers.

It is important that regular inspections of first aid equipment are conducted to ensure:

- First aid equipment is maintained free of obstruction
- First aid equipment has had the contents assessed for completeness within the previous six months

Membership details:

Every member of the ECO will have and maintain in good condition:

- A lanyard of the appropriate colour and markings for their role.
- A high visibility vest.
- A current list of emergency contact numbers, both internal and external.
- A means of recording details of events and actions taken.
- A means of identifying all current occupants in their area of responsibility

Membership of the ECO consists of personnel who are present on site during operating hours and have the following attributes:

- Are physically capable of performing the requirements of the role.
- Have good communications skills.
- Have leadership qualities and command presence and authority.
- Are familiar with their area of authority.
- Are capable of remaining calm under pressure.
- Maintain their skills and knowledge via training and exercises.

ECO members will be identified by the wearing of their lanyard at the first signal of potential activation of an emergency response:

ECO Position	Lanyard
Chief Warden	Blue
Deputy Chief Warden	Black
Communications Officer	Blue
Area Warden/Deputy Area Warden	Yellow
Traffic Warden	Red
First Aid Officers	Green

Indemnity

The Shire of Jerramungup and LGIS indemnify ECO members in the normal course of their duties as responsible members of the Emergency Control Organisation.

Pre-Emergency Prevention

Emergency prevention source: **AS 3745-2010 (May 2014) 'Planning for emergencies in facilities'**

"The measures taken to eliminate the incidence of emergencies".

These include the regulatory and physical measures to ensure that emergencies are prevented.

Note: Examples of emergency prevention are

- The implementation of suitable policies and procedures.
- Regular maintenance and servicing of appliances, alarm systems, plant and equipment.
- Training in the safe use of installed equipment.
- Correct storage practices.
- Good housekeeping measures such as the reduction or removal of excessive fuel loads.

The Shire will use the following measures in an effort to ensure that emergencies are prevented:

- Ongoing identification of potential hazards and causal factors that may create emergency situations and reference these in the Operational Risk Register and in Safety procedures;
- Implementing risk mitigation strategies;
- Cooperation with Hazard Management Agencies (e.g. Police, DFES), to jointly assess potential risks associated with particular situations;
- Ongoing development of management plans to address foreseeable risks;
- Ongoing training of key employees;
- Regular testing and reviewing of plans;
- Regular maintenance and testing of safety appliances;
- Maintaining safe work practices during operations and performing regular workplace safety inspections throughout the site;
- Addressing inadequate workplace inspection outcomes;
- Ensuring regular reviews of Standard Operating Procedures;
- Promoting ongoing risk management awareness and conducting regular evacuation exercises, exercise simulations and worker training programs including worker induction programs;
- Reviews of procedural manuals and checklists;
- Regular Emergency Management Planning;
- Where appropriate, the issuing of Personal Emergency Evacuation Plans (PEEP's); and
- Regular validation of the Business Continuity Plan.

Emergency Response: Emergency Response Plan

Emergency response procedures Source: **AS 3745-2010 'Planning for emergencies in facilities' (May 2014) Linking Business Continuity and Executive Management.**

An emergency response plan is a documented scheme of assigned responsibilities, actions and procedures within a designated section of the emergency plan. These are prepared and exercised to respond and manage emergencies effectively.

During emergencies, instructions given by the emergency control organisation (ECO) personnel shall take precedence over the normal management structure.

This authority is acknowledged by the Shire, as it is intended to ensure that during an emergency situation, life safety takes precedence over asset protection, environmental considerations, operations and links into the business continuity management plan if predetermined triggers are identified.

Incident Management Structure (AIMS)

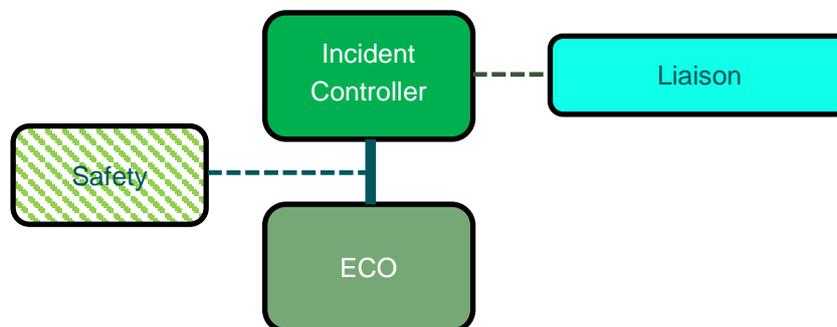
The Chief Executive Officer (CEO) holds overall responsibility, ensuring that the Emergency Control Organisation can manage all activities to resolve an incident without interference. In the Shire, the CEO is the person in charge of the local government organisation. The Chief Warden manages the operation of evacuation or seeking refuge during an emergency or exercise until handover to a responding emergency service. The diagrams below may represent a Shire Structure only.

The CEO has established an appropriate Emergency Control Organisation structure to manage the incident through the Emergency Planning Committee.

The size of the team should reflect the area of operations being affected. The complexity and scale of the incident and local government structure will determine its response.

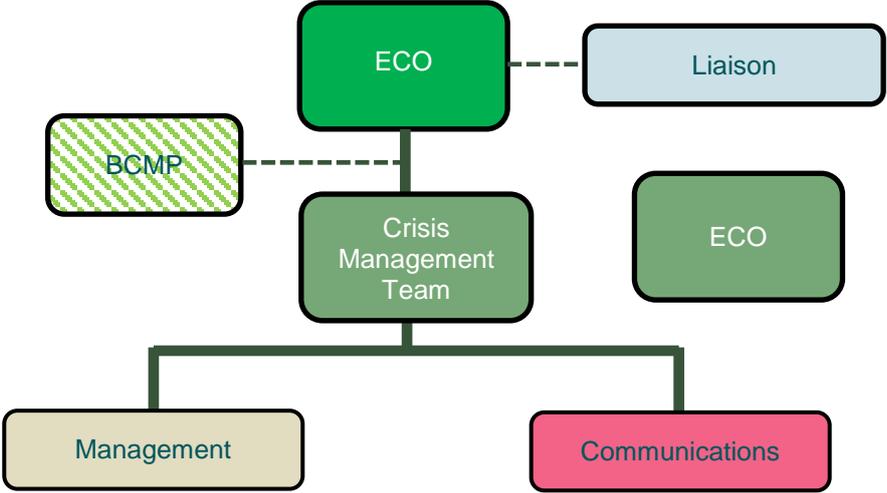
During a small incident or in the early phases of a large incident when the ECO has finished its operational functions, the CEO will manage all functions after evacuation. This person should be considering the possible return to an unsafe workplace, media and informing councillors amongst many other things from the incident.

Level 1 Incident



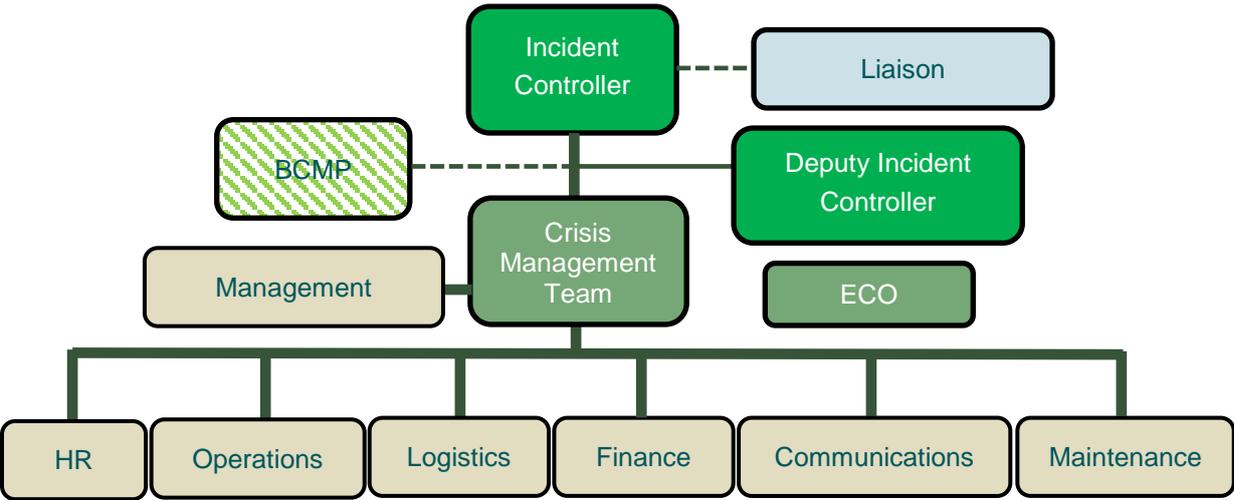
As the incident develops in size or complexity, the CEO as the Shires Incident Controller may choose to delegate the responsibility for managing some functions to other people while the ECO is managing the incident:

Level 2 Incident



In a large or complex incident, the Incident Controller may expand delegation to entire sections of the organisation and may appoint a Deputy Incident Controller to assist in the Chief Warden in the operational management of the incident:

Level 3 Fully Expanded Incident Management Structure



Duties and responsibilities: Emergency Response

Chief Warden:

- Assume control of the emergency until arrival of emergency services.
- Ascertain the nature of the emergency and determine appropriate action. If necessary, initiate evacuation to the Assembly Area and ensure that all offices, storerooms, toilets and meeting rooms have been cleared.
- Ensure that the appropriate Emergency Services have been notified.
- Ensure that Area Wardens are advised of the situation.
- Control entry to the affected areas and keep people at a safe distance from the scene.
- Ensure a roll call is conducted.
- Monitor the progress of the evacuation and record any action taken in an incident log, including the source/s of information. Refer to Appendix 4.
- If safe to do so, take appropriate site-safety precautions such as turning off gas, water and electricity.
- Brief the emergency services personnel upon arrival on type, scope and location of the emergency, the location of any significant switchboards, hazardous substances or dangerous goods that may be present, and the status of the evacuation. Thereafter, act on the senior Emergency Services officer's instructions.
- Conduct an investigation and debrief to management after any evacuation or evacuation drill.

Deputy Chief Warden:

- Assume the responsibilities normally carried out by the Chief Warden if the Chief Warden is unavailable, and otherwise assist as required.

Communications Officer:

- Confirm that the appropriate Emergency Service has been notified.
- Notify ECO members.
- Transmit instructions and information.
- Record a log of the events that occurred during the emergency.
- Act as directed by the chief warden.
- Prepare and deliver an appropriate statement to the relevant external stakeholders (suppliers, customers, insurance company).
- Prepare a statement to inform employees of the facts and support available to them.
- Provide regular updates of the situation to all stakeholders.

Wardens:

- Implement emergency response procedures for their area (including evacuation if the circumstances in their area or site warrant this).
- Clearly identify themselves through the wearing of a Warden vest and hat.
- Communicate with the Chief Warden by whatever means available and act on instructions.
- Advise the Chief Warden as soon as possible of the circumstances and any action taken.

- Ensure that the appropriate Emergency Service has been notified.
- If it is safe to do so, check to ensure that fire doors are properly closed – (NB in case of a Bomb, doors are left open to reduce the potential blast effect).
- Search their area of responsibility, including toilets, to ensure that all persons have evacuated.
- Ensure the orderly flow of persons into protected areas.
- Assist persons with disabilities.
- Act as the leader of groups moving to nominated Assembly Areas.
- Co-opt persons as required to assist during the emergency.
- Ensure a roll call is conducted.
- Confirm activities have been completed and report this to the Chief Warden.
- Ensure that clear access is maintained for any arriving emergency services equipment.
- Ensure that traffic control is implemented to restrict non-emergency vehicles from entering the site.
- Ensure that occupants proceeding to the Assembly Areas are not endangered by vehicular movements. (Vehicles may be removed from the Car Park only after personnel have been evacuated and only with the approval of the senior Emergency Services Officer or Police).

Persons Refusing to Comply with Warden's Directions

Should a person refuse to comply with the directions given by a Warden, the Warden shall:

- Ensure the person has been clearly advised (twice) that they are to evacuate the building.
- Notify the Chief Warden, who shall advise the senior Emergency Services Officer who, at their discretion, may take the appropriate action under law to remove the person.

First Aid Officers:

- Provide for the initial care of ill or injured persons by rendering first aid treatment in accordance with their approved training. If there are any casualties, the First Aid Officer or an assistant must immediately call for an Ambulance by dialling 000.
- Take any portable first aid kits, defibrillator(s) and other first aid related equipment to the designated Assembly Area and prepare to treat the ill and injured as well as take instruction from Ambulance Officers once they arrive on scene
- Remain with the casualty until no further treatment or assistance is required, or until the casualty is handed over to ambulance or other medical personnel.

Activation

The coordinated emergency response plans may be activated by the Chief Warden by any of the following means:

Verbal Notification

A staff member, contractor or visitor may report an incident face to face or by telephone that requires the immediate response of the Chief Warden and ECO.

Emergency Code Words

Red

Fire & Smoke

Purple

Bomb Threat

Blue

Medical Emergency

Black

Personal Threat

Yellow

Internal Emergency

Brown

External Emergency

Orange

Evacuation

Evacuation

All the Shire evacuation diagrams outline the principal external evacuation route, which lead evacuees to their predetermined or risk assessed assembly areas.

General Evacuation Information

Personal Emergency Preparation

As emergency situations can lead to disorientation (there may be smoke, noise, or other distractions present), all staff should ensure that they;

- Familiarise themselves with the emergency exits in the building and ensure that these are kept free of obstructions.
- Plan an escape route from their workstation to each exit and to the designated muster point.
- Note the locations of fire extinguishers or other emergency equipment and ensure that these are kept free of obstructions.
- Note the locations of first aid stations and ensure that these are kept free of obstructions.
- Familiarise themselves with the names and contact numbers of their Wardens and First Aid Officers.

Signal to Evacuate

When the signal to evacuate is received (either via a suitable instruction from Chief Warden or by warden voice command), all personnel, visitors and contracted services providers present should proceed in an orderly manner, under the direction of their Wardens, to the nominated Exit Points shown on colour coded evacuation plans strategically located on the walls throughout the sites.

If staff, contractors and visitors are in a location other than their normal work area, they shall fall under the direction and control of the Warden for the area that they are currently in and should under no circumstance return to their normal work area while an emergency situation exists.

Assembly Areas

Structure and area principal assembly areas have been defined for the Shire of Jerramungup, which are located on the list below:

1. Administration Building	Open Area to Direct Front Of Building
2. Works Depot – Admin Building	Open Area To Front Of Admin Building
3. Works Depot – Workshop & Chemical Shed	Open Area To Front Of Admin Building
4. Waste Transfer Satiation	Assemble At Front Gate
5. Sports Club	Assemble At Playground
6. Root Pickers Hall	Assemble On Grassed Open Area
7. Pharmacy	Open Area Adjacent To Building
8. Op Shop	Open Area In Front Of Roller Door
9. Needilup Pavilion	Open Area To Front Of Building
10. Needilup BFB	Open Area To Front Of Building
11. Gairdner Hall	Open Area Adjacent To Building
12. DFES	Assemble At Clearing Near Carpark
13. Entertainment Centre	Assemble At Playground
14. All Saints Church	Open Area To Front Of Building
15. Childcare	Assemble At Roe Park
16. Works Depot - Bremer Bay	Outside Front Gate
17. Waste Transfer Station – Bremer Bay	Outside Front Gate
18. Sports Club – Bremer Bay	Assemble At Open Area Next to Playground
19. Community Resource Centre	Assemble At Pelican Park
20. Childcare Centre & Town Hall	Assemble On Grassed Open Area
21. Bremer Bay BFB	Open Area Adjacent To Building
22. Bremer Bay Arts & Crafts	Open Area Adjacent To Building
23. Boxwood Hill Sports Pavilion	Assemble On Oval
24. Boxwood	Open Area Adjacent To Building
25. Airstrip	Open Area Adjacent To Building

Action at Assembly Areas

Once Wardens and occupants have exited the building and gathered at the Assembly Area, the following actions are to be followed;

- If wind is blowing chemicals or smoke in the direction of the assembly area, the Wardens will move the assembly area further up the road or to a reserve area.
- Occupants will assist Wardens in determining if any occupants are missing from the Assembly Area and could be in danger.
- Wardens will inform the Chief Warden of any persons who have refused to evacuate the premises.
- First Aid Officers will attend to any injured persons.
- The Chief Warden will communicate directly with Emergency Services on their arrival and advise them of the situation, including the locations and quantities of any hazardous substances, or any persons still unaccounted for.
- Designated Traffic Wardens will ensure that no traffic, apart from Emergency Services, enters the site. It should be ensured that there is clear access for attending Emergency Services personnel, including clear access to external fire hydrants.
- Staff should remember that Assembly Areas are designated non-smoking area

Search and Rescue

Search and rescue will only be carried out by the relevant responding Emergency Service.

Re-entry into Facilities

No one may re-enter an evacuated building until the **ALL CLEAR** has been given.

The Chief or Deputy Chief Warden may nominate persons to guard entry points to prevent anyone from re-entering the building before the all clear is given.

Persons with a Disability

Special consideration may be required to identify and facilitate evacuation of disabled / mobility-impaired persons from the building. Such persons may include those who require more time or different forms of communication (compared with other occupants), to respond to an emergency or who require assistance to respond to an emergency or evacuate from the facility. This includes:

- People temporarily disabled, such as recovering from an operation
- Have a vision or hearing impairment
- Are easily fatigued
- Easily experience acute anxiety in an emergency
- Easily experience extreme confusion in an emergency

In instances where occupants require special consideration and assistance due to disability, a personal emergency evacuation plan shall be prepared in consultation with the disabled occupant and disseminated to all persons responsible for the implementation of the plan.

The Chief Warden shall maintain a current list of the names and other necessary information about occupants with a disability and this shall be kept at the location where the Chief Warden exercises control.

Personal Emergency Evacuation Plan (PEEP)

Occupants Name:

Location:

Building / Facility:

Floor:

Room Number:

Is an Assistant Animal involved? Yes No

Are you trained in the emergency response procedures including the evacuation procedures?

Yes No

Preferred method of receiving updates to the emergency response procedures: (Circle or add)

Fax Email Braille Text Staff Circular

Preferred method for notification of emergency: (Circle or add)

Visual Alarm Personal Vibrating Device SMS

Type of assistance required?

List procedures necessary for assistance:

.....
.....
.....
.....
.....
.....
.....

Equipment required for evacuation:

.....
.....
.....
.....

Egress procedure:

1.
2.
3.

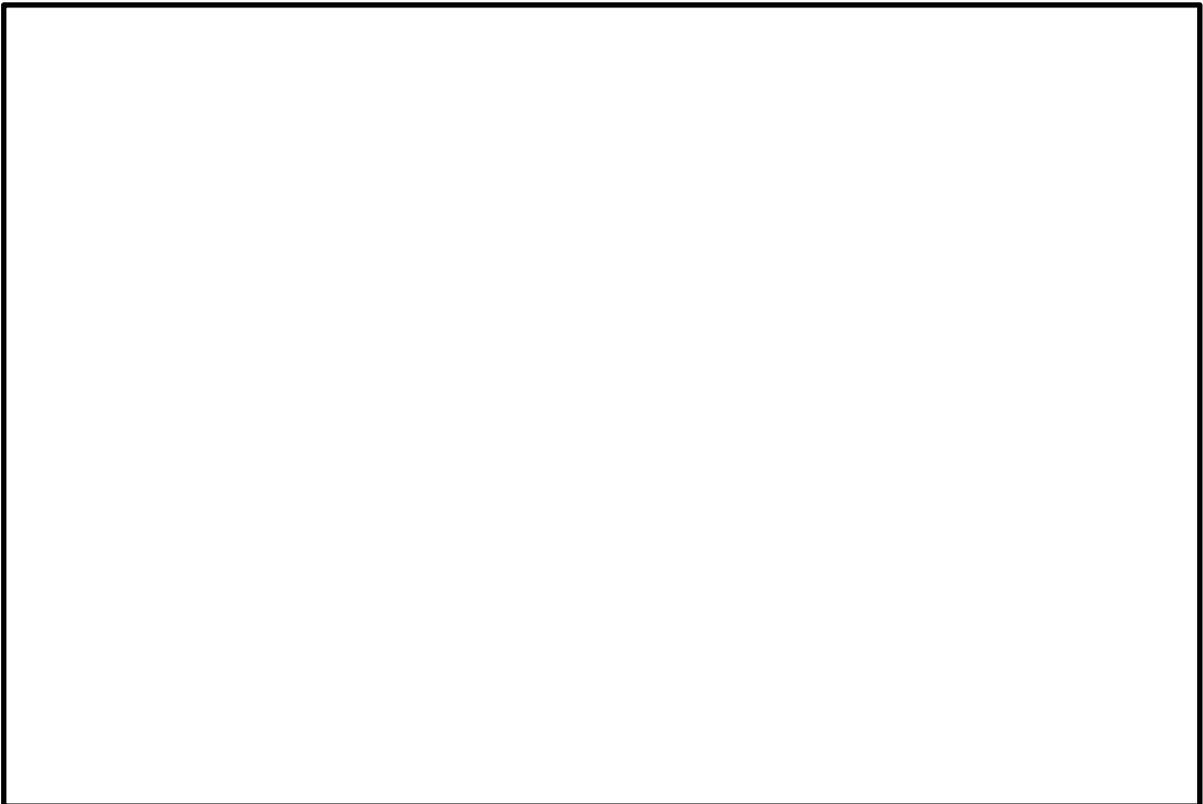
4.

Designated assistants and contact details:

.....
.....

Are your designated assistants trained in the emergency response procedures including the evacuation procedure? Yes No

Diagram of preferred route for assisted evacuation:



Issue Date:...../...../.....

Review Date:...../...../.....

Occupant Approved:

.....
(Signature)

Date:...../...../.....

Chief Warden:

.....

Date:...../...../.....

Post-Emergency Recovery

Duties and responsibilities: Post-emergency

Chief Warden:

- As soon as the emergency site is rendered safe or Emergency Services return control, notify the ECO members to have occupants return to the facility as appropriate.
- Arrange debrief with ECO members and, where appropriate, with any attending Emergency Service as soon after the emergency as possible.
- Compile a report for the EPC and management.

Communications Officer:

- Collate records of events during the emergency for the debrief and ensure they are secured for future reference.

Wardens:

- Compile a report of the actions taken during the emergency for the debrief.

Emergency Response Team:

- Clean and service used specialised equipment.
- Replace specialised equipment as necessary.

Chief Executive Officer:

- Before the return to work order is given, the Chief Warden will confirm that the affected area is safe and then will make an assessment of any potential safety risks and isolate affected areas for decision by Chief Executive Officer.
- The Principal Environmental Officer shall determine the level of cleaning and sanitation required.
- Once the affected area is cleaned and sanitised, the Principal Environmental Officer in conjunction with the Chief Warden will give clearance for the return of employees to the area.
- An incident report will be generated by the Chief Warden and copied to CEO, Emergency Planning Committee, HR & OSH Officer and LGIS.

Management:

- If required, provide Employee Assistance Program counsellor support to any employees suffering trauma from the event.
- Commence recovery efforts as soon as appropriately possible following the emergency.
- Provide an environment that considers the health and safety of employees, contractors, visitors and the nearby community.
- Use all of the Shire capacity to return operations to normality in accordance with identified recovery strategies and Business Continuity plans.
- Organise additional employees to meet production, delivery and administrative needs if required.

- Liaise with local agencies for possible after hours / weekend support.
- Ensure all employees are kept well informed of the recovery processes and address any queries or concerns raised.
- Complete any necessary incident reports or investigation documentation.

Further considerations to support recovery	
<input type="checkbox"/>	Provide recovery information and updates to employees working on site
<input type="checkbox"/>	Consider activation of Business Continuity and Disaster Recovery Plans if not already activated
<input type="checkbox"/>	Provide information and updates to employees not working on site
<input type="checkbox"/>	Liaise with employee assistance program to ensure affected employees are receiving adequate support
<input type="checkbox"/>	Provide information and updates to external stakeholders
<input type="checkbox"/>	Organise to meet with relevant stakeholders as soon as practical
<input type="checkbox"/>	Instruct main receptionist staff as to what information is to be issued by the company when addressing internal and external enquiries
<input type="checkbox"/>	Provide regular updates of the recovery process and its outcomes to Council
<input type="checkbox"/>	Deliver a statement that acknowledges and thanks specific stakeholders who supported the Shire of Jerramungup during the emergency and the subsequent reinstatement of business operations
<input type="checkbox"/>	Collect all documentation as soon as is reasonably possible and submit it to the Chief Warden and Incident Controller.
<input type="checkbox"/>	Deliver operational debrief
<input type="checkbox"/>	Undertake a gap analysis of the Emergency Management Plan and other response and recovery strategies utilised

Training

EPC Training

Training provided to EPC members to enable them to competently execute their obligations will be focused on the following:

- Developing, managing and maintaining an emergency plan.
- The duties of the EPC and ECO as described in the emergency response plan.
- The conduct of site-specific emergency identification and analysis.
- Managing an ECO.
- The management of appropriate documentation.
- The management and development of assessment activities.
- The development and implementation of training activities including emergency exercises.
- Emergency mitigation, emergency preparedness and emergency prevention.
- The installed fire safety systems, for example, sprinkler systems, fire doors and installed emergency communications, notifications and warnings.
- Liaison with Emergency Services.
- Post-evacuation management.

ECO Training

All ECO members, including nominated deputies, will be trained to develop the skills and knowledge necessary to undertake their duties set out in the emergency response procedures.

There will be sufficient personnel trained in all positions within the ECO to allow for projected absences.

Training provided to ECO members to enable them to competently execute their obligations will be focused on the following:

- The duties of the ECO as described in the emergency response procedures and emergency plan.
- Procedures for the specific emergencies contained in the emergency plan.
- Responding to alarms and reports of emergencies.
- Reporting emergencies and initiating the installed emergency warning equipment.
- Communication during emergencies.
- Pre-emergency activities.
- Emergency activities.
- Post-emergency activities.
- Occupants and visitors with disabilities.
- The use of installed emergency response equipment.
- The performance of the building and its installations during a fire or other emergency, such as fire doors emergency lights, exit-signage, sprinklers, ventilation and smoke control systems.
- The training shall include exercises and assessment.
- ECO members, including nominated deputies, will attend a skills retention activity at intervals not greater than 6 months.

Occupants

All occupants will receive training to enable them to act in accordance with the emergency response procedures.

This training includes all new and casual employees and contractors at the commencement of their duties.

The training will focus on the following:

- Occupant responsibilities within the facility emergency response procedures;
- The types of emergencies contained in the emergency plan;
- How to report emergencies including activation of alarm systems, if installed;
- Recognising and reporting unsafe conditions, and correcting unsafe conditions when appropriate;
- The authorities, roles, responsibilities and identification of ECO members;
- Reacting safely to emergencies and alarms;
- Evacuation procedures;
- The location of internal and external staging and assembly areas, as contained in the emergency plan;
- The location of egress routes; and
- Post-emergency protocols.

Visitors

Visitors to the site will be escorted or provided with appropriate information on the emergency response procedures.

Emergency Response Exercises

Emergency Response Exercises Source: AS 3745-2010 (May 2014) 'Planning for emergencies in facilities'

An emergency response exercise is a site-specific exercise implemented to determine the effectiveness of the emergency response procedures.

A program of site-specific emergency response exercises has been developed to determine the effectiveness of Emergency Evacuations, the associated emergency response procedures, the responses and actions of the Emergency Control Organisation, employees and visitors.

The following applies for all emergency response exercises:

- Emergency response exercises are aligned with identified potential emergencies.
- Emergency response exercises are conducted during the operating hours of the site to appropriately test the emergency response procedures and responses of the Emergency Control Organisation, employees and visitors.
- Simple objectives and outcomes for emergency response exercises have been identified. Some of these objectives for an emergency response exercise include the gauging of the ECO's response and identifying and correcting any deficiencies in communication system(s), training, emergency response procedures, or their implementation.
- The outcomes for emergency response exercises include the following, as appropriate to the emergency response procedures:
 - ECO initiates the emergency procedure without waiting for instructions.
 - ECO responds to alarms.
 - ECO searches their allocated area without delay.
 - ECO reports the location of any employees and visitors with a disability.
 - Simulated calls made to the Emergency Service, as appropriate.
 - Effective ECO communication.
 - The designated location for controlling the emergency is staffed immediately by the Sites Warden.
 - The evacuation sequence is carried out in accordance with the procedures.
- Observers will be appointed for all emergency response exercises. The observers will use a checklist to record the details of the emergency response exercise. Refer to Appendix 5.
- Each emergency response exercise should be prefixed by an announcement that: "This is an exercise only".
- A post-exercise debriefing session will be facilitated to identify and address gaps.
- Feedback will be forwarded to the EPC following each emergency response exercise
- All sites should exercise an emergency incident twice each year.

Section 2: Appendices

Appendix 1: Emergency Contacts - Jerramungup

GROUP		PHONE NUMBER
WA Police	Life-threatening or time critical emergency	000
	Non-life threatening incident requiring Police response	131 444
	Local Police Station: Jerramungup	08 9835 0222
Ambulance		000
Department of Fire and Emergency Services		000
State Emergency Service		132 500
Jerramungup Health Centre		08 9835 1004
Priority Medi Centre		08 9835 1050
Poisons Information Centre		131 126
Gas		131 352
Electricity		131 351
Water Corporation		131 375
Health Direct (Department of Health)		1800 022 222
Dept. of Environmental Regulation		08 6467 5000
Local Government – Albany		08 9841 9333
Local Government – Gnowangerup		08 9827 1007
Local Government – Kent		08 98291051
Local Government – Ravensthorpe		08 9839 0000
Pollution Watch		1300 784 780
WorkSafe (Accident Reporting)		1800 678 198
Electrical Contractor – Jerramungup Electrical		0428 351 171
Plumbing Contractor – Oceanside Plumbing		0447 409 526
Approved Asbestos Contractor -		

Appendix 1: Emergency Contacts – Bremer Bay

GROUP		PHONE NUMBER
WA Police	Life-threatening or time critical emergency	000
	Non-life threatening incident requiring Police response	131 444
	Local Police Station: Jerramungup	08 9835 0222
Ambulance		000
Department of Fire and Emergency Services		000
State Emergency Service		132 500
Bremer Bay Health Centre		08 9837 4026
Poisons Information Centre		131 126
Gas		131 352
Electricity		131 351
Water Corporation		131 375
Health Direct (Department of Health)		1800 022 222
Dept. of Environmental Regulation		08 6467 5000
Local Government – Albany		08 9841 9333
Local Government – Gnowangerup		08 9827 1007
Local Government – Kent		08 98291051
Local Government – Ravensthorpe		08 9839 0000
Pollution Watch		1300 784 780
WorkSafe (Accident Reporting)		1800 678 198
Electrical Contractor – S&E Electrical		0407 990 471
Plumbing Contractor – Oceanside Plumbing		0447 409 526
Approved Asbestos Contractor -		

Appendix 2: Shire of Jerramungup - Warden Contact List

Name	Position	Daytime Phone	Mobile	Out of Hours
Charmaine Solomon	Chief Warden	9835 1022	0429 351 025	
Brent Bailey	Deputy Chief Warden	9835 1022	0429 204 538	
Craig Pursey	Deputy Chief Warden	9837 4070		
Murray Flett	Deputy Chief Warden	9835 1022	0400 219 073	
Lizzy Hyde	Communications Officer / OSH Rep	9835 1022	0458 705 283	
Sharon Baldwin	Area Warden	9835 1022		
Matthew Musgrave	Area Warden		0499 351 033	
Michael McManus	Area Warden		0429 351 022	
Kiara Leeson	Traffic Warden	9835 1022		
Danielle Wisewould	First Aid Officer	9835 1022		
Janna Kleszewski	First Aid Officer	9837 4070		

Appendix 3: Surrounding Business and Residents Contacts

Name	Organisation	Phone Numbers		
		Daytime	Mobile	Out of Hours
Jerramungup Admin Office				
Martin & Jo Cramp	Jerramungup Police	9835 022	0427 474 448	
Michelle LaBianca	All Saints Church		0427 413 290	
Rachel Smith	Bankwest Jerramungup	9835 0000		
Barry Wise	Elders Jerramungup	9835 2500	0409 524 574	
Omo / Neil Foreman	Foreman Rural / Landmark Jerramungup	9835 1056	0429 351 056	
Jerramungup Depot				
Michelle Armstrong	Great Southern Fuels	9835 1531		
Jerramungup Pool				
Haidee Brooks	Jerramungup District High School	9835 1233		
Private Property	Adam Arnold	9835 1506	0428 351 506	
Bremer Bay Admin Office				
Narelle Duckworth	Bremer Bay CRC	9837 4171		
Danae Witherow	Bremer Bay General Store	9837 4195		
Bremer Bay Depot				
Private Property	Max Wellstead	9837 4042	0427 374 042	
Private Property	Joan Garstone			

Appendix 4: Incident Log

Date of Incident: _____

Compiled By: _____

Summary of incident details:

Time	Specific incident details and timeline of events	Actions performed and by whom		
		Implemented – What was done?	What resources were used?	Outstanding – what still needs to be done?

Time	Specific incident details and timeline of events	Actions performed and by whom		
		Implemented – What was done?	What resources were used?	Outstanding – what still needs to be done?

Incident log reviewed by: _____

Date reviewed: _____

Appendix 5: Evacuation Exercise Observer's Log

DATE:		SITE:	
AREA:			
EVACUATION SEQUENCE		YES/NO/NA	TIME
1 st Alarm (warning) sounded. Was it clearly audible?			
Warden(s) responded (stopped work, collected coloured hat, roll call log, made way to designated area and sought further instruction)			
Employees stopped work and assembled at their designated exit door			
Time the relevant emergency service was called?			
2 nd Alarm (evacuate) sounded and evacuation commenced. Was it clearly audible? Did staff move in an orderly fashion?			
Wardens checked their area of responsibility to determine if all persons had been evacuated			
Wardens reported floor or area clear to Chief Warden			
People unfamiliar with the emergency response procedures and visitors were assisted in evacuating. Persons with disabilities were assisted			
There were no obstructions in corridors, exit doors and stairs or at assembly points			
External entry points (gates/doors) were guarded to prevent re-entry, and vehicular movement was restricted during the exercise			
Evacuees arrived at their designated assembly area			
Wardens checked personnel present at their assembly point (where appropriate) and notified Chief Warden			
Evacuation completed			
Exercise terminated – ALL CLEAR issued			

COMMENTS:

OBSERVER: _____

SIGNED: _____

Appendix 6: Incident Response Plans

Armed Hold Up

Incident Response Plan 1

In the event of an Armed Hold-Up:

- **REMAIN CALM, QUIET and STAND STILL.**
 - **Assume the offender is armed, even if a weapon cannot be seen.**
 - **Obey the offender's instructions at all times.**
 - **Only do what you are told to do – NO MORE, NO LESS.**
 - **DO NOT argue with, threaten or stare at the offender.**
 - **DO NOT attempt to disarm or otherwise apprehend the offender.**
 - **Give the offender everything he/she asks for i.e. money, product etc.**
 - **Answer any questions when asked.**
 - **Avoid any sudden movement that could panic the offender.**
 - **Observe as many details about the offender as possible.**
 - **Note any items and surfaces touched by the offender.**
 - **When the offender has departed, notify the Chief Warden immediately, then:**
 - **Secure the immediate vicinity (i.e. lock the office/room) in which the hold-up occurred.**
 - **DO NOT allow anyone to approach the area in which the offender was located.**
 - **DO NOT touch anywhere the offender touched.**
 - **Record all relevant details about the incident and the offenders (below).**
 - **It is the responsibility of the Chief Warden to contact the WA Police.**
 - **The source of notification is to provide as much detail as possible for checklist completion. An incident report will be generated by the Chief Warden and copied to the Chief Executive Officer and then the HR & OSH Officer for investigation and filing.**
-
- **If you are suffering trauma from the event, ask the Supervisor to arrange a meeting with an Employee Assistance Program counsellor to provide onsite support.**

Description Form

If you're a victim of a robbery, please complete this form by yourself. If you are unsure of an answer, don't guess - leave it blank. If there are other witnesses, record their names at the base of page and ask them to complete these descriptions on a piece of paper.

	ROBBERS:		
	1	2	3
GENDER			
HEIGHT			
BUILD			
AGE			
HAIR			
FACIAL HAIR			
COMPLEXION			
EYES			
ACCENT/RACE			
DISGUISE			
SCARS/TATTOOS			
HEADWEAR			
GLASSES			
SHIRT/JACKET			
PANTS/DRESS			
CLOTHING LOGOS			
SHOES/BOOTS			
CARRY BAG			

VEHICLE DETAILS			
MAKE:	MODEL:	TYPE:	YEAR (approx):
COLOUR:	REGISTRATION:	PLATE COLOUR:	
NUMBER OF OCCUPANTS:	DISTINGUISHING FEATURES/ACCESSORIES:		

WEAPON DETAILS	
	<div style="border: 1px solid black; padding: 5px; min-height: 60px;"> OTHER: </div>

WITNESS DETAILS
WITNESS 1:
WITNESS 2:
WITNESS 3:

Source: Victoria Police website www.police.vic.gov.au

Bomb Threat

Incident Response Plan 2

In the event of a Bomb Threat by TELEPHONE:

- **STAY CALM and LISTEN CAREFULLY.**
- **DO NOT** hang up the telephone or make return threats.
- Try and keep the person talking for as long as possible to obtain as much information as possible.
- If possible, fill out a “Bomb Threat Checklist” (below) while you are on the phone to the caller.
- Once the call is finished, **DO NOT HANG UP.** It may be possible to trace the call.
- Notify the Chief Warden immediately the call has terminated, if unavailable your supervisor.
- Do not communicate the threat to anyone else.
- It is the Chief Warden’s responsibility to activate a building evacuation/search.
- When you hear the Evacuation order or alarm, evacuate to your designated assembly area.
- Leave all unfinished work.
- Leave doors and windows open.
- **DO NOT** collect belongings.
- When directed to, assist people with disabilities or special needs.
- The Police Response Team will attend the incident zone and assess the situation.
- **DO NOT** leave your assembly area until instructed to do so by the Chief Warden.

If an item or SUSPICIOUS PACKAGE is located:

- **DO NOT TOUCH** the item or package.
- Notify the Chief immediately, or if unavailable, another Manager.
- Record all information on the “Bomb Threat Checklist” (Below).
- The source of notification is to provide as much detail as possible for checklist completion. An incident report will be generated by the Chief Warden and copied to the Chief Executive Officer and then the HR & OSH Officer for investigation and filing.
- If you are suffering trauma from the event, ask the Supervisor to arrange a meeting with an Employee Assistance Program counsellor to provide onsite support.

BOMB THREAT CHECKLIST

WHO RECEIVED THE CALL:

Name:

Date:

Time:

Exact wording of the threat:

1. General Questions to Ask

- What is it?.....
- When is it set to explode OR When will the substance be released?.....
- Where did you put it?.....
- What does it look like?.....
- When did you put it there?
- How will the bomb explode OR how will the substance be released?
- Did you put it there?.....
- Why did you put it there?

2. Bomb Threat Questions

- What type of bomb is it?
- What is in the bomb?
- What will make the bomb explode?.....
- When is it set to explode?

3. Chemical/Biological Threat Questions

- What kind of substance is it?.....
- How much of the substance is there?.....
- How will the substance be released?
- Is the substance a liquid, powder or gas?.....

4. Other Questions to Ask

- What is your name?
- Where are you?.....
- What is your address?.....

5. Observations from the voice

Speaker:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Age:	<input type="checkbox"/> Very Young <input type="checkbox"/> Adolescent <input type="checkbox"/> Adult <input type="checkbox"/> Old
Sobriety:	<input type="checkbox"/> Normal <input type="checkbox"/> Intoxicated <input type="checkbox"/> Drugged
Speech:	<input type="checkbox"/> Normal <input type="checkbox"/> Stammer <input type="checkbox"/> Slurred <input type="checkbox"/> Lisp <input type="checkbox"/> Loud <input type="checkbox"/> Calm
Accent:	<input type="checkbox"/> Foreign <input type="checkbox"/> Well-spoken <input type="checkbox"/> Abusive <input type="checkbox"/> Irrational

Incident Response Plan 3

In the event of a Hazardous Substance leak or spill:

- **Raise the alarm by notifying your Supervisor immediately.**
- **Make your Supervisor aware immediately if you are feeling unwell.**
- **The Supervisor will notify the Chief Warden and refer to the Principal Environmental Officer**
- **If you are in the immediate vicinity of a leak or spill or if you hear the Evacuation alarm, evacuate to your designated assembly area.**
- **If anyone has been injured and requires emergency medical assistance, dial 000 and request assistance.**
- **If the leak is localised and it is safe to do so, the Supervisor will cordon off the affected area, power down equipment and open all doors and windows if applicable.**
- **DO NOT approach leak or spill area unless it is safe to do so and you need to administer First Aid to injured persons.**
- **DO NOT collect belongings.**
- **Assist people with disabilities or special needs.**
- **If required, the Police, DFE and or DER Incident Response Team will attend the incident zone and assess the situation**
- **DO NOT leave your assembly area until instructed to do so by the Chief Warden. If wind is blowing chemicals in the direction of your assembly area, the Wardens will move the assembly area further up the road towards a safer area.**
 - *Before the return to work order is given, the Chief Warden will confirm that the substance level in the affected area has subsided and a risk assessment has been made for any potential product contamination and isolate.*
 - *Once the affected area is cleaned and sanitised, the Principal Environmental Officer in conjunction with the Chief Warden will give clearance for the return of employees to the area.*
 - *An incident report will be generated by the Chief Warden and copied to the Chief Executive Officer then the HR & OSH Officer for investigation and filing.*
- **All employees must follow the relevant employee re-entry procedure as directed.**
- **Advise your Supervisor if symptoms persist following your return to work.**
- **If you are suffering trauma from the event, ask your supervisor to arrange a meeting with an Employee Assistance Program counsellor to provide onsite support.**

Explosion

Incident Response Plan 4

In the event of an Explosion:

- **Raise the alarm by notifying your Supervisor immediately.**
- **The Supervisor will notify the Chief Warden.**
- **If you are in the immediate vicinity of the explosion or if you hear the verbal alarm and if instructed, evacuate to your designated assembly area.**
- **If anyone has been injured and requires emergency medical assistance, dial 000 and request assistance.**
- **DO NOT approach the incident area unless it is safe to do so and you need to administer Qualified First Aid to injured persons.**
- **DO NOT collect belongings.**
- **Assist people with disabilities or special needs.**
- **The Incident Response Team will attend the incident zone and assess the situation.**
- **DO NOT leave your assembly area until instructed to do so by the Chief Warden.**
 - *Before the return to work order is given, the Chief Warden will confirm that the affected area is safe and will make an assessment of any potential product contamination and isolate affected product for decision by the Principal Environmental Officer.*
 - *The Principal Environmental Officer shall determine the level of cleaning and sanitation required.*
 - *Once the affected area is cleaned and sanitised, the in Principal Environmental Officer conjunction with the Chief Warden will give clearance for the return of employees to the area.*
 - *An incident report will be generated by the Chief Warden and copied to the Chief Executive Officer and HR & OSH Officer for investigation and filing.*
- **All employees must follow the relevant employee re-entry procedure as directed.**
- **If you are suffering trauma from the event, ask Supervisor to arrange a meeting with an Employee Assistance Program counsellor to provide onsite support.**

Incident Response Plan 5

In the event of Fire and Smoke emergencies:

- **Raise the alarm by accessing any activation device, verbal, manual call point or air horn.**
- **Notify your Supervisor immediately.**
- **Your Supervisor will notify the Chief Warden.**
- **If you are in the immediate vicinity of the fire or if you hear the Evacuation alarm, evacuate to your designated assembly area.**
- **DO NOT collect belongings.**
- **If anyone has been injured and requires emergency medical assistance, dial 000 and request assistance.**
- **DO NOT approach the incident area unless it is safe to do so and you need to administer Qualified First Aid to injured persons.**
- **Assist people with disabilities or special needs.**
- **The Supervisor will attempt to power down equipment and close all doors and windows if it is safe to do so.**
- **DO NOT leave your assembly area until instructed to do so by the Chief Warden:**
 - *Before the return to work order is given, the Chief Warden will confirm that the affected area is safe and the Principal Environmental Officer will make an assessment of any potential building and safety concerns.*
 - *The Principal Environmental Officer shall determine the level of cleaning and sanitation required.*
 - *Once the affected area is cleaned and sanitised, the Principal Environmental Officer in conjunction with the Chief Warden will give clearance for the return of employees to the area.*
 - *An incident report will be generated by the Chief Warden and copied to the Chief Executive Officer and OHR & OSH Coordinator for investigation and filing.*
- **All employees must follow the relevant employee re-entry procedure as directed.**
- **If you are suffering trauma from the event, ask your supervisor to arrange a meeting with an Employee Assistance Program counsellor to provide onsite support.**

Incident Response Plan 6

In the event of an impact of a Natural Hazard:

- **Raise the alarm by notifying your Supervisor immediately.**
- **Your Supervisor will notify the Chief Warden.**
- **If you are in the immediate vicinity of any danger or if you hear the Evacuation command or alarm, evacuate to your designated assembly area.**
- **If anyone has been injured and requires emergency medical assistance, dial 000 and request assistance.**
- **DO NOT approach the affected area unless it is safe to do so and you need to administer Qualified First Aid to injured persons.**
- **DO NOT collect belongings.**
- **Assist people with disabilities or special needs.**
- **The Supervisor will attempt to power down equipment and close all doors and windows if flood waters / strong winds are outside the building.**
- **DO NOT leave your assembly area until instructed to do so by the Chief Warden**
 - *Before the return to work order is given, the Chief Warden will confirm that the affected area is safe and the Principal Environmental Officer will make an assessment of any potential contamination and isolate affected product for decision by Chief Executive Officer.*
 - *The Principal Environmental Officer shall determine the level of cleaning and sanitation required.*
 - *Once the affected area is cleaned and sanitised, the Principal Environmental Officer in conjunction with the Chief Warden will give clearance for the return of employees to the area.*
 - *An incident report will be generated by the Chief Warden and copied to the Chief Executive Officer and then to the HR & OSH Officer for investigation and filing.*
- **All employees must follow the relevant employee re-entry procedure as directed.**
- **If you are suffering trauma from the event, ask your supervisor to arrange a meeting with an Employee Assistance Program counsellor to provide onsite support.**

Electrical Blackout

Incident Response Plan 7

In the event of an Electrical Blackout:

- **Emergency power will switch on through the default generator on site.**
- **If the safety of people or the protection of assets is in question and if instructed to do so, evacuate to your designated assembly area.**
- **If anyone has been injured and requires emergency medical assistance, dial 000 and request assistance. Then immediately inform the Chief Warden.**
- **DO NOT return to the area or buildings until directed by the Chief Warden.**
- **DO NOT collect belongings.**
- **Assist people with disabilities or special needs when directed to do or in preserving life instances.**
- **The Chief Executive Officer or appointed deputy will assess the situation and decide on a course of action with the Chief Warden.**
- **If directed to an assembly area, DO NOT leave your assembly area until instructed to do so by the Chief Warden.**
- **If the facility needs to be manned and there is sufficient daylight, the Chief Warden may decide it is safe for a reduced team to man the facility (i.e. in storms when power lines are down but the public needs to liaise).**

Incident Response Plan 8

Medical problems range from relatively minor, isolated events such as a fall down stairs to the significant events involving many people that might accompany a major natural or man-made disaster.

- **Assess the situation:**
 - If the person is conscious ask them to tell you if anything hurts. If unconscious, gently inspect the person for obvious signs of injury
 - Do not move the person (especially if they indicate any pain) unless they are in imminent danger of further injury, e.g., an approaching fire
- Have someone else call 000 if the person is injured. Inform them of the situation, the location, etc.
- You may render first aid if you are knowledgeable and willing, but medical attention should be done by qualified medics
 - Do not come into contact with blood, vomit, or other bodily fluids without the use of rubber gloves
 - Do not provide or administer any medicines, and get out of the way once emergency personnel arrive
- Limit your conversation with the person to reassurances. Do not discuss their injury if at all possible
- Do not discuss the accident or what circumstances might have contributed to its cause
- Do not discuss insurance matters
- After the person has been given first aid and the incident is over, provide Police with any factual details that you know
- For an employee or volunteer, immediately report incident to their Coordinator
- After medical emergency is over, the injured person, witness, and/or supervisor should formally report all injuries and forward to the OSH Officer.

Aggressive Customers

Incident Response Plan 9

Customer violence or aggression can occur from a variety of causes such as disputes, complaints, boredom, mental illness or the influence of alcohol or drugs. This means that the immediate response from staff may depend on the nature and severity of the event.

Most incidents of violence can be prevented through a risk management approach (i.e. no workplace violence tolerance, organisational layout, alarm systems) and staff should be made aware of potential escape routes and appropriate strategies for dealing with difficult customers. In the event where an immediate response is required:

- **REMAIN CALM and NON-CONFRONTATIONAL.**
- **If possible, maintain distance between yourself and the aggressive customer. (i.e. remain behind a counter or keep distance). Your safety and the safety of others come first.**
- **If possible have raise the alarm via a panic button or duress alarm if available, or have another staff member leave the situation if safe to do so to raise the alarm.**
- **DO NOT argue with, threaten or stare at the offender.**
- **DO NOT attempt to disarm or otherwise apprehend the offender if they are carrying a weapon.**
- **Avoid any sudden movement that could panic or agitate the offender.**
- **It is the responsibility of the Chief Warden to call for backup such as immediate security or the WA Police.**
- **After the situation, the incident must be reported and recorded using the appropriate local format (i.e. employee incident form or data base) and management or appropriate parties notified.**
- **If you are suffering trauma from the event, ask the Supervisor to arrange a meeting with an Employee Assistance Program counsellor to provide onsite support.**
- **If workplace violence and aggression occurs between employees, the Chief Warden is to ensure that management is notified and the appropriate disciplinary procedures are followed.**

Suspicious mail or package

Incident Response Plan 10

If suspicious mail or package has not been opened

- **Place item in a plastic bag and seal it. Place all items in a second plastic bag and seal that bag**
- **Stay in your office or immediate work area. This also applies to other employees in the same room. Prevent others from entering the area and becoming potentially contaminated. It is unlikely you will be in immediate danger**
- **Inform your Manager/Coordinator immediately and advise:**
 - **Exact location of incident – building, level, room number**
 - **Number of people potentially exposed**
 - **Description of the package/device**
 - **Action taken (e.g. package sealed or covered, area isolated)**
- **Keep your hands away from your face to avoid contaminating your eyes, nose and mouth**
- **If possible (without leaving your work area) wash your hands**
- **Wait for help to arrive.**

If suspicious mail or package has been opened

- **Do not disturb the item any further. Do not pass it around. If any material has spilt from the item, and if feasible to do so, do not attempt to clean it up, or brush it from your clothing**
- **If possible place an object over the package without disturbing it (such as a large waste bin)**
- **Stay in your office or immediate work area. This also applies to other employees in the same room. Prevent others from entering the area and becoming potentially contaminated. It is unlikely you will be in immediate danger**
- **Inform your Manager/Coordinator immediately and advise:**
 - **Exact location of incident – building, level, room number**
 - **Number of people potentially exposed**
 - **Description of the package/device**
 - **Action taken (e.g. package sealed or covered, area isolated)**
- **Keep your hands away from your face to avoid contaminating your eyes, nose and mouth**
- **If possible (without leaving your work area) wash your hands**
- **If possible, have the building ventilation system shut down and turn off any fans or equipment that is circulating air around your workplace**
- **Wait for help to arrive.**

If it is suspected that the item is an explosive device - Evacuate the area immediately

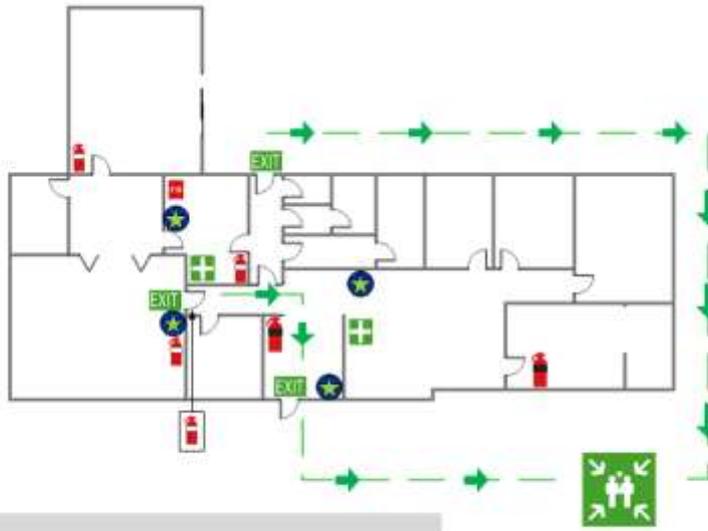
Managing Emergencies in Facilities – Site Specific Detail

Location 1 – The Shire of Jerramungup – Administration Building – 8 Vasey Street, Jerramungup

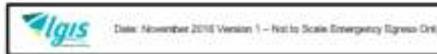


Evacuation Diagram

Administration Building
8 Vasey Street
Jerramungup



Vasey Street



EMERGENCY INFORMATION



In case of emergency contact:

- Police, Fire or Ambulance (life threatening) 000
- Police (non-urgent) 131 444
- SES 132 500

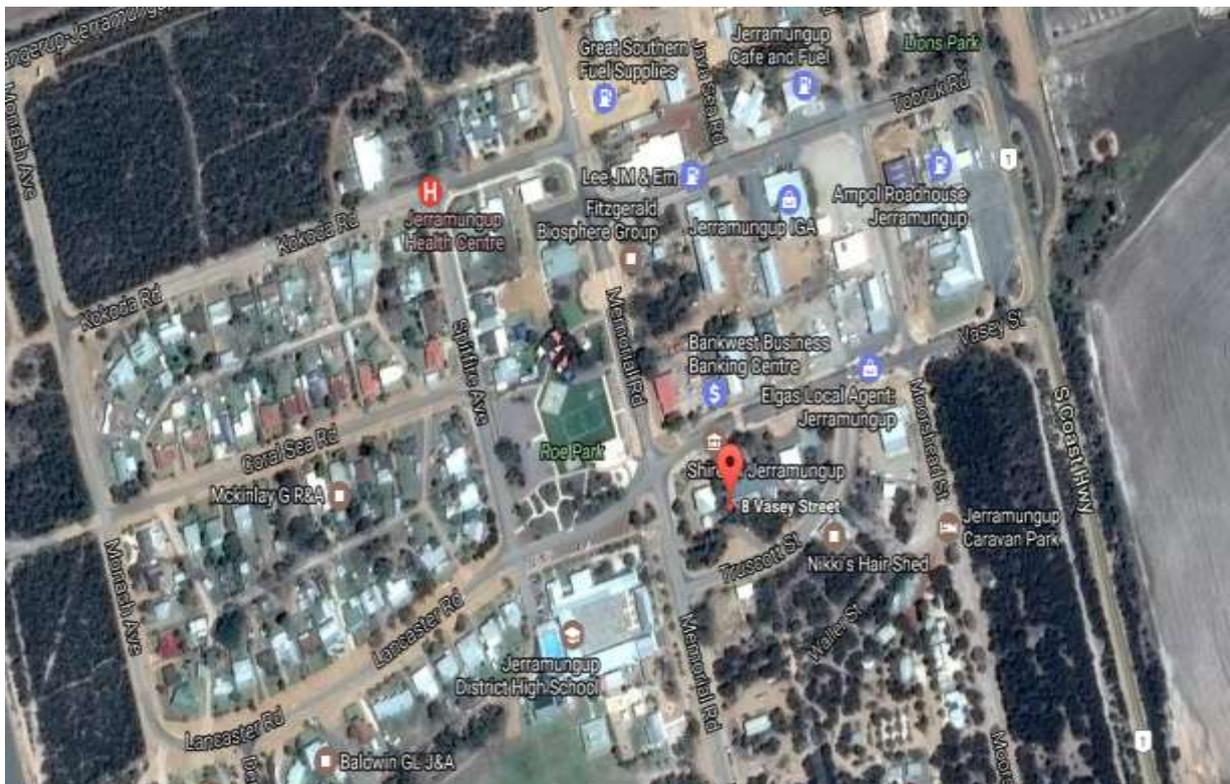
When directed by your Warden:

- Evacuate the building via the nearest safe exit
- Proceed to the assembly area, or as directed by your Warden or Emergency Services
- Remain at the assembly area until directed by your Warden or Emergency Services

Do not re-enter the building until instructed by your Warden or Emergency Services.

Legend

	Powder Extinguisher
	CO2 Extinguisher
	Fire Blanket
	First Aid Kit
	Emergency Walk Way
	Emergency Exit
	Assembly Area
	"You Are Here"



Shire of Jerramungup – Administration Building

Facility Risks – Top Ten

1. Human Behaviour – theft and misconduct
2. Structural Fire - accidental, arson, and smoke
3. Electrical Fault – fuse, power board
4. Medical Emergency – staff, contractor and visitor
5. Slip, trip or fall – in the workplace internally or externally
6. Moving Plant and other vehicles
7. Storm damage including rain inundation, flood
8. Maintenance of all items in the workplace to manufactures specifications
9. Hazardous Substances and Dangerous Goods – failure to use SDS and procedures
10. Unknown Dangerous or Hazardous waste receivables

Fire Suppression Equipment

- Dry Powder Extinguisher
- CO2 Extinguisher
- Fire Blanket

Response

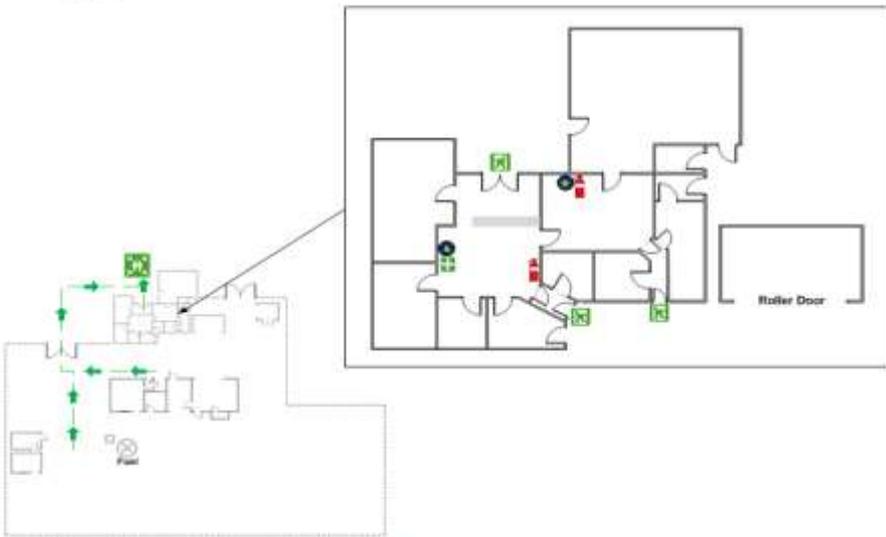
- Implement emergency response procedures for their area (including evacuation if the circumstances in their area or site warrant this).
- Clearly identify themselves through the wearing of a Warden vest and hat.
- Communicate with the Chief Warden by whatever means available and act on instructions.
- Advise the Chief Warden as soon as possible of the circumstances and any action taken.
- Ensure that the appropriate Emergency Service has been notified.
- If it is safe to do so, check to ensure that doors are properly closed – (NB in case of a Bomb, doors are left open to reduce the potential blast effect).
- Search their area of responsibility, including toilets, to ensure that all persons have evacuated.
- Ensure the orderly flow of persons into protected areas.
- Assist persons with disabilities.
- Act as the leader of groups moving to nominated Assembly Areas.
- Co-opt persons as required to assist during the emergency.
- Ensure a roll call is conducted.
- Confirm activities have been completed and report this to the Chief Warden.
- Ensure that clear access is maintained for any arriving emergency services equipment.
- Ensure that traffic control is implemented to restrict non-emergency vehicles from entering the site.
- Ensure that occupants proceeding to the Assembly Areas are not endangered by vehicular movements.

Managing Emergencies in Facilities – Site Specific Detail

Location 2.1 – Works Depot – Admin Building - 9 Newton Street, Jerramungup



Evacuation Diagram Works Depot – Admin Building 9 Newton Street Jerramungup



Date: November 2018 Version: 1 – Not to Scale Emergency Egress Only

EMERGENCY INFORMATION	
In case of emergency contact:	
• Police, Fire or Ambulance (Life threatening)	000
• Police (non-urgent)	131 444
• SES	132 500
When directed by your Warden:	
• Evacuate the building via the nearest safe exit	
• Proceed to the assembly area, or as directed by your Warden or Emergency Services	
• Remain at the assembly area until directed by your Warden or Emergency Services.	
Do not re-enter the building until instructed by your Warden or Emergency Services.	
Legend	
	Powder Extinguisher
	Fire Blanket
	First Aid Kit
	Emergency Walk Way
	Emergency Exit
	Assembly Area
	"You Are Here"



Shire of Jerramungup– Works Depot - Admin

Facility Risks – Top Ten

1. Human Behaviour – theft, misconduct and irrational behaviour
2. Structural Fire - accidental, arson and smoke
3. Electrical Fault – fuse, power board, overload
4. Lightning – Working at heights
5. Medical Emergency – staff, contractor, visitor, patron
6. Slip, trip or fall – in the workplace internally or externally
7. Moving Vehicles – front car park
8. Working – recreation activities, employees, contractors, public
9. Maintenance of all items in the workplace to manufacturers specifications
10. Hazardous Substance and Dangerous goods – failure to use SDS and procedure

Fire Suppression Equipment

- Dry Powder Extinguisher
- Fire Blanket

Response

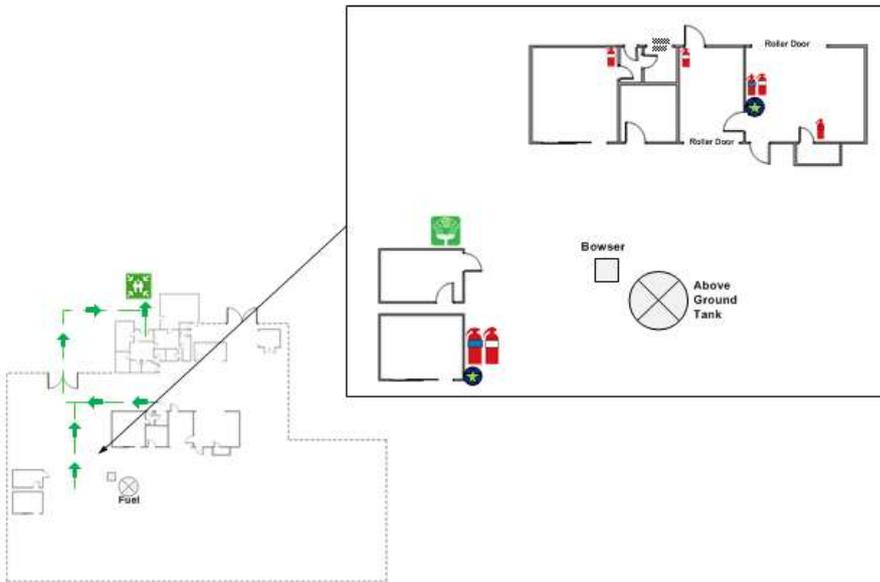
- Implement emergency response procedures for their area (including evacuation if the circumstances in their area or site warrant this).
- Clearly identify themselves through the wearing of a Warden vest and hat.
- Communicate with the Chief Warden by whatever means available and act on instructions.
- Advise the Chief Warden as soon as possible of the circumstances and any action taken.
- Ensure that the appropriate Emergency Service has been notified.
- If it is safe to do so, check to ensure that doors are properly closed – (NB in case of a Bomb, doors are left open to reduce the potential blast effect).
- Search their area of responsibility, including toilets, to ensure that all persons have evacuated.
- Ensure the orderly flow of persons into protected areas.
- Assist persons with disabilities.
- Act as the leader of groups moving to nominated Assembly Areas.
- Co-opt persons as required to assist during the emergency.
- Ensure a roll call is conducted.
- Confirm activities have been completed and report this to the Chief Warden.
- Ensure that clear access is maintained for any arriving emergency services equipment.
- Ensure that traffic control is implemented to restrict non-emergency vehicles from entering the site.
- Ensure that occupants proceeding to the Assembly Areas are not endangered by vehicular movements.

Managing Emergencies in Facilities – Site Specific Detail

Location 2.2 – Works Depot – Workshop & Chemical Shed – 9 Newton Street, Jerramungup

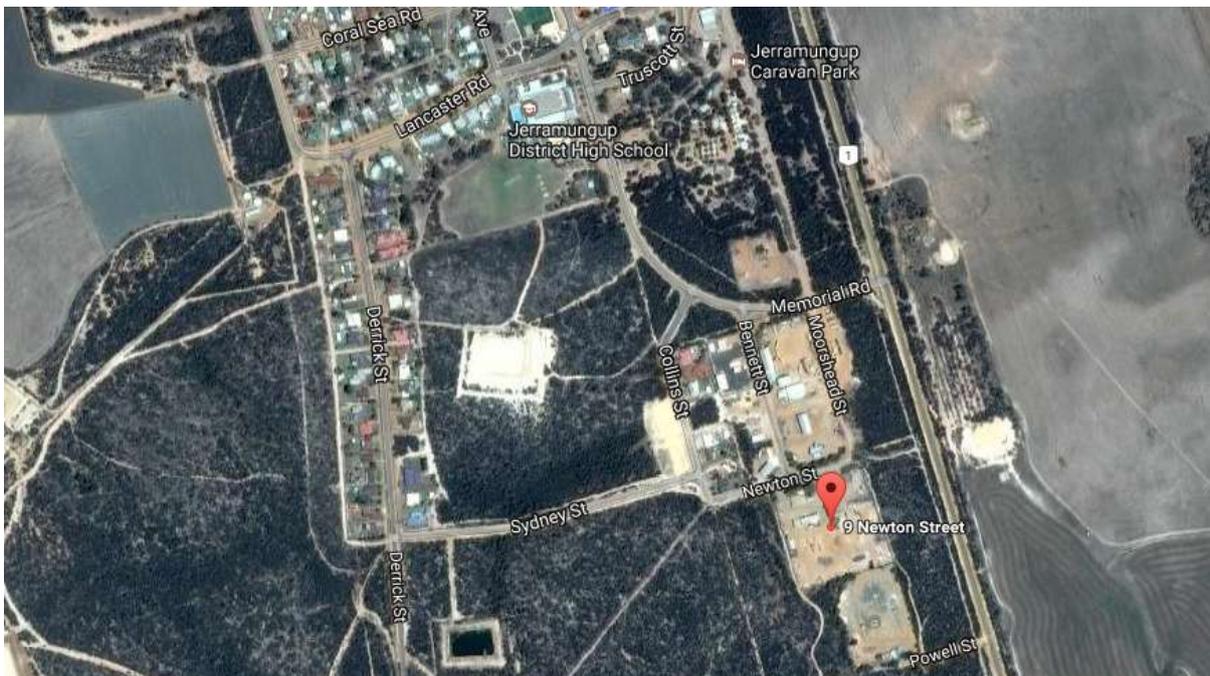


Evacuation Diagram Works Depot – Workshop & Chemical Shed 9 Newton Street Jerramungup



lgis Date: November 2016 Version 1 – Not to Scale Emergency Egress Only

EMERGENCY INFORMATION	
In case of emergency contact:	
<ul style="list-style-type: none"> Police, Fire or Ambulance (life threatening) 000 Police (non-urgent) 131 444 SES 132 500 	
When directed by your Warden:	
<ul style="list-style-type: none"> Evacuate the building via the nearest safe exit Proceed to the assembly area, or as directed by your Warden or Emergency Services Remain at the assembly area until directed by your Warden or Emergency Services 	
Do not re-enter the building until instructed by your Warden or Emergency Services.	
Legend	
	Powder Extinguisher
	Foam Extinguisher
	H2O Extinguisher
	Emergency Walk Way
	Emergency Eye Wash
	Assembly Area
	"You Are Here"



Shire of Jerramungup– Workshop & Chemical Shed

Facility Risks – Top Ten

1. Human Behaviour – aggressive behaviour, theft
2. Structural Fire and Wildfire - accidental, arson, kitchen areas and smoke
3. Electrical Fault – fuse, power board, overload, computer and server
4. Loss of utilities
5. Medical Emergency – staff, contractor, visitor, patron
6. Slip, trip or fall – in the workplace internally or externally, door to roof area and walkways.
7. Maintenance of all items in the workplace to manufacturers specifications
8. Hazardous Substance and Dangerous goods – failure to use SDS and procedure
9. Adverse weather, storms, tree and building debris becoming airborne
10. Moving vehicles

Fire Suppression Equipment

- Dry Powder Extinguisher
- Foam Extinguisher
- Water Extinguisher
- Fire Blanket

Response

- Implement emergency response procedures for their area (including evacuation if the circumstances in their area or site warrant this).
- Clearly identify themselves through the wearing of a Warden vest and hat.
- Communicate with the Chief Warden by whatever means available and act on instructions.
- Advise the Chief Warden as soon as possible of the circumstances and any action taken.
- Ensure that the appropriate Emergency Service has been notified.
- If it is safe to do so, check to ensure that doors are properly closed – (NB in case of a Bomb, doors are left open to reduce the potential blast effect).
- Search their area of responsibility, including toilets, to ensure that all persons have evacuated.
- Ensure the orderly flow of persons into protected areas.
- Assist persons with disabilities.
- Act as the leader of groups moving to nominated Assembly Areas.
- Co-opt persons as required to assist during the emergency.
- Ensure a roll call is conducted.
- Confirm activities have been completed and report this to the Chief Warden.
- Ensure that clear access is maintained for any arriving emergency services equipment.
- Ensure that traffic control is implemented to restrict non-emergency vehicles from entering the site.
- Ensure that occupants proceeding to the Assembly Areas are not endangered by vehicular movements.

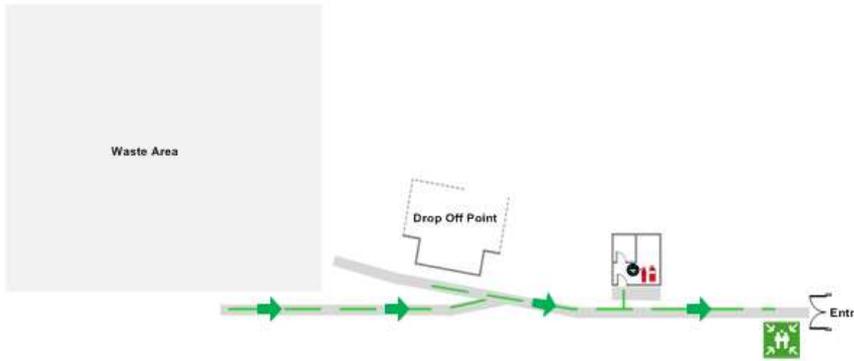
Managing Emergencies in Facilities – Site Specific Detail

Location 4 – Waste Transfer Station – Lot 1747 Chittowurup Road, Jerramungup



Evacuation Diagram

Waste Transfer Station
Lot 1747 Chittowurup Road
Jerramungup



 Date: November 2016 Version 1 – Not to Scale Emergency Egress Only

EMERGENCY INFORMATION		
		
In case of emergency contact:		
<ul style="list-style-type: none"> • Police, Fire or Ambulance (life threatening) 000 • Police (non-urgent) 131 444 • SES 132 500 		
When directed by your Warden:		
<ul style="list-style-type: none"> • Evacuate the building via the nearest safe exit • Proceed to the assembly area, or as directed by your Warden or Emergency Services • Remain at the assembly area until directed by your Warden or Emergency Services 		
Do not re-enter the building until instructed by your Warden or Emergency Services.		
Legend		
	Powder Extinguisher	
	Water Extinguisher	
	Emergency Walk Way	
	Assembly Area	
	"You Are Here"	



Shire of Jerramungup – Transfer Station

Facility Risks – Top Ten

1. Human Behaviour – theft and misconduct, aggressive behaviour.
2. Structural Fire - accidental, arson, kitchen, smoke
3. Electrical Fault – fuse, power board, overload, computers
4. Moving vehicles outside the building in lane and carpark
5. Medical Emergency – staff, contractor, visitor
6. Slip, trip or fall – in the workplace internally or externally
7. Working in or near water
8. Storm damage, flying debris including rain inundation, flood
9. Maintenance of all items in the facility to specifications
10. Hazardous Substances – Dangerous goods – failure to follow MSDS

Fire Suppression Equipment

- Dry Powder Extinguisher
- Water Extinguisher
- Fire Blanket

Response

- Implement emergency response procedures for their area (including evacuation if the circumstances in their area or site warrant this).
- Clearly identify themselves through the wearing of a warden vest and hat.
- Communicate with the staff by whatever means available and act on procedures.
- Ensure that the appropriate Emergency Service has been notified.
- Search their area of responsibility, including toilets, to ensure that all persons have evacuated.
- Ensure the orderly flow of persons into protected areas.
- Assist persons with disabilities.(PEEP)
- Act as the leader of groups moving to nominated Assembly Areas.
- Co-opt persons as required to assist during the emergency.(Manage Traffic)
- Ensure a head count is conducted to establish if anyone is missing.
- Confirm activities have been completed and report this to the Chief Warden.
- Ensure that clear access is maintained for any arriving emergency services equipment.
- Ensure that traffic control is implemented to restrict non-emergency vehicles from entering the site.
- Ensure that occupants proceeding to the Assembly Areas are not endangered by vehicular movements.

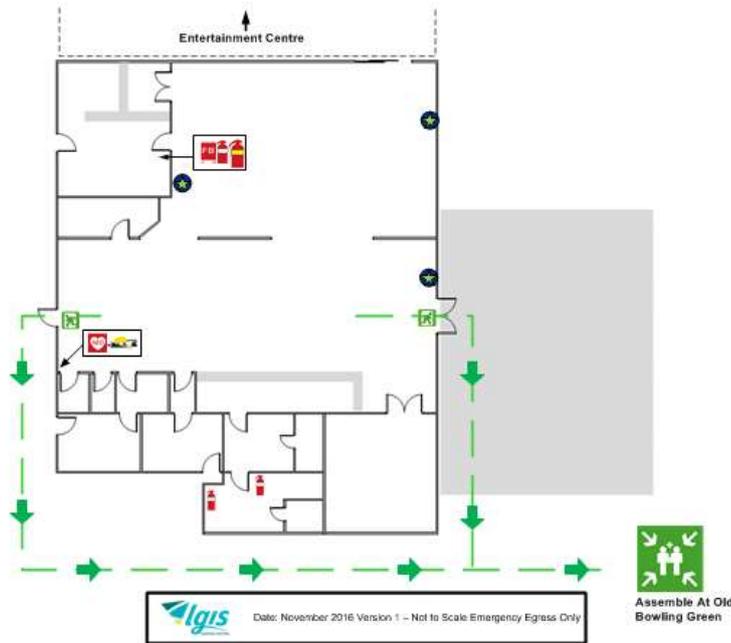
Managing Emergencies in Facilities – Site Specific Detail

Location 5 – Jerramungup Sport Club – 95 Derrick Street, Jerramungup



Evacuation Diagram

Jerramungup Sports Club
95 Derrick Street
Jerramungup



lgis Date: November 2016 Version 1 – Not to Scale Emergency Egress Only

EMERGENCY INFORMATION	
In case of emergency contact:	
<ul style="list-style-type: none"> Police, Fire or Ambulance (life threatening) Police (non-urgent) SES 	<ul style="list-style-type: none"> 000 131 444 132 500
When directed by your Warden:	
<ul style="list-style-type: none"> Evacuate the building via the nearest safe exit Proceed to the assembly area, or as directed by your Warden or Emergency Services Remain at the assembly area until directed by your Warden or Emergency Services 	
Do not re-enter the building until instructed by your Warden or Emergency Services.	
Legend	
	Powder Extinguisher
	Wet Chemical Extinguisher
	Fire Blanket
	First Aid Kit
	Defibrillator
	Emergency Oxygen
	Emergency Walk Way
	Emergency Exit
	Assembly Area
	"You Are Here"



Shire of Jerramungup– Sports Club

Facility Risks – Top Ten

1. Human Behaviour – theft, misconduct and aggressive behaviour
2. Structural Fire - accidental, arson, kitchen, smoke
3. Electrical Fault – fuse, power board, overload
4. Isolated Persons- working or being alone in facility
5. Medical Emergency – staff, contractor, visitor and patron.
6. Slip, trip or fall – in the workplace internally or externally
7. Moving vehicles – front and rear
8. Storm damage including rain inundation, flood
9. Maintenance of all items in the workplace to manufactures specifications
10. Illegal entry and vandalism – internal and external to building

Fire Suppression Equipment

- N/A

Response

- Implement emergency response procedures for their area (including evacuation if the circumstances in their area or site warrant this).
- Clearly identify themselves through the wearing of a warden vest and hat.
- Communicate with the Chief Warden by whatever means available and act on instructions.
- Ensure that the appropriate Emergency Service has been notified.
- Search their area of responsibility, including toilets, to ensure that all persons have evacuated.
- Ensure the orderly flow of persons into protected areas.
- Assist persons with disabilities.(PEEP)
- Act as the leader of groups moving to nominated Assembly Areas.
- Advise the Chief Warden as soon as possible of the circumstances and any action taken.
- Co-opt persons as required to assist during the emergency.
- Ensure a head count is conducted to establish if anyone is missing.
- Ensure that clear access is maintained for any arriving emergency services equipment.
- Ensure that traffic control is implemented to restrict non-emergency vehicles from entering the site.
- Ensure that occupants proceeding to the Assembly Areas are not endangered by vehicular movements.
- Confirm activities have been completed and report this to the Chief Warden.

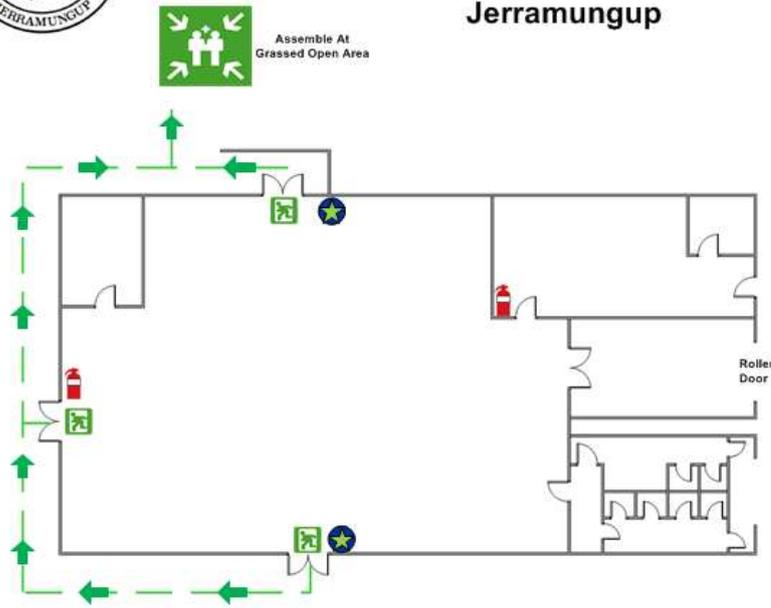
Managing Emergencies in Facilities – Site Specific Detail

Location 6 – Root Pickers Hall – 12 Memorial Road, Jerramungup



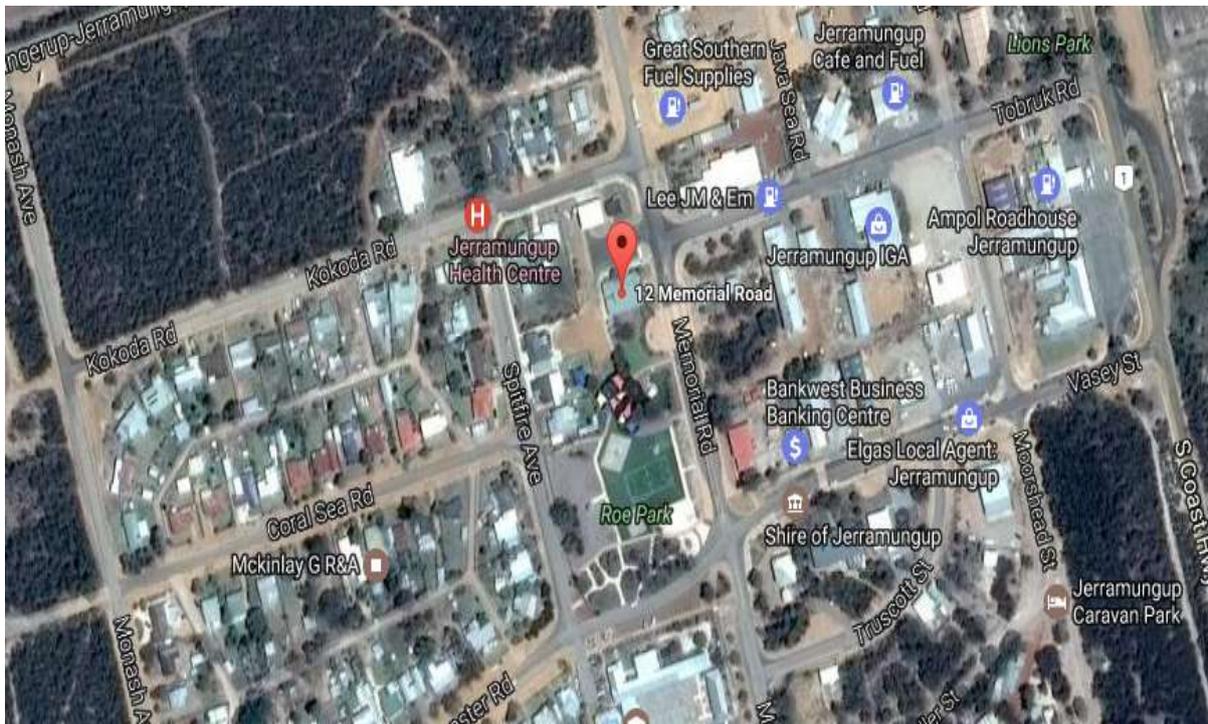
Evacuation Diagram

Root Pickers Hall
12 Memorial Road
Jerramungup



Date: November 2016 Version 1 – Not to Scale Emergency Egress Only

EMERGENCY INFORMATION	
In case of emergency contact:	
• Police, Fire or Ambulance (life threatening)	000
• Police (non-urgent)	131 444
• SES	132 500
When directed by your Warden:	
• Evacuate the building via the nearest safe exit	
• Proceed to the assembly area, or as directed by your Warden or Emergency Services	
• Remain at the assembly area until directed by your Warden or Emergency Services	
Do not re-enter the building until instructed by your Warden or Emergency Services.	
Legend	
	Powder Extinguisher
	Emergency Walk Way
	Emergency Exit
	Assembly Area
	"You Are Here"



Shire of Jerramungup – Root Pickers Hall

Facility Risks – Top Ten

1. Human Behaviour – theft, misconduct and aggressive behaviour
2. Structural Fire - accidental, arson, kitchen, smoke
3. Electrical Fault – fuse, power board, overload
4. Isolated Persons- working or being alone in facility
5. Medical Emergency – staff, contractor, visitor and patron.
6. Slip, trip or fall – in the workplace internally or externally
7. Moving vehicles – front and rear
8. Storm damage including rain inundation, flood
9. Maintenance of all items in the workplace to manufactures specifications
10. Illegal entry and vandalism – internal and external to building

Fire Suppression Equipment

- Dry Powder Extinguisher

Response

- Implement emergency response procedures for their area (including evacuation if the circumstances in their area or site warrant this).
- Clearly identify themselves through the wearing of a warden vest and hat.
- Communicate with the Chief Warden by whatever means available and act on instructions.
- Ensure that the appropriate Emergency Service has been notified.
- Search their area of responsibility, including toilets, to ensure that all persons have evacuated.
- Ensure the orderly flow of persons into protected areas.
- Assist persons with disabilities.(PEEP)
- Act as the leader of groups moving to nominated Assembly Areas.
- Advise the Chief Warden as soon as possible of the circumstances and any action taken.
- Co-opt persons as required to assist during the emergency.
- Ensure a head count is conducted to establish if anyone is missing.
- Ensure that clear access is maintained for any arriving emergency services equipment.
- Ensure that traffic control is implemented to restrict non-emergency vehicles from entering the site.
- Ensure that occupants proceeding to the Assembly Areas are not endangered by vehicular movements.
- Confirm activities have been completed and report this to the Chief Warden.

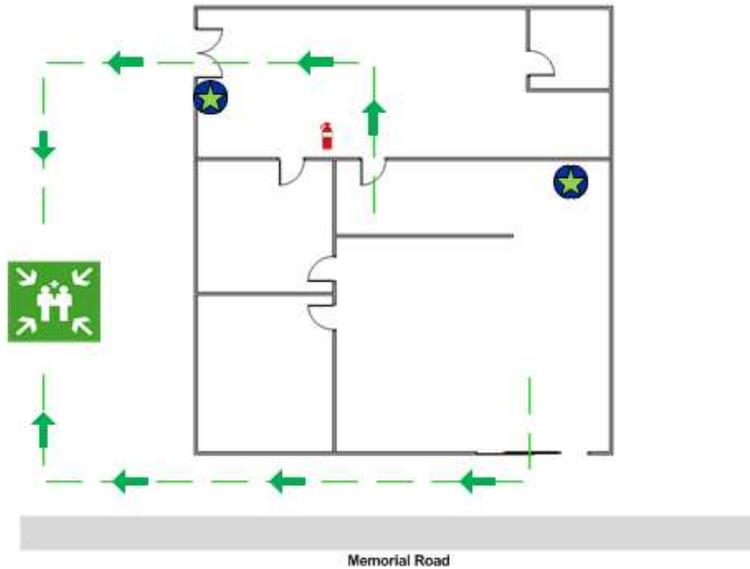
Managing Emergencies in Facilities – Site Specific Detail

Location 7 – Pharmacy – 9 Memorial Road, Jerramungup



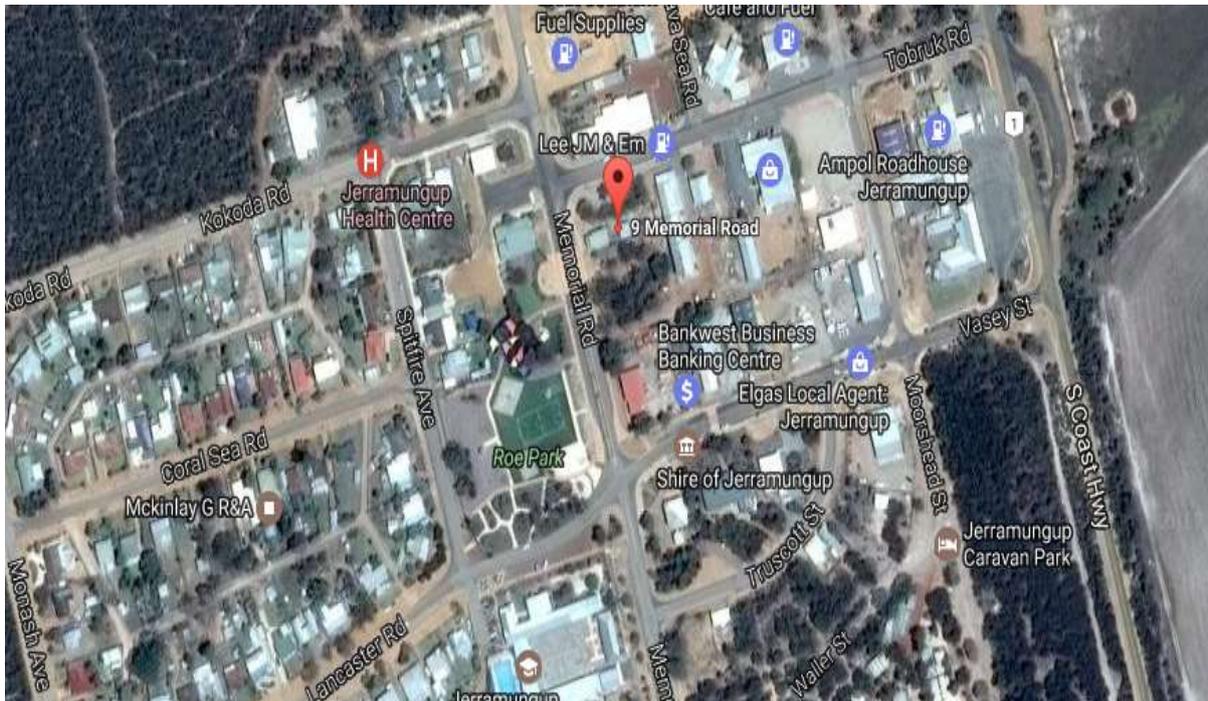
Evacuation Diagram

Pharmacy
9 Memorial Road
Jerramungup



Date: November 2016 Version 1 - Not to Scale: Emergency Egress Only

EMERGENCY INFORMATION	
In case of emergency contact:	
<ul style="list-style-type: none"> Police, Fire or Ambulance (life threatening) 000 Police (non-urgent) 131 444 SES 132 500 	
When directed by your Warden:	
<ul style="list-style-type: none"> Evacuate the building via the nearest safe exit Proceed to the assembly area, or as directed by your Warden or Emergency Services Remain at the assembly area until directed by your Warden or Emergency Services 	
Do not re-enter the building until instructed by your Warden or Emergency Services.	
Legend	
	Emergency Walk Way
	Assembly Area
	"You Are Here"



Shire of Jerramungup – Pharmacy

Facility Risks – Top Ten

1. Human Behaviour – theft, misconduct and aggressive behaviour
2. Structural Fire - accidental, arson, kitchen, smoke
3. Electrical Fault – fuse, power board, overload
4. Isolated Persons- working or being alone in facility
5. Medical Emergency – staff, contractor, visitor and patron.
6. Slip, trip or fall – in the workplace internally or externally
7. Moving vehicles – front and rear
8. Storm damage including rain inundation, flood
9. Maintenance of all items in the workplace to manufactures specifications
10. Illegal entry and vandalism – internal and external to building

Fire Suppression Equipment

- ?

Response

- Implement emergency response procedures for their area (including evacuation if the circumstances in their area or site warrant this).
- Clearly identify themselves through the wearing of a warden vest and hat.
- Communicate with the Chief Warden by whatever means available and act on instructions.
- Ensure that the appropriate Emergency Service has been notified.
- Search their area of responsibility, including toilets, to ensure that all persons have evacuated.
- Ensure the orderly flow of persons into protected areas.
- Assist persons with disabilities.(PEEP)
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- Ensure that clear access is maintained for any arriving emergency services equipment.
- Ensure that traffic control is implemented to restrict non-emergency vehicles from entering the site.
- Ensure that occupants proceeding to the Assembly Areas are not endangered by vehicular movements.
- Confirm activities have been completed and report this to the Chief Warden

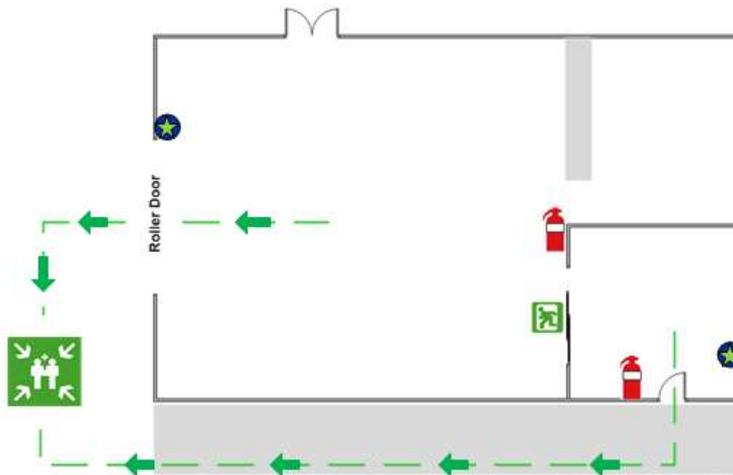
Managing Emergencies in Facilities – Site Specific Detail

Location 8 – Op Shop – 2 Tobruk Road, Jerramungup



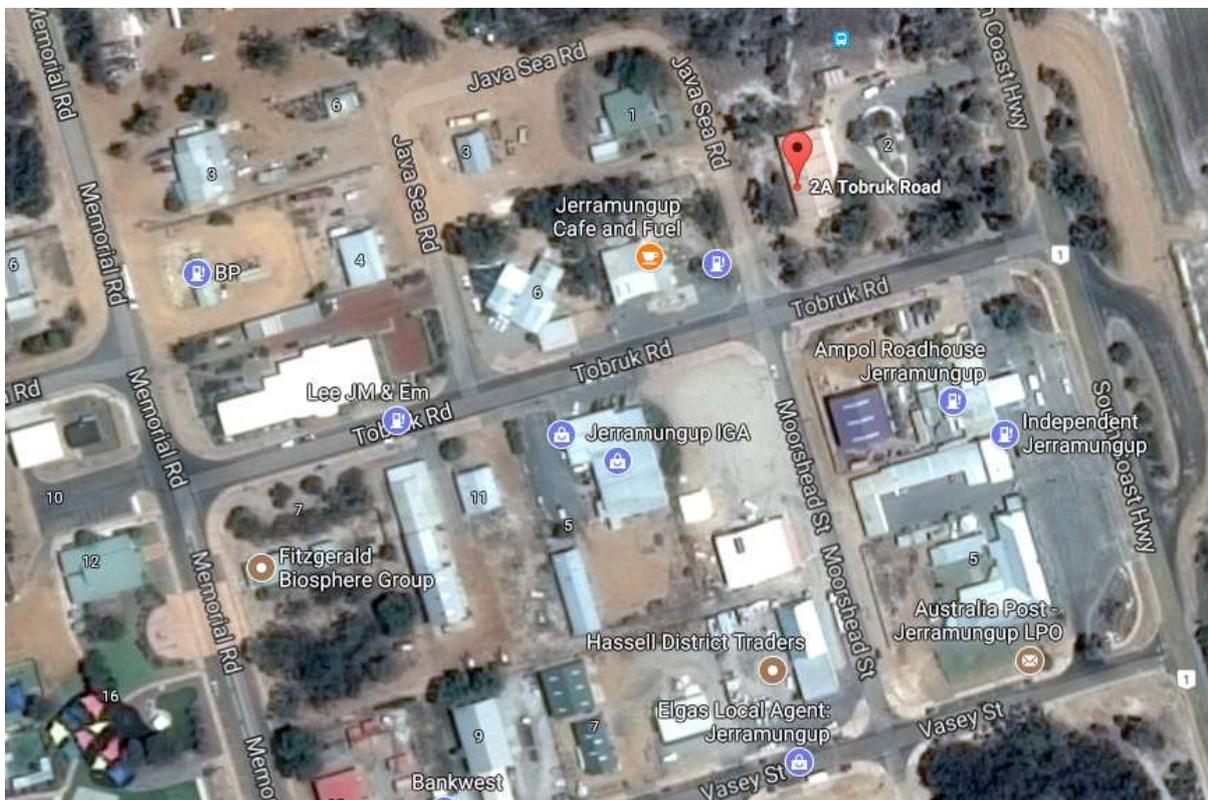
Evacuation Diagram

Op Shop
2 Tobruk Road
Jerramungup



Date: November 2016 Version 1 – Not to Scale Emergency Egress Only

EMERGENCY INFORMATION	
In case of emergency contact:	
• Police, Fire or Ambulance (life threatening)	000
• Police (non-urgent)	131 444
• SES	132 500
When directed by your Warden:	
• Evacuate the building via the nearest safe exit	
• Proceed to the assembly area, or as directed by your Warden or Emergency Services	
• Remain at the assembly area until directed by your Warden or Emergency Services	
Do not re-enter the building until instructed by your Warden or Emergency Services.	
Legend	
	Powder Extinguisher
	Emergency Walk Way
	Emergency Exit
	Assembly Area
	"You Are Here"



Shire of Jerramungup – Op Shop

Facility Risks – Top Ten

1. Human Behaviour – theft, misconduct and aggressive behaviour
2. Structural Fire - accidental, arson, kitchen, smoke
3. Electrical Fault – fuse, power board, overload
4. Isolated Persons- working or being alone in facility
5. Medical Emergency – staff, contractor, visitor and patron.
6. Slip, trip or fall – in the workplace internally or externally
7. Moving vehicles – front and rear
8. Storm damage including rain inundation, flood
9. Maintenance of all items in the workplace to manufactures specifications
10. Illegal entry and vandalism – internal and external to building

Fire Suppression Equipment

- Dry Powder Extinguisher

Response

- Implement emergency response procedures for their area (including evacuation if the circumstances in their area or site warrant this).
- Clearly identify themselves through the wearing of a warden vest and hat.
- Communicate with the Chief Warden by whatever means available and act on instructions.
- Ensure that the appropriate Emergency Service has been notified.
- Search their area of responsibility, including toilets, to ensure that all persons have evacuated.
- Ensure the orderly flow of persons into protected areas.
- Assist persons with disabilities.(PEEP)
- Act as the leader of groups moving to nominated Assembly Areas.
- Advise the Chief Warden as soon as possible of the circumstances and any action taken.
- Co-opt persons as required to assist during the emergency.
- Ensure a head count is conducted to establish if anyone is missing.
- Ensure that clear access is maintained for any arriving emergency services equipment.
- Ensure that traffic control is implemented to restrict non-emergency vehicles from entering the site.
- Ensure that occupants proceeding to the Assembly Areas are not endangered by vehicular movements.
- Confirm activities have been completed and report this to the Chief Warden.

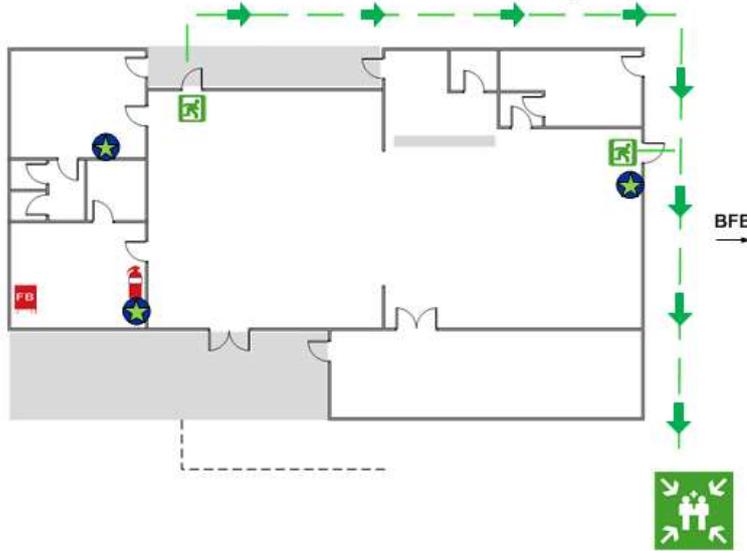
Managing Emergencies in Facilities – Site Specific Detail

Location 9 – Needilup Pavilion – Lot 578 Gnowangerup – Jerramungup Road, Needilup



Evacuation Diagram

Needilup Pavilion
Lot 578 Gnowangerup – Jerramungup Road
Needilup



Date: November 2018 Version 1 – Not to Scale Emergency Egress Only

EMERGENCY INFORMATION	
In case of emergency contact:	
• Police, Fire or Ambulance (life threatening)	000
• Police (non-urgent)	131 444
• SES	132 500
When directed by your Warden:	
• Evacuate the building via the nearest safe exit	
• Proceed to the assembly area, or as directed by your Warden or Emergency Services	
• Remain at the assembly area until directed by your Warden or Emergency Services.	
Do not re-enter the building until instructed by your Warden or Emergency Services.	
Legend	
	Powder Extinguisher
	Fire Blanket
	Emergency Walk Way
	Emergency Exit
	Assembly Area
	"You Are Here"



Shire of Jerramungup – Needilup Pavilion

Facility Risks – Top Ten

1. Human Behaviour – theft, misconduct and aggressive behaviour
2. Structural Fire - accidental, arson, kitchen, smoke
3. Electrical Fault – fuse, power board, overload
4. Isolated Persons- working or being alone in facility
5. Medical Emergency – staff, contractor, visitor and patron.
6. Slip, trip or fall – in the workplace internally or externally
7. Moving vehicles – front and rear
8. Storm damage including rain inundation, flood
9. Maintenance of all items in the workplace to manufactures specifications
10. Illegal entry and vandalism – internal and external to building

Fire Suppression Equipment

- Dry Powder Extinguisher
- Fire Blanket

Response

- Implement emergency response procedures for their area (including evacuation if the circumstances in their area or site warrant this).
- Clearly identify themselves through the wearing of a warden vest and hat.
- Communicate with the Chief Warden by whatever means available and act on instructions.
- Ensure that the appropriate Emergency Service has been notified.
- Search their area of responsibility, including toilets, to ensure that all persons have evacuated.
- Ensure the orderly flow of persons into protected areas.
- Assist persons with disabilities.(PEEP)
- Act as the leader of groups moving to nominated Assembly Areas.
- Advise the Chief Warden as soon as possible of the circumstances and any action taken.
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- Ensure that occupants proceeding to the Assembly Areas are not endangered by vehicular movements.
- Confirm activities have been completed and report this to the Chief Warden.

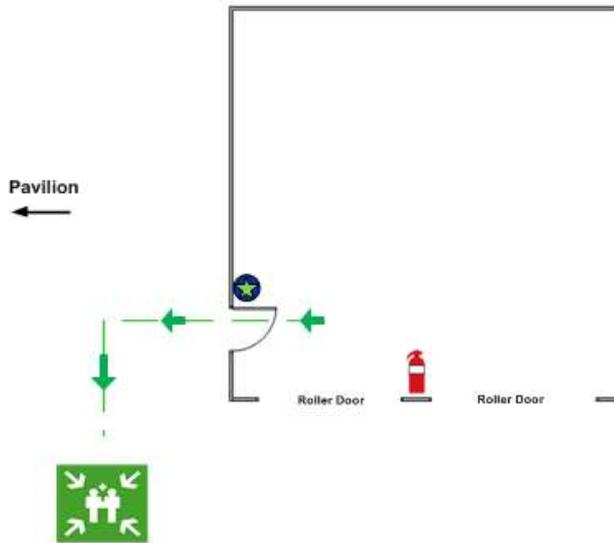
Managing Emergencies in Facilities – Site Specific Detail

Location 10 – Bush Fire Brigade – Lot 578 Gnowangerup – Jerramungup Road, Jerramungup



Evacuation Diagram

Needilup BFB
 Lot 578 Gnowangerup – Jerramungup Road
 Needilup



Date: November 2016 Version 1 – Not to Scale Emergency Egress Only

EMERGENCY INFORMATION	
In case of emergency contact:	
• Police, Fire or Ambulance (life threatening)	000
• Police (non-urgent)	131 444
• SES	132 500
When directed by your Warden:	
• Evacuate the building via the nearest safe exit	
• Proceed to the assembly area, or as directed by your Warden or Emergency Services	
• Remain at the assembly area until directed by your Warden or Emergency Services	
Do not re-enter the building until instructed by your Warden or Emergency Services.	
Legend	
	Powder Extinguisher
	Emergency Walk Way
	Assembly Area
	"You Are Here"



Shire of Jerramungup – Bush Fire Brigade

Facility Risks – Top Ten

1. Human Behaviour – theft, misconduct and aggressive behaviour
2. Structural Fire - accidental, arson, kitchen, smoke
3. Electrical Fault – fuse, power board, overload
4. Isolated Persons- working or being alone in facility
5. Medical Emergency – staff, contractor, visitor and patron.
6. Slip, trip or fall – in the workplace internally or externally
7. Moving vehicles – front and rear
8. Storm damage including rain inundation, flood
9. Maintenance of all items in the workplace to manufactures specifications
10. Illegal entry and vandalism – internal and external to building

Fire Suppression Equipment

- Dry Powder Extinguisher

Response

- Implement emergency response procedures for their area (including evacuation if the circumstances in their area or site warrant this).
- Clearly identify themselves through the wearing of a warden vest and hat.
- Communicate with the Chief Warden by whatever means available and act on instructions.
- Ensure that the appropriate Emergency Service has been notified.
- Search their area of responsibility, including toilets, to ensure that all persons have evacuated.
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- Ensure that occupants proceeding to the Assembly Areas are not endangered by vehicular movements.
- Confirm activities have been completed and report this to the Chief Warden.

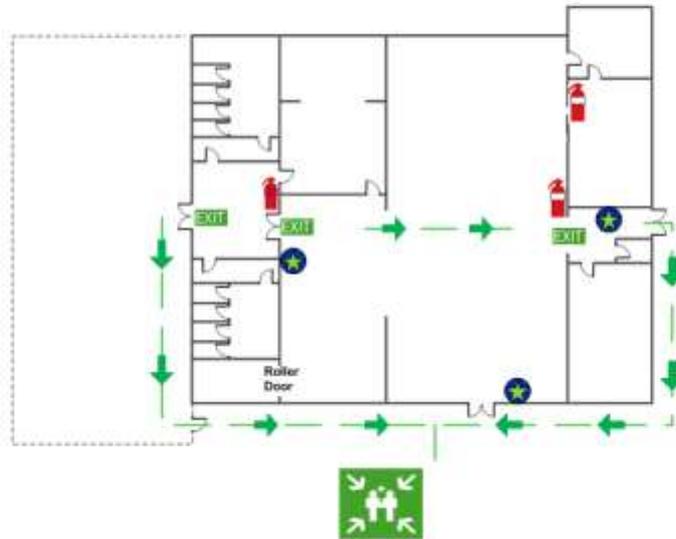
Managing Emergencies in Facilities – Site Specific Detail

Location 11 – Gairdner Hall – 33 Gairdner Road, Gairdner



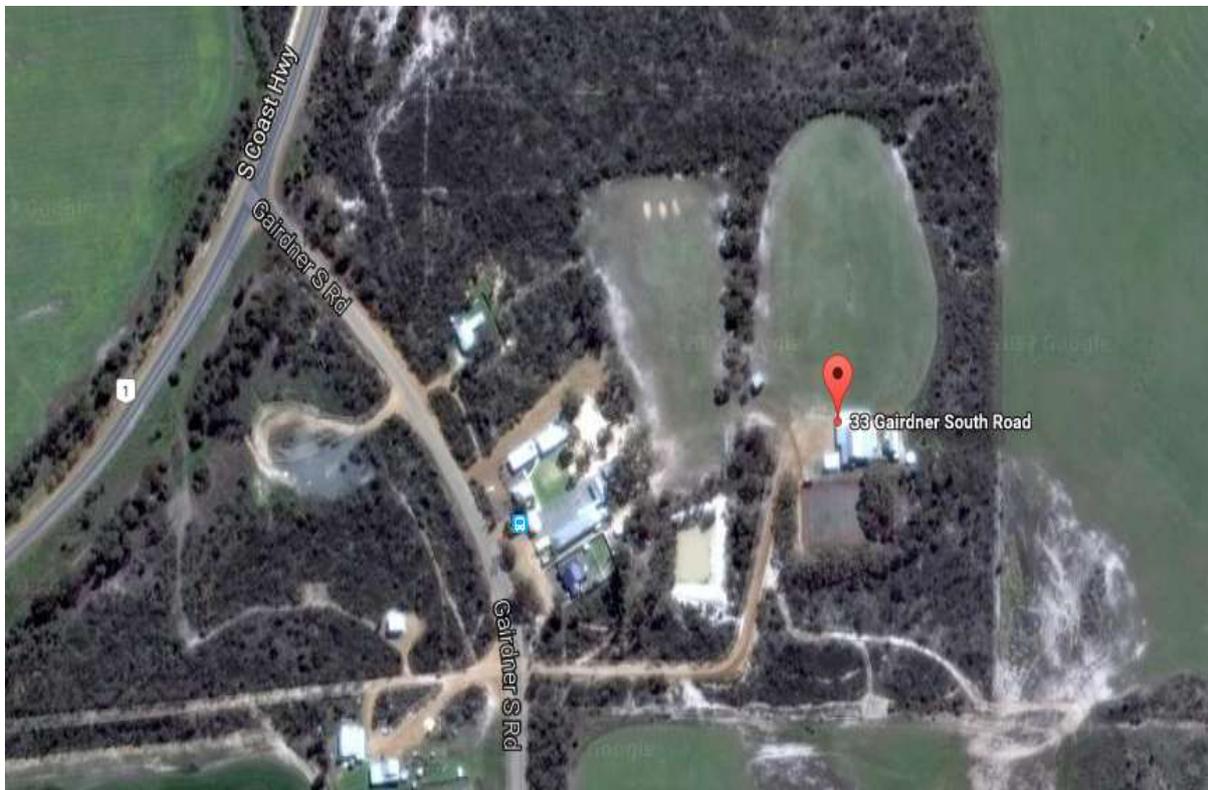
Evacuation Diagram

Gairdner Hall
33 Gairdner Road
Gairdner



Date: November 2016 Version 1 – Not to Scale Emergency Egress Only

EMERGENCY INFORMATION	
In case of emergency contact:	
• Police, Fire or Ambulance (life threatening)	000
• Police (non-urgent)	131 444
• SES	132 500
When directed by your Warden:	
• Evacuate the building via the nearest safe exit	
• Proceed to the assembly area, or as directed by your Warden or Emergency Services	
• Remain at the assembly area until directed by your Warden or Emergency Services	
Do not re-enter the building until instructed by your Warden or Emergency Services.	
Legend	
	Powder Extinguisher
	H2O Extinguisher
	Emergency Walk Way
	Emergency Exit
	Assembly Area
	"You Are Here"



Shire of Jerramungup – Gairdner Hall

Facility Risks – Top Ten

1. Human Behaviour – theft, misconduct and aggressive behaviour
2. Structural Fire - accidental, arson, kitchen, smoke
3. Electrical Fault – fuse, power board, overload
4. Isolated Persons- working or being alone in facility
5. Medical Emergency – staff, contractor, visitor and patron.
6. Slip, trip or fall – in the workplace internally or externally
7. Moving vehicles – front and rear
8. Storm damage including rain inundation, flood
9. Maintenance of all items in the workplace to manufactures specifications
10. Illegal entry and vandalism – internal and external to building

Fire Suppression Equipment

- Dry Powder Extinguisher
- Water Extinguisher

Response

- Implement emergency response procedures for their area (including evacuation if the circumstances in their area or site warrant this).
- Clearly identify themselves through the wearing of a warden vest and hat.
- Communicate with the Chief Warden by whatever means available and act on instructions.
- Ensure that the appropriate Emergency Service has been notified.
- Search their area of responsibility, including toilets, to ensure that all persons have evacuated.
- Ensure the orderly flow of persons into protected areas.
- Assist persons with disabilities.(PEEP)
- Act as the leader of groups moving to nominated Assembly Areas.
- Advise the Chief Warden as soon as possible of the circumstances and any action taken.
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- Ensure a head count is conducted to establish if anyone is missing.
- Ensure that clear access is maintained for any arriving emergency services equipment.
- Ensure that traffic control is implemented to restrict non-emergency vehicles from entering the site.
- Ensure that occupants proceeding to the Assembly Areas are not endangered by vehicular movements.
- Confirm activities have been completed and report this to the Chief Warden.

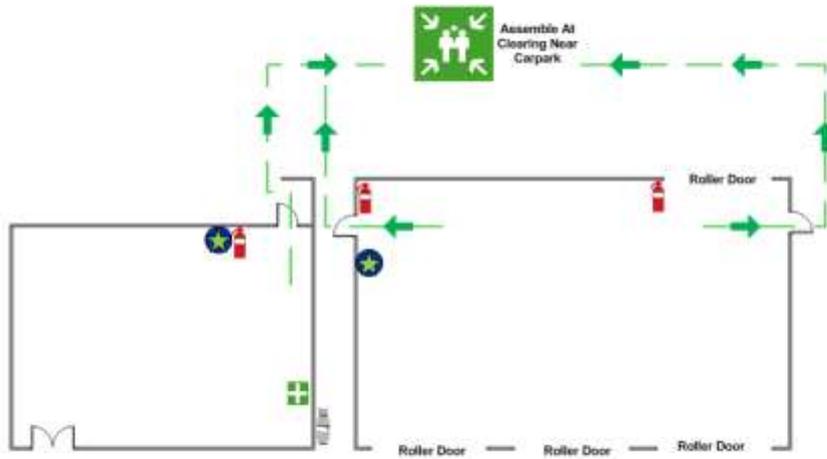
Managing Emergencies in Facilities – Site Specific Detail

Location 12 – DFES Fire & Rescue, Corner Memorial and Kakoda Roads, Jerramungup



Evacuation Diagram

DFES Fire & Rescue, Corner Memorial and Kakoda Roads, Jerramungup



 Date: November 2016 Version 1 – Not to Scale Emergency Egress Only

EMERGENCY INFORMATION	
	
In case of emergency contact:	
• Police, Fire or Ambulance (Life threatening)	000
• Police (non-urgent)	131 444
• SES	132 500
When directed by your Warden:	
• Evacuate the building via the nearest safe exit	
• Proceed to the assembly area, or as directed by your Warden or Emergency Services	
• Remain at the assembly area until directed by your Warden or Emergency Services	
Do not re-enter the building until instructed by your Warden or Emergency Services.	
Legend	
	Powder Extinguisher
	First Aid Kit
	LPG Bottle
	Emergency Walk Way
	Assembly Area
	"You Are Here"



Shire of Jerramungup – DFES Fire & Rescue

Facility Risks – Top Ten

1. Human Behaviour – theft, misconduct and aggressive behaviour
2. Structural Fire - accidental, arson, kitchen, smoke
3. Electrical Fault – fuse, power board, overload
4. Isolated Persons- working or being alone in facility
5. Medical Emergency – staff, contractor, visitor and patron.
6. Slip, trip or fall – in the workplace internally or externally
7. Moving vehicles – front and rear
8. Storm damage including rain inundation, flood
9. Maintenance of all items in the workplace to manufactures specifications
10. Illegal entry and vandalism – internal and external to building

Fire Suppression Equipment

- Dry Powder Extinguisher

Response

- Implement emergency response procedures for their area (including evacuation if the circumstances in their area or site warrant this).
- Clearly identify themselves through the wearing of a warden vest and hat.
- Communicate with the Chief Warden by whatever means available and act on instructions.
- Ensure that the appropriate Emergency Service has been notified.
- Search their area of responsibility, including toilets, to ensure that all persons have evacuated.
- Ensure the orderly flow of persons into protected areas.
- Assist persons with disabilities.(PEEP)
- Act as the leader of groups moving to nominated Assembly Areas.
- Advise the Chief Warden as soon as possible of the circumstances and any action taken.
- Co-opt persons as required to assist during the emergency.
- Ensure a head count is conducted to establish if anyone is missing.
- Ensure that clear access is maintained for any arriving emergency services equipment.
- Ensure that traffic control is implemented to restrict non-emergency vehicles from entering the site.
- Ensure that occupants proceeding to the Assembly Areas are not endangered by vehicular movements.
- Confirm activities have been completed and report this to the Chief Warden

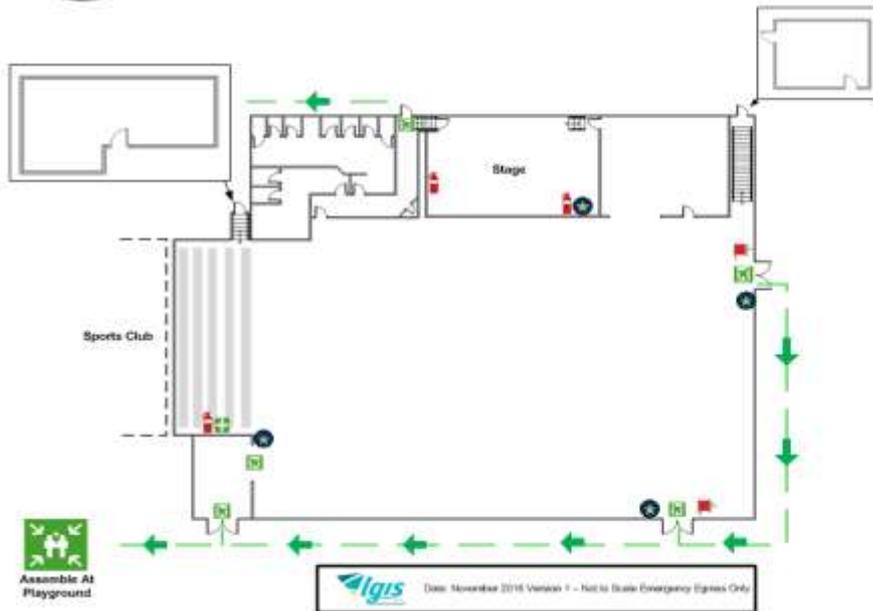
Managing Emergencies in Facilities – Site Specific Detail

Location 13 – Entertainment Centre – 95 Derrick Street, Jerramungup



Evacuation Diagram

Entertainment Centre
95 Derrick Street
Jerramungup



EMERGENCY INFORMATION	
In case of emergency contact:	
• Police, Fire or Ambulance (Life threatening)	000
• Police (non-urgent)	131 464
• SES	132 500
When directed by your Warden:	
• Evacuate the building via the nearest safe exit	
• Proceed to the assembly area, or as directed by your Warden or Emergency Services	
• Remain at the assembly area until directed by your Warden or Emergency Services	
Do not re-enter the building until instructed by your Warden or Emergency Services.	
Legend	
	Powder Extinguisher
	Fire Hose Reel
	First Aid Kit
	Emergency Walk Way
	Emergency Exit
	Assembly Area
	"You Are Here"



Shire of Jerramungup – Entertainment Centre

Facility Risks – Top Ten

11. Human Behaviour – theft, misconduct and aggressive behaviour
12. Structural Fire - accidental, arson, kitchen, smoke
13. Electrical Fault – fuse, power board, overload
14. Isolated Persons- working or being alone in facility
15. Medical Emergency – staff, contractor, visitor and patron.
16. Slip, trip or fall – in the workplace internally or externally
17. Moving vehicles – front and rear
18. Storm damage including rain inundation, flood
19. Maintenance of all items in the workplace to manufactures specifications
20. Illegal entry and vandalism – internal and external to building

Fire Suppression Equipment

- Dry Powder Extinguisher
- Hose Reel

Response

- Implement emergency response procedures for their area (including evacuation if the circumstances in their area or site warrant this).
- Clearly identify themselves through the wearing of a warden vest and hat.
- Communicate with the Chief Warden by whatever means available and act on instructions.
- Ensure that the appropriate Emergency Service has been notified.
- Search their area of responsibility, including toilets, to ensure that all persons have evacuated.
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- Ensure a head count is conducted to establish if anyone is missing.
- Ensure that clear access is maintained for any arriving emergency services equipment.
- Ensure that traffic control is implemented to restrict non-emergency vehicles from entering the site.
- Ensure that occupants proceeding to the Assembly Areas are not endangered by vehicular movements.
- Confirm activities have been completed and report this to the Chief Warden

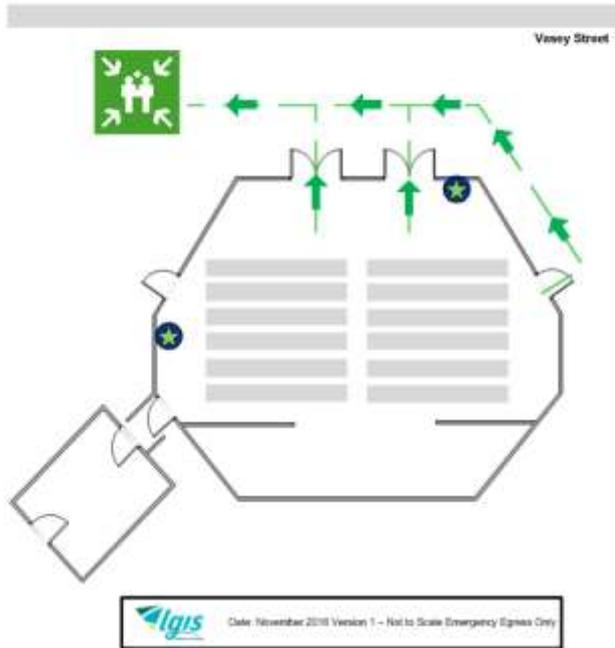
Managing Emergencies in Facilities – Site Specific Detail

Location 14 – All Saints Church – 8 Vasey Street, Jerramungup



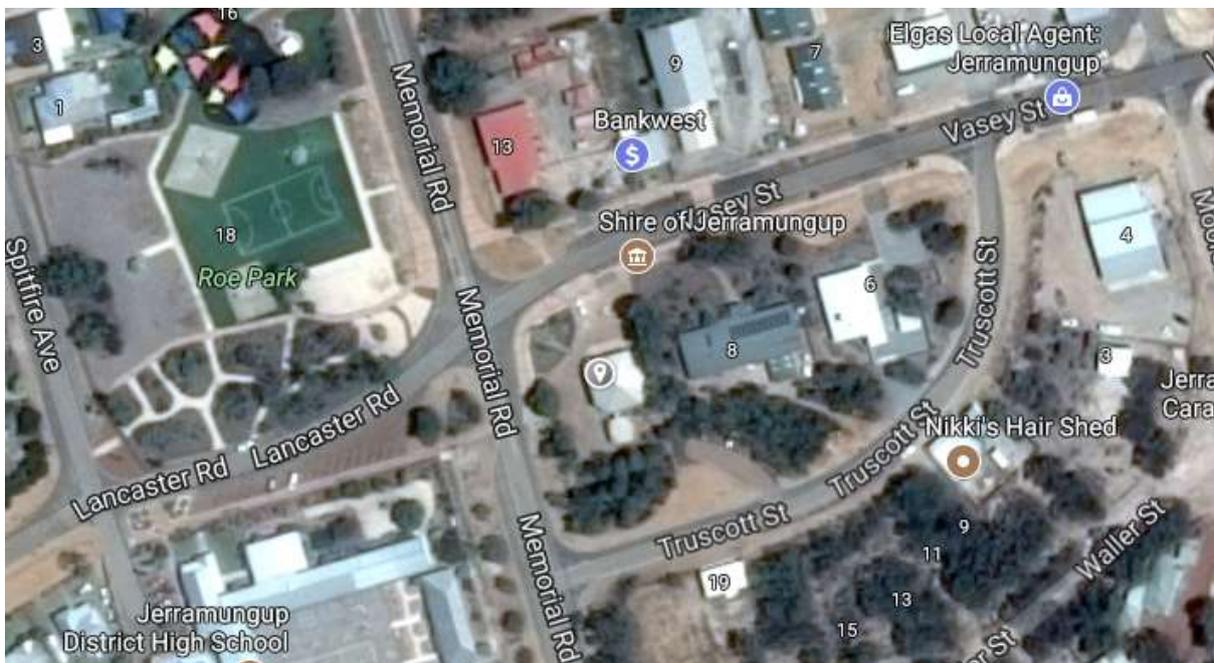
Evacuation Diagram

All Saints Church
8 Vasey Street
Jerramungup



Date: November 2018 Version 1 – Not to Scale Emergency Egress Only

EMERGENCY INFORMATION	
In case of emergency contact:	
• Police, Fire or Ambulance (Life threatening)	000
• Police (non-urgent)	131 444
• SES	132 500
When directed by your Warden:	
• Evacuate the building via the nearest safe exit	
• Proceed to the assembly area, or as directed by your Warden or Emergency Services	
• Remain at the assembly area until directed by your Warden or Emergency Services	
Do not re-enter the building until instructed by your Warden or Emergency Services.	
Legend	
	Emergency Walk Way
	Assembly Area
	"You Are Here"



Shire of Jerramungup – All Saints Church

Facility Risks – Top Ten

21. Human Behaviour – theft, misconduct and aggressive behaviour
22. Structural Fire - accidental, arson, kitchen, smoke
23. Electrical Fault – fuse, power board, overload
24. Isolated Persons- working or being alone in facility
25. Medical Emergency – staff, contractor, visitor and patron.
26. Slip, trip or fall – in the workplace internally or externally
27. Moving vehicles – front and rear
28. Storm damage including rain inundation, flood
29. Maintenance of all items in the workplace to manufactures specifications
30. Illegal entry and vandalism – internal and external to building

Fire Suppression Equipment

- ?

Response

- Implement emergency response procedures for their area (including evacuation if the circumstances in their area or site warrant this).
- Clearly identify themselves through the wearing of a warden vest and hat.
- Communicate with the Chief Warden by whatever means available and act on instructions.
- Ensure that the appropriate Emergency Service has been notified.
- Search their area of responsibility, including toilets, to ensure that all persons have evacuated.
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- Advise the Chief Warden as soon as possible of the circumstances and any action taken.
- Co-opt persons as required to assist during the emergency.
- Ensure a head count is conducted to establish if anyone is missing.
- Ensure that clear access is maintained for any arriving emergency services equipment.
- Ensure that traffic control is implemented to restrict non-emergency vehicles from entering the site.
- Ensure that occupants proceeding to the Assembly Areas are not endangered by vehicular movements.
- Confirm activities have been completed and report this to the Chief Warden

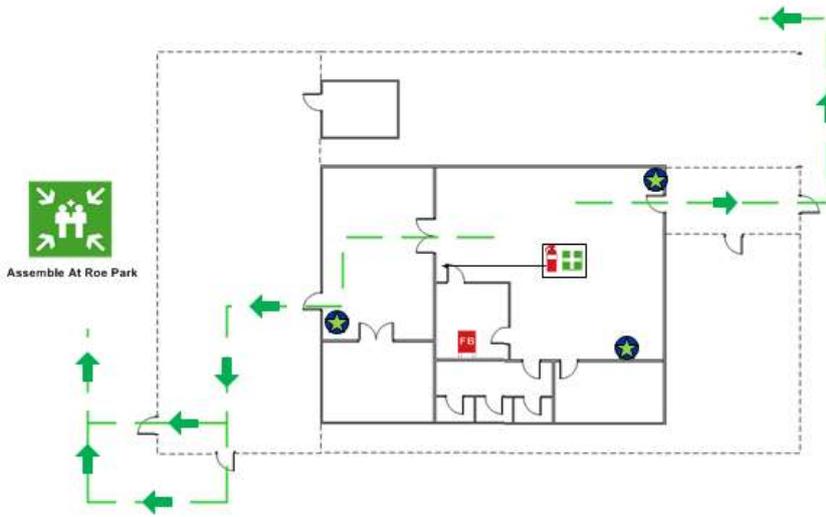
Managing Emergencies in Facilities – Site Specific Detail

Location 15 – Jerramungup Occasional Child Care – 3 Spitfire Avenue, Jerramungup



Evacuation Diagram

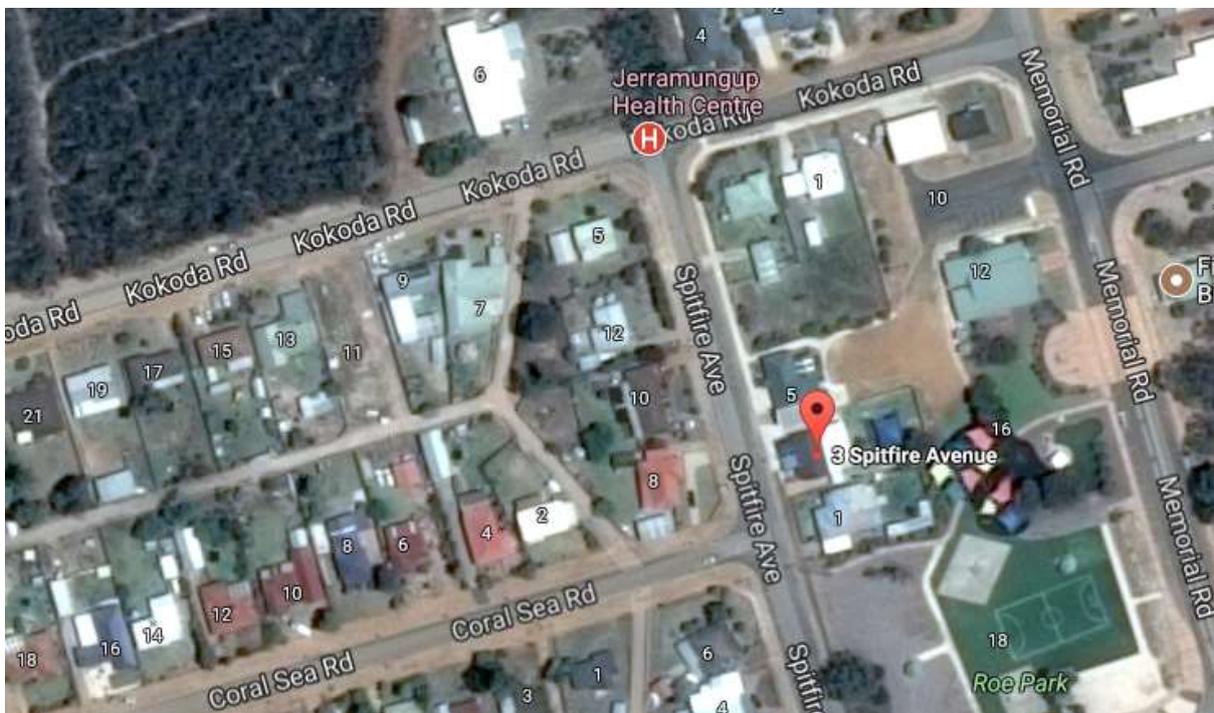
Jerramungup Occasional Child Care
3 Spitfire Avenue, Jerramungup



Assemble At Roe Park

Date: November 2016 Version 1 – Not to Scale Emergency Egress Only

EMERGENCY INFORMATION	
In case of emergency contact:	
• Police, Fire or Ambulance (life threatening)	000
• Police (non-urgent)	131 444
• SES	132 500
When directed by your Warden:	
• Evacuate the building via the nearest safe exit	
• Proceed to the assembly area, or as directed by your Warden or Emergency Services	
• Remain at the assembly area until directed by your Warden or Emergency Services	
Do not re-enter the building until instructed by your Warden or Emergency Services.	
Legend	
	Powder Extinguisher
	Fire Blanket
	First Aid Kit
	Emergency Walk Way
	Assembly Area
	"You Are Here"



Shire of Jerramungup – Childcare

Facility Risks – Top Ten

31. Human Behaviour – theft, misconduct and aggressive behaviour
32. Structural Fire - accidental, arson, kitchen, smoke
33. Electrical Fault – fuse, power board, overload
34. Isolated Persons- working or being alone in facility
35. Medical Emergency – staff, contractor, visitor and patron.
36. Slip, trip or fall – in the workplace internally or externally
37. Moving vehicles – front and rear
38. Storm damage including rain inundation, flood
39. Maintenance of all items in the workplace to manufactures specifications
40. Illegal entry and vandalism – internal and external to building

Fire Suppression Equipment

- Dry Powder Extinguisher

Response

- Implement emergency response procedures for their area (including evacuation if the circumstances in their area or site warrant this).
- Clearly identify themselves through the wearing of a warden vest and hat.
- Communicate with the Chief Warden by whatever means available and act on instructions.
- Ensure that the appropriate Emergency Service has been notified.
- Search their area of responsibility, including toilets, to ensure that all persons have evacuated.
- Ensure the orderly flow of persons into protected areas.
- Assist persons with disabilities.(PEEP)
- Act as the leader of groups moving to nominated Assembly Areas.
- Advise the Chief Warden as soon as possible of the circumstances and any action taken.
- Co-opt persons as required to assist during the emergency.
- Ensure a head count is conducted to establish if anyone is missing.
- Ensure that clear access is maintained for any arriving emergency services equipment.
- Ensure that traffic control is implemented to restrict non-emergency vehicles from entering the site.
- Ensure that occupants proceeding to the Assembly Areas are not endangered by vehicular movements.
- Confirm activities have been completed and report this to the Chief Warden

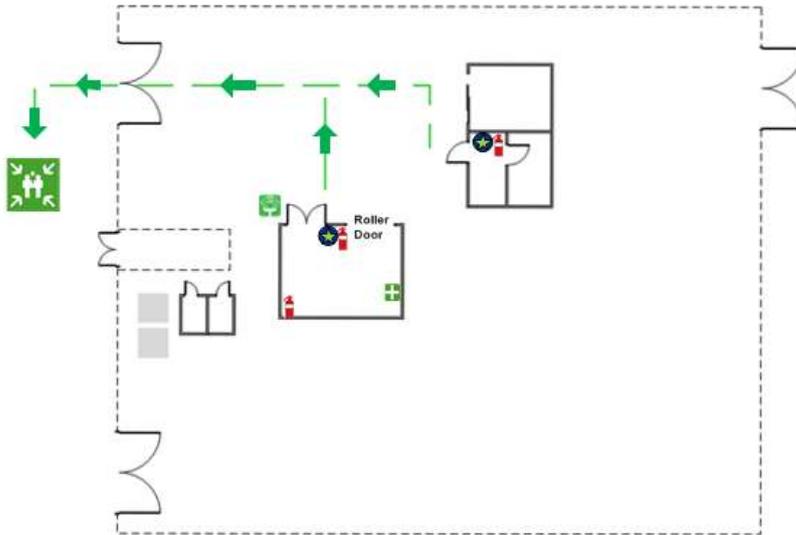
Managing Emergencies in Facilities – Site Specific Detail

Location 16 – Works Depot – 1 Gnornbup Terrace, Bremer Bay



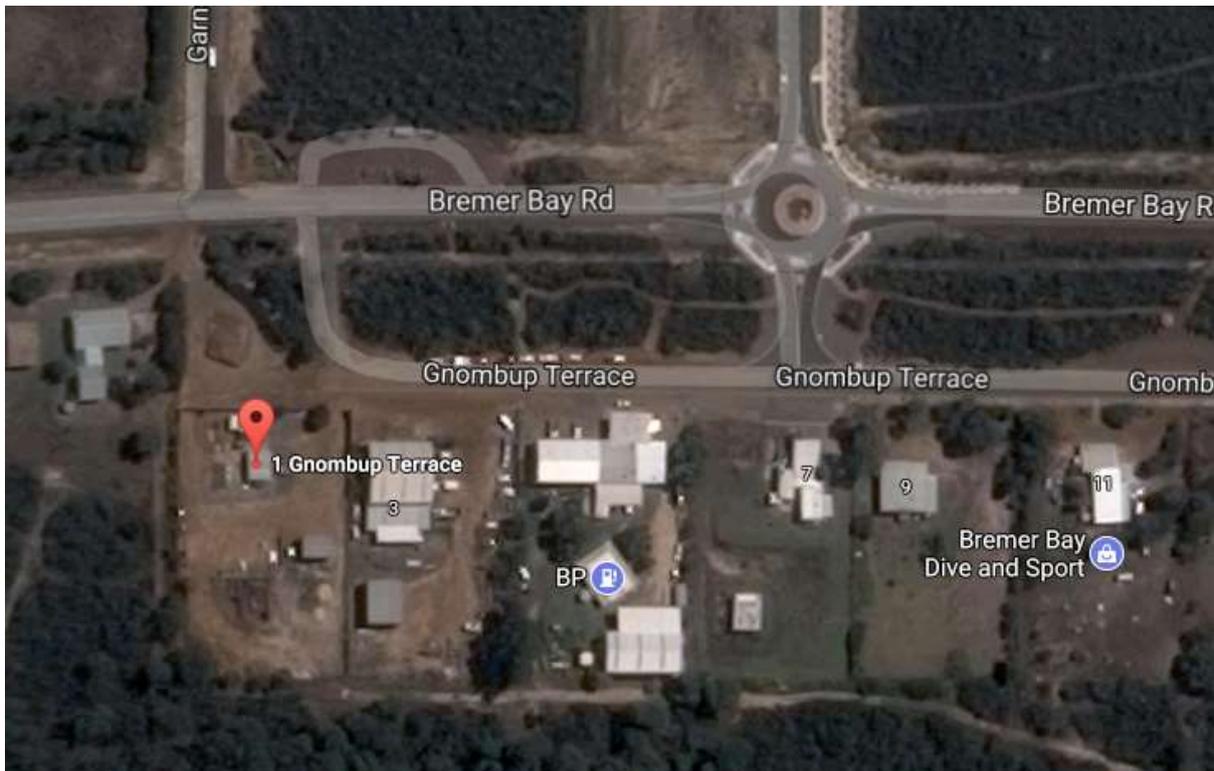
Evacuation Diagram

Works Depot
1 Gnornbup Terrace,
Bremer Bay



EMERGENCY INFORMATION	
In case of emergency contact:	
<ul style="list-style-type: none"> Police, Fire or Ambulance (life threatening) 000 Police (non-urgent) 131 444 SES 132 500 	
When directed by your Warden:	
<ul style="list-style-type: none"> Evacuate the building via the nearest safe exit Proceed to the assembly area, or as directed by your Warden or Emergency Services Remain at the assembly area until directed by your Warden or Emergency Services 	
Do not re-enter the building until instructed by your Warden or Emergency Services.	
Legend	
	Powder Extinguisher
	First Aid Kit
	Emergency Eye Wash
	Emergency Walk Way
	Assembly Area
	"You Are Here"

Date: November 2018 Version 1 – Not to Scale Emergency Egress Only



Shire of Jerramungup – Bremer Bay Works Depot

Facility Risks – Top Ten

- 1 Human Behaviour – theft, misconduct and aggressive behaviour
2. Structural Fire - accidental, arson, kitchen, smoke
3. Electrical Fault – fuse, power board, overload
4. Isolated Persons- working or being alone in facility
5. Medical Emergency – staff, contractor, visitor and patron.
6. Slip, trip or fall – in the workplace internally or externally
7. Moving vehicles – front and rear
8. Storm damage including rain inundation, flood
9. Maintenance of all items in the workplace to manufactures specifications
10. Illegal entry and vandalism – internal and external to building

Fire Suppression Equipment

- Dry Powder Extinguisher

Response

- Implement emergency response procedures for their area (including evacuation if the circumstances in their area or site warrant this).
- Clearly identify themselves through the wearing of a warden vest and hat.
- Communicate with the Chief Warden by whatever means available and act on instructions.
- Ensure that the appropriate Emergency Service has been notified.
- Search their area of responsibility, including toilets, to ensure that all persons have evacuated.
- Ensure the orderly flow of persons into protected areas.
- Assist persons with disabilities.(PEEP)
- Act as the leader of groups moving to nominated Assembly Areas.
- Advise the Chief Warden as soon as possible of the circumstances and any action taken.
- Co-opt persons as required to assist during the emergency.
- Ensure a head count is conducted to establish if anyone is missing.
- Ensure that clear access is maintained for any arriving emergency services equipment.
- Ensure that traffic control is implemented to restrict non-emergency vehicles from entering the site.
- Ensure that occupants proceeding to the Assembly Areas are not endangered by vehicular movements.
- Confirm activities have been completed and report this to the Chief Warden

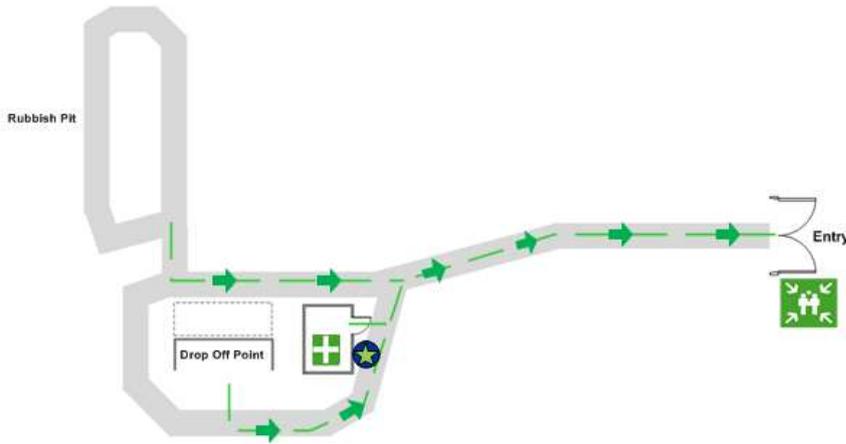
Managing Emergencies in Facilities – Site Specific Detail

Location 17 – The Shire of Jerramungup – Bremer Bay Transfer Station – 9 Wellstead Road, Bremer Bay



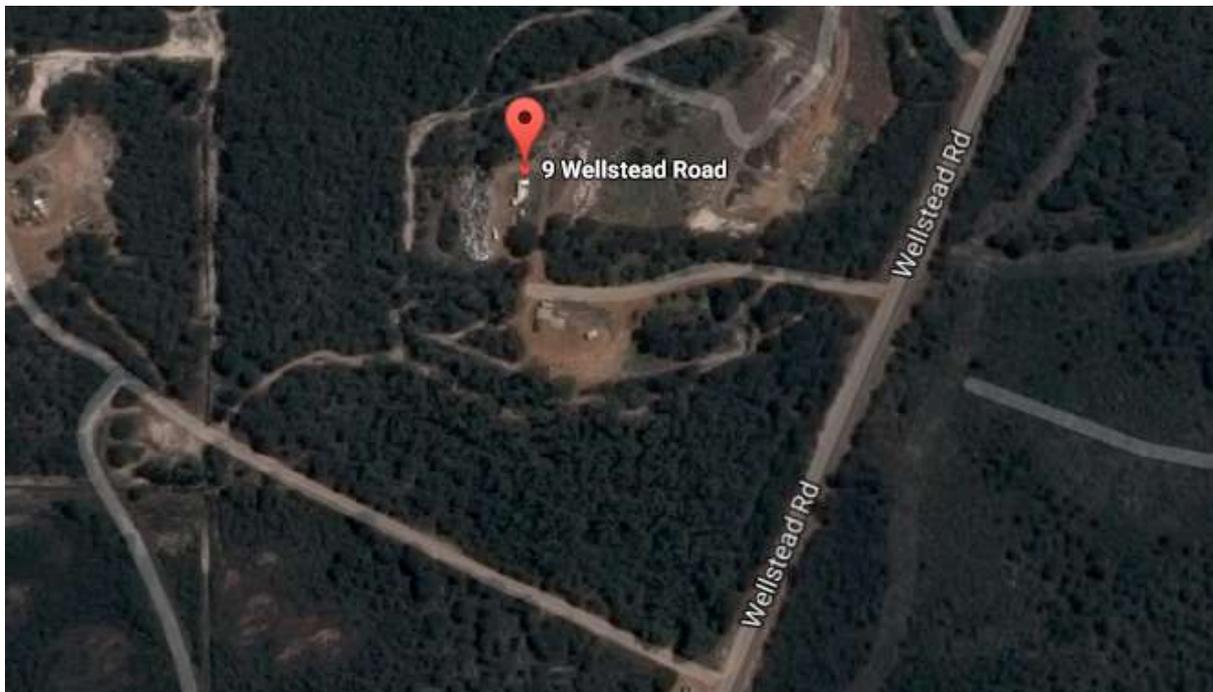
Evacuation Diagram

Waste Transfer Station
9 Wellstead Road
Bremer Bay



 Date: November 2016 Version 1 – Not to Scale Emergency Egress Only

EMERGENCY INFORMATION	
	
In case of emergency contact:	
<ul style="list-style-type: none"> Police, Fire or Ambulance (Life threatening) 000 Police (non-urgent) 131 444 SES 132 500 	
When directed by your Warden:	
<ul style="list-style-type: none"> Evacuate the building via the nearest safe exit Proceed to the assembly area, or as directed by your Warden or Emergency Services Remain at the assembly area until directed by your Warden or Emergency Services 	
Do not re-enter the building until instructed by your Warden or Emergency Services.	
Legend	
	First Aid Kit
	Emergency Walk Way
	Assembly Area
	"You Are Here"



Shire of Jerramungup – Bremer Bay Transfer Station

Facility Risks – Top Ten

11. Human Behaviour – theft, misconduct and aggressive behaviour
12. Structural Fire - accidental, arson, kitchen, smoke
13. Electrical Fault – fuse, power board, overload
14. Isolated Persons- working or being alone in facility
15. Medical Emergency – staff, contractor, visitor and patron.
16. Slip, trip or fall – in the workplace internally or externally
17. Moving vehicles – front and rear
18. Storm damage including rain inundation, flood
19. Maintenance of all items in the workplace to manufactures specifications
20. Illegal entry and vandalism – internal and external to building

Fire Suppression Equipment

- Dry Powder Extinguisher

Response

- Implement emergency response procedures for their area (including evacuation if the circumstances in their area or site warrant this).
- Clearly identify themselves through the wearing of a warden vest and hat.
- Communicate with the Chief Warden by whatever means available and act on instructions.
- Ensure that the appropriate Emergency Service has been notified.
- Search their area of responsibility, including toilets, to ensure that all persons have evacuated.
- Ensure the orderly flow of persons into protected areas.
- Assist persons with disabilities.(PEEP)
- Act as the leader of groups moving to nominated Assembly Areas.
- Advise the Chief Warden as soon as possible of the circumstances and any action taken.
- Co-opt persons as required to assist during the emergency.
- Ensure a head count is conducted to establish if anyone is missing.
- Ensure that clear access is maintained for any arriving emergency services equipment.
- Ensure that traffic control is implemented to restrict non-emergency vehicles from entering the site.
- Ensure that occupants proceeding to the Assembly Areas are not endangered by vehicular movements.
- Confirm activities have been completed and report this to the Chief Warden

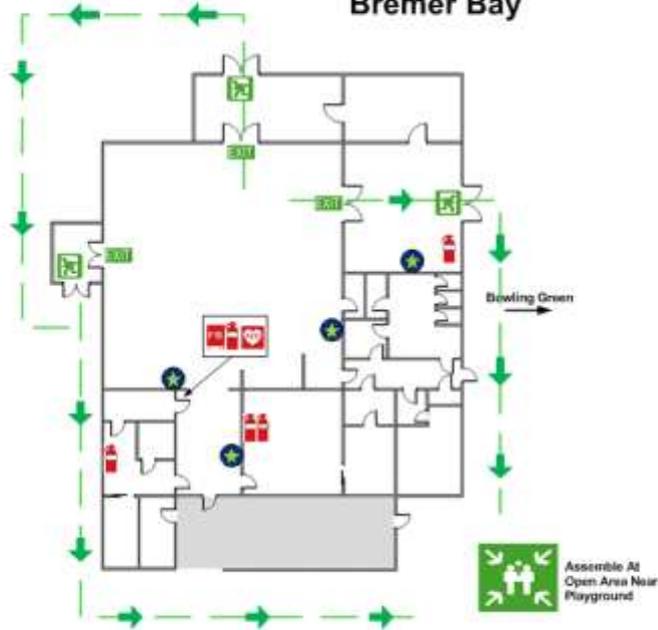
Managing Emergencies in Facilities – Site Specific Detail

Location 18 – Bremer Bay Sports Club – Frantom Way, Bremer Bay



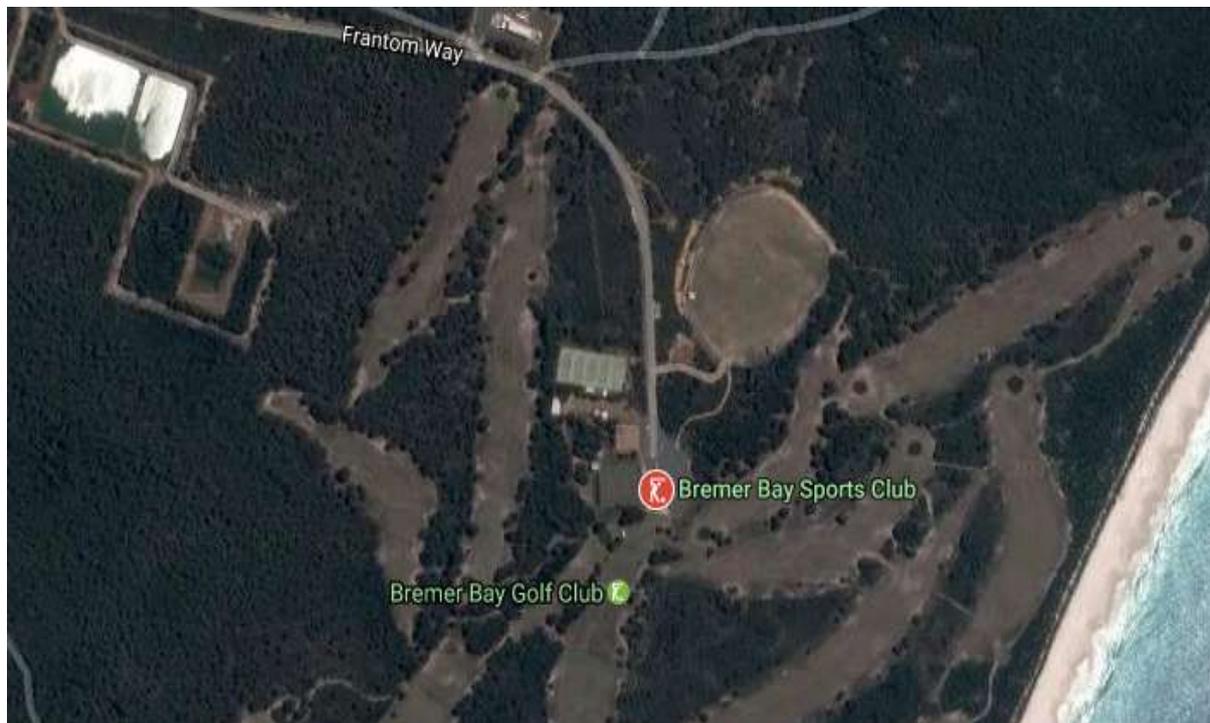
Evacuation Diagram

Bremer Bay Sports Club
Frantom Way
Bremer Bay



lgis Date: November 2010 Version 1 – Not to Scale Emergency Egress Only

EMERGENCY INFORMATION	
In case of emergency contact:	
<ul style="list-style-type: none"> Police, Fire or Ambulance (Life threatening) 000 Police (non-urgent) 131 444 SES 132 500 	
When directed by your Warden:	
<ul style="list-style-type: none"> Evacuate the building via the nearest safe exit Proceed to the assembly area, or as directed by your Warden or Emergency Services Remain at the assembly area until directed by your Warden or Emergency Services 	
Do not re-enter the building until instructed by your Warden or Emergency Services.	
Legend	
	Powder Extinguisher
	Wet Chemical Extinguisher
	Fire Blanket
	First Aid Kit
	First Aid Kit
	Emergency Walk Way
	Emergency Exit
	Emergency Exit
	Assembly Area
	"You Are Here"



Shire of Jerramungup – Bremer Bay Sports Club

Facility Risks – Top Ten

- 1 Human Behaviour – theft, misconduct and aggressive behaviour
- 2 Structural Fire - accidental, arson, kitchen, smoke
- 3 Electrical Fault – fuse, power board, overload
- 4 Isolated Persons- working or being alone in facility
- 5 Medical Emergency – staff, contractor, visitor and patron.
- 6 Slip, trip or fall – in the workplace internally or externally
- 7 Moving vehicles – front and rear
- 8 Storm damage including rain inundation, flood
- 9 Maintenance of all items in the workplace to manufactures specifications
- 10 Illegal entry and vandalism – internal and external to building

Fire Suppression Equipment

- Dry Powder Extinguisher
- Wet Chemical
- Fire Blanket

Response

- Implement emergency response procedures for their area (including evacuation if the circumstances in their area or site warrant this).
- Clearly identify themselves through the wearing of a warden vest and hat.
- Communicate with the Chief Warden by whatever means available and act on instructions.
- Ensure that the appropriate Emergency Service has been notified.
- Search their area of responsibility, including toilets, to ensure that all persons have evacuated.
- Ensure the orderly flow of persons into protected areas.
- Assist persons with disabilities.(PEEP)
- Act as the leader of groups moving to nominated Assembly Areas.
- Advise the Chief Warden as soon as possible of the circumstances and any action taken.
- Co-opt persons as required to assist during the emergency.
- Ensure a head count is conducted to establish if anyone is missing.
- Ensure that clear access is maintained for any arriving emergency services equipment.
- Ensure that traffic control is implemented to restrict non-emergency vehicles from entering the site.
- Ensure that occupants proceeding to the Assembly Areas are not endangered by vehicular movements.
- Confirm activities have been completed and report this to the Chief Warden

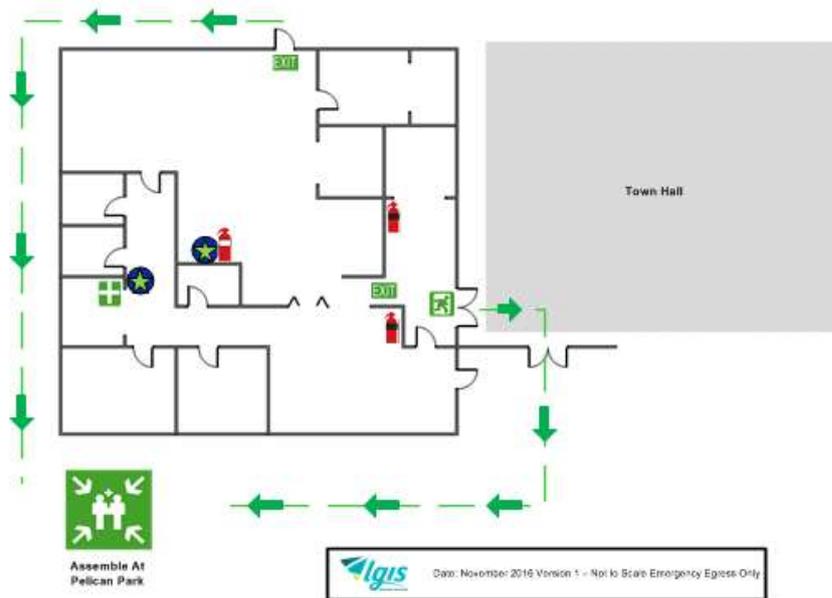
Managing Emergencies in Facilities – Site Specific Detail

Location 19 – Community Resource Centre – 7 Mary Street, Bremer Bay



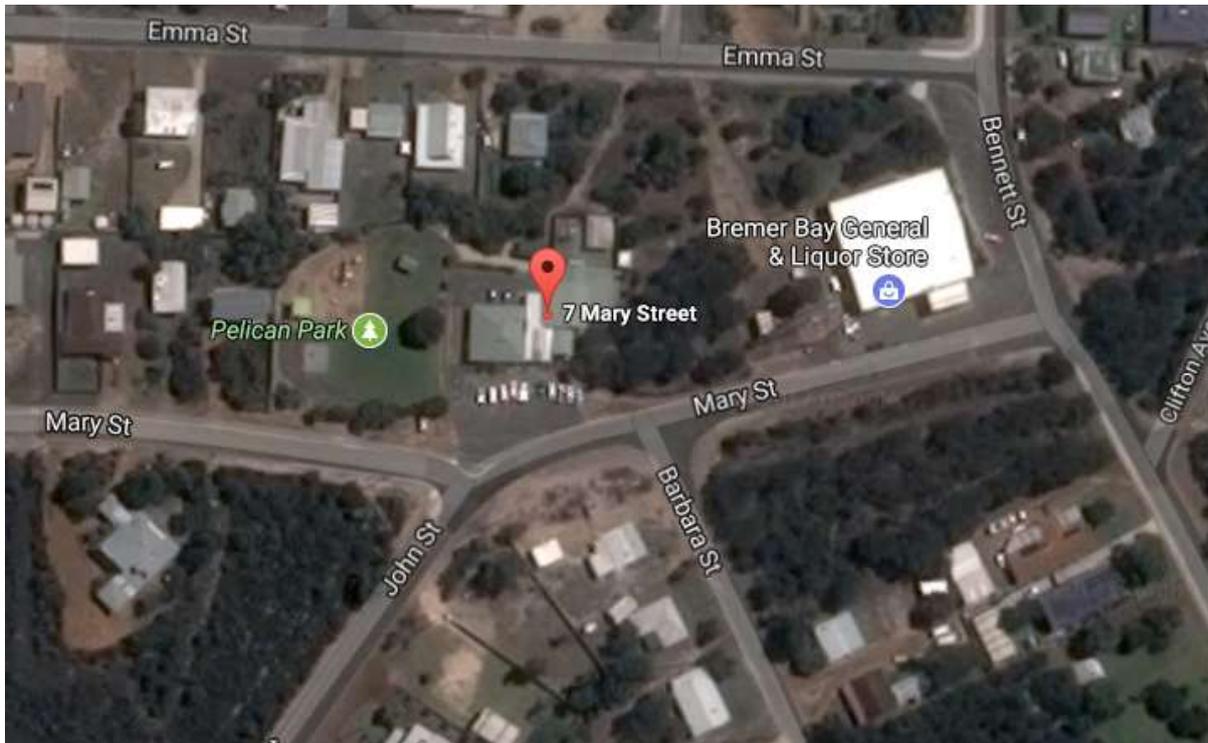
Evacuation Diagram

Community Resource Centre
7 Mary Street
Bremer Bay



EMERGENCY INFORMATION	
In case of emergency contact:	
<ul style="list-style-type: none"> Police, Fire or Ambulance (life threatening) 000 Police (non-urgent) 131 444 SES 132 500 	
When directed by your Warden:	
<ul style="list-style-type: none"> Evacuate the building via the nearest safe exit Proceed to the assembly area, or as directed by your Warden or Emergency Services Remain at the assembly area until directed by your Warden or Emergency Services 	
Do not re-enter the building until instructed by your Warden or Emergency Services.	
Legend	
	Powder Extinguisher
	CO2 Extinguisher
	First Aid Kit
	Emergency Walk Way
	Emergency Exit
	Emergency Exit
	Assembly Area
	"You Are Here"

Date: November 2016 Version 1 - Not to Scale Emergency Egress Only



Shire of Jerramungup –Community Resource Centre

Facility Risks – Top Ten

21. Human Behaviour – theft, misconduct and aggressive behaviour
22. Structural Fire - accidental, arson, kitchen, smoke
23. Electrical Fault – fuse, power board, overload
24. Isolated Persons- working or being alone in facility
25. Medical Emergency – staff, contractor, visitor and patron.
26. Slip, trip or fall – in the workplace internally or externally
27. Moving vehicles – front and rear
28. Storm damage including rain inundation, flood
29. Maintenance of all items in the workplace to manufactures specifications
30. Illegal entry and vandalism – internal and external to building

Fire Suppression Equipment

- Dry Powder Extinguisher
- CO2 Extinguisher
- Fire Blanket

Response

- Implement emergency response procedures for their area (including evacuation if the circumstances in their area or site warrant this).
- Clearly identify themselves through the wearing of a warden vest and hat.
- Communicate with the Chief Warden by whatever means available and act on instructions.
- Ensure that the appropriate Emergency Service has been notified.
- Search their area of responsibility, including toilets, to ensure that all persons have evacuated.
- Ensure the orderly flow of persons into protected areas.
- Assist persons with disabilities.(PEEP)
- Act as the leader of groups moving to nominated Assembly Areas.
- Advise the Chief Warden as soon as possible of the circumstances and any action taken.
- Co-opt persons as required to assist during the emergency.
- Ensure a head count is conducted to establish if anyone is missing.
- Ensure that clear access is maintained for any arriving emergency services equipment.
- Ensure that traffic control is implemented to restrict non-emergency vehicles from entering the site.
- Ensure that occupants proceeding to the Assembly Areas are not endangered by vehicular movements.
- Confirm activities have been completed and report this to the Chief Warden

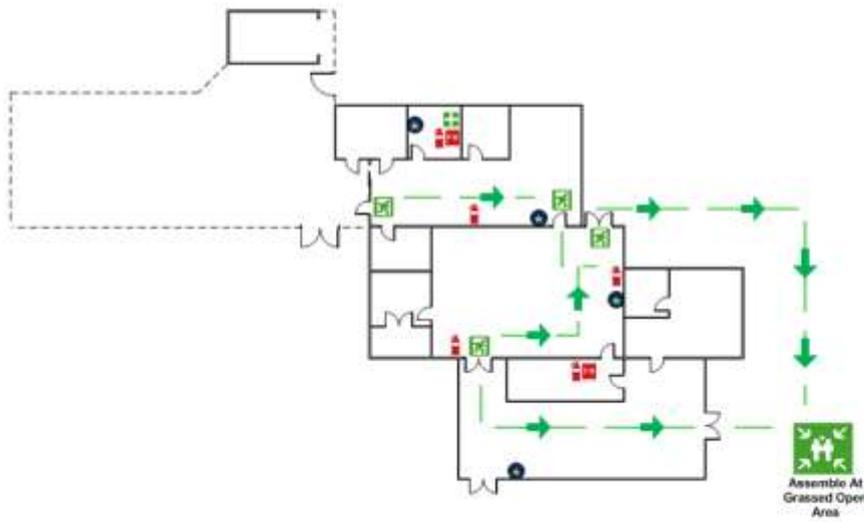
Managing Emergencies in Facilities – Site Specific Detail

Location 20 – Childcare Centre & Town Hall – 7 Mary Street, Bremer Bay



Evacuation Diagram

Childcare Centre & Town Hall
7 Mary Street
Bremer Bay



Date: November 2016 Version 1 – Not to Scale Emergency Egress Only

EMERGENCY INFORMATION	
In case of emergency contact:	
• Police, Fire or Ambulance (Life threatening)	000
• Police (non-urgent)	131 444
• SES	132 500
When directed by your Warden:	
• Evacuate the building via the nearest safe exit	
• Proceed to the assembly area, or as directed by your Warden or Emergency Services	
• Remain at the assembly area until directed by your Warden or Emergency Services	
Do not re-enter the building until instructed by your Warden or Emergency Services.	
Legend	
	Powder Extinguisher
	Fire Blanket
	First Aid Kit
	Emergency Walk Way
	Emergency Exit
	Assembly Area
	"You Are Here"



Shire of Jerramungup –Childcare Centre & Town Hall

Facility Risks – Top Ten

31. Human Behaviour – theft, misconduct and aggressive behaviour
32. Structural Fire - accidental, arson, kitchen, smoke
33. Electrical Fault – fuse, power board, overload
34. Isolated Persons- working or being alone in facility
35. Medical Emergency – staff, contractor, visitor and patron.
36. Slip, trip or fall – in the workplace internally or externally
37. Moving vehicles – front and rear
38. Storm damage including rain inundation, flood
39. Maintenance of all items in the workplace to manufactures specifications
40. Illegal entry and vandalism – internal and external to building

Fire Suppression Equipment

- Dry Powder Extinguisher
- Wet Chemical
- Fire Blanket

Response

- Implement emergency response procedures for their area (including evacuation if the circumstances in their area or site warrant this).
- Clearly identify themselves through the wearing of a warden vest and hat.
- Communicate with the Chief Warden by whatever means available and act on instructions.
- Ensure that the appropriate Emergency Service has been notified.
- Search their area of responsibility, including toilets, to ensure that all persons have evacuated.
- Ensure the orderly flow of persons into protected areas.
- Assist persons with disabilities.(PEEP)
- Act as the leader of groups moving to nominated Assembly Areas.
- Advise the Chief Warden as soon as possible of the circumstances and any action taken.
- Co-opt persons as required to assist during the emergency.
- Ensure a head count is conducted to establish if anyone is missing.
- Ensure that clear access is maintained for any arriving emergency services equipment.
- Ensure that traffic control is implemented to restrict non-emergency vehicles from entering the site.
- Ensure that occupants proceeding to the Assembly Areas are not endangered by vehicular movements.
- Confirm activities have been completed and report this to the Chief Warden

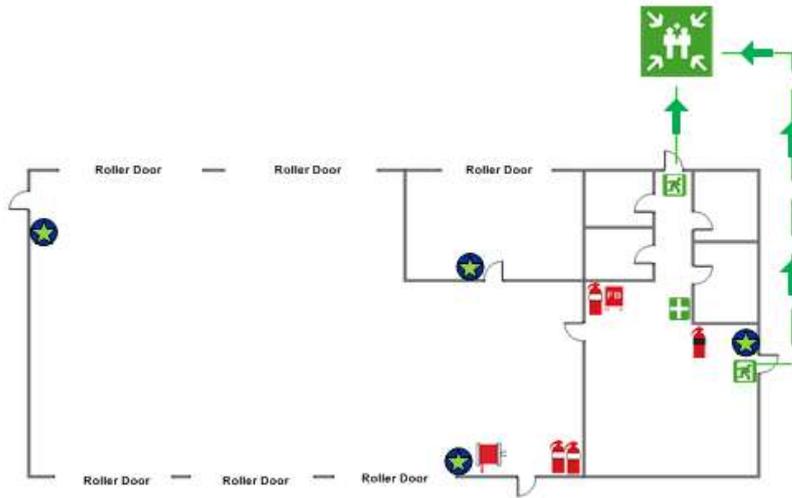
Managing Emergencies in Facilities – Site Specific Detail

Location 21 – Bremer Bay Volunteer Emergency Service Unit, 35 John Street, Bremer Bay



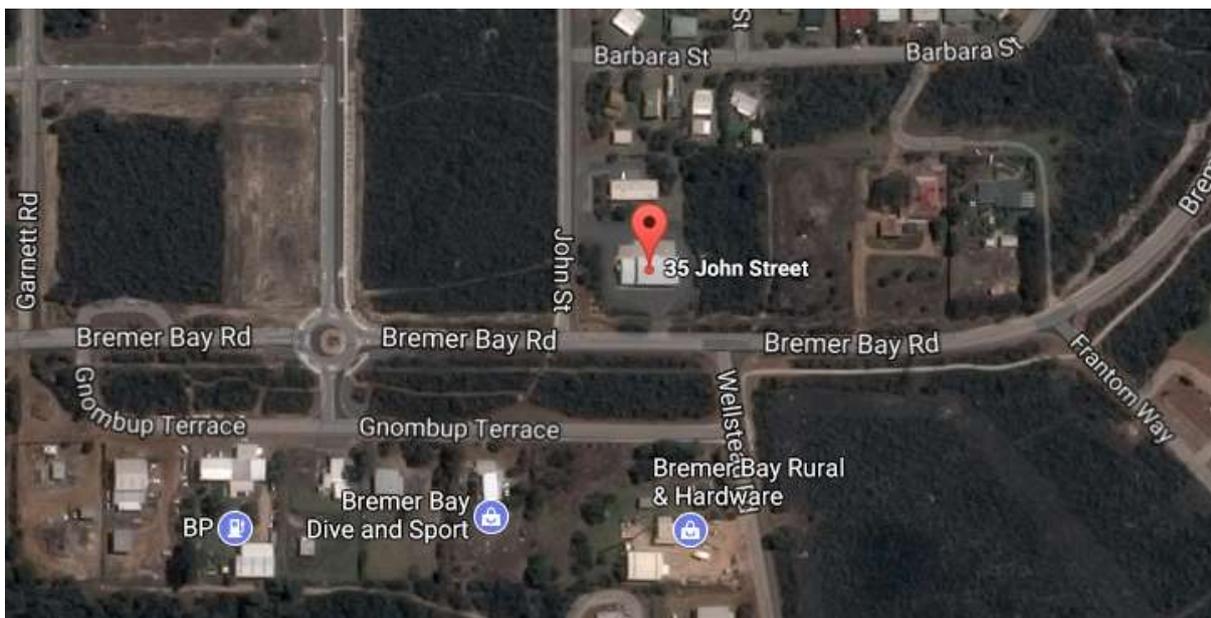
Evacuation Diagram

Bremer Bay Volunteer Emergency Service Unit
14 Margaret Street, Bremer Bay



 Date: November 2016 Version 1 – Not to Scale Emergency Egress Only

EMERGENCY INFORMATION	
	
In case of emergency contact:	
• Police, Fire or Ambulance (life threatening)	000
• Police (non-urgent)	131 444
• SES	132 500
When directed by your Warden:	
• Evacuate the building via the nearest safe exit	
• Proceed to the assembly area, or as directed by your Warden or Emergency Services	
• Remain at the assembly area until directed by your Warden or Emergency Services.	
Do not re-enter the building until instructed by your Warden or Emergency Services.	
Legend	
	Powder Extinguisher
	CO2 Extinguisher
	Fire Blanket
	Fire Hose Reel
	First Aid Kit
	Emergency Walk Way
	Emergency Exit
	Assembly Area
	"You Are Here"



Shire of Jerramungup – Bremer Bay Bush Fire Brigade

Facility Risks – Top Ten

- 1 Human Behaviour – theft, misconduct and aggressive behaviour
- 2 Structural Fire - accidental, arson, kitchen, smoke
- 3 Electrical Fault – fuse, power board, overload
- 4 Isolated Persons- working or being alone in facility
- 5 Medical Emergency – staff, contractor, visitor and patron.
- 6 Slip, trip or fall – in the workplace internally or externally
- 7 Moving vehicles – front and rear
- 8 Storm damage including rain inundation, flood
- 9 Maintenance of all items in the workplace to manufactures specifications
- 10 Illegal entry and vandalism – internal and external to building

Fire Suppression Equipment

- Dry Powder Extinguisher
- CO2 Extinguisher
- Hose Reel
- Fire Blanket

Response

- Implement emergency response procedures for their area (including evacuation if the circumstances in their area or site warrant this).
- Clearly identify themselves through the wearing of a warden vest and hat.
- Communicate with the Chief Warden by whatever means available and act on instructions.
- Ensure that the appropriate Emergency Service has been notified.
- Search their area of responsibility, including toilets, to ensure that all persons have evacuated.
- Ensure the orderly flow of persons into protected areas.
- Assist persons with disabilities.(PEEP)
- Act as the leader of groups moving to nominated Assembly Areas.
- Advise the Chief Warden as soon as possible of the circumstances and any action taken.
- Co-opt persons as required to assist during the emergency.
- Ensure a head count is conducted to establish if anyone is missing.
- Ensure that clear access is maintained for any arriving emergency services equipment.
- Ensure that traffic control is implemented to restrict non-emergency vehicles from entering the site.
- Ensure that occupants proceeding to the Assembly Areas are not endangered by vehicular movements.
- Confirm activities have been completed and report this to the Chief Warden

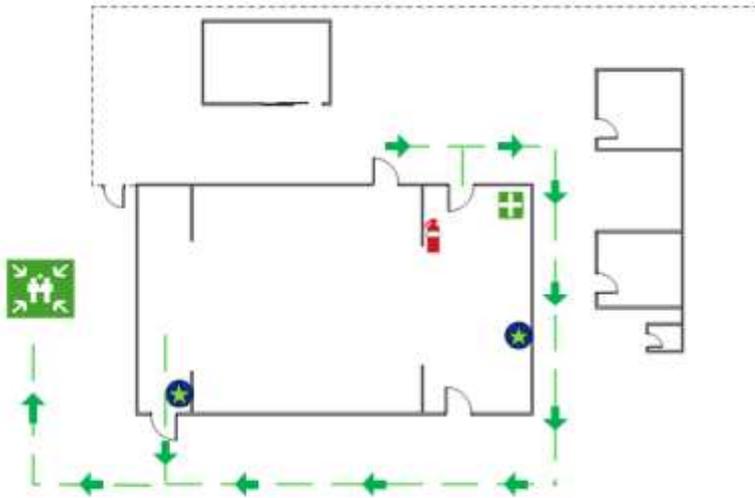
Managing Emergencies in Facilities – Site Specific Detail

Location 22 – Arts & Crafts Centre, 70 Bremer Bay Road, Bremer Bay



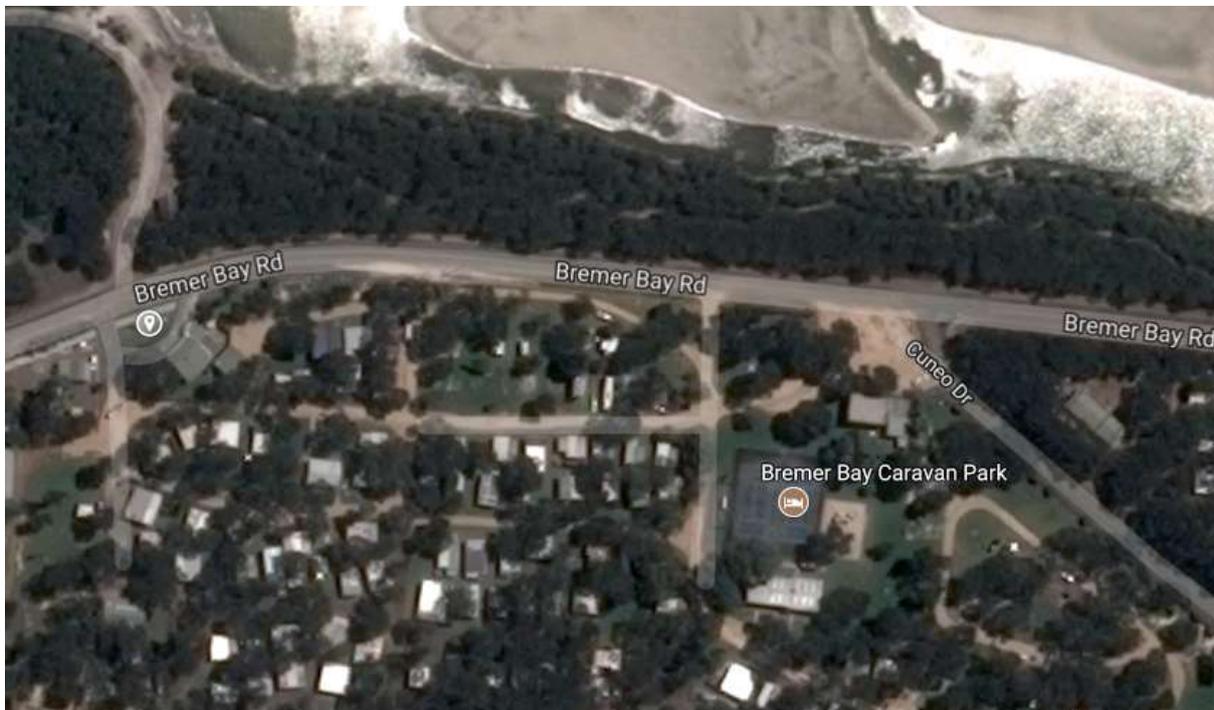
Evacuation Diagram

Arts & Crafts Centre
70 Bremer Bay Road
Bremer Bay



Date: November 2018 Version 1 – Not to Scale Emergency Egress Only

EMERGENCY INFORMATION	
In case of emergency contact:	
• Police, Fire or Ambulance (life threatening)	000
• Police (non-urgent)	131 444
• SES	132 500
When directed by your Warden:	
• Evacuate the building via the nearest safe exit	
• Proceed to the assembly area, or as directed by your Warden or Emergency Services	
• Remain at the assembly area until directed by your Warden or Emergency Services	
Do not re-enter the building until instructed by your Warden or Emergency Services.	
Legend	
	Powder Extinguisher
	First Aid Kit
	Emergency Walk Way
	Assembly Area
	"You Are Here"



Shire of Jerramungup – Bremer Bay Arts & Crafts

Facility Risks – Top Ten

41. Human Behaviour – theft, misconduct and aggressive behaviour
42. Structural Fire - accidental, arson, kitchen, smoke
43. Electrical Fault – fuse, power board, overload
44. Isolated Persons- working or being alone in facility
45. Medical Emergency – staff, contractor, visitor and patron.
46. Slip, trip or fall – in the workplace internally or externally
47. Moving vehicles – front and rear
48. Storm damage including rain inundation, flood
49. Maintenance of all items in the workplace to manufactures specifications
50. Illegal entry and vandalism – internal and external to building

Fire Suppression Equipment

- Dry Powder Extinguisher

Response

- Implement emergency response procedures for their area (including evacuation if the circumstances in their area or site warrant this).
- Clearly identify themselves through the wearing of a warden vest and hat.
- Communicate with the Chief Warden by whatever means available and act on instructions.
- Ensure that the appropriate Emergency Service has been notified.
- Search their area of responsibility, including toilets, to ensure that all persons have evacuated.
- Ensure the orderly flow of persons into protected areas.
- Assist persons with disabilities.(PEEP)
- Act as the leader of groups moving to nominated Assembly Areas.
- Advise the Chief Warden as soon as possible of the circumstances and any action taken.
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- Ensure a head count is conducted to establish if anyone is missing.
- Ensure that clear access is maintained for any arriving emergency services equipment.
- Ensure that traffic control is implemented to restrict non-emergency vehicles from entering the site.
- Ensure that occupants proceeding to the Assembly Areas are not endangered by vehicular movements.
- Confirm activities have been completed and report this to the Chief Warden

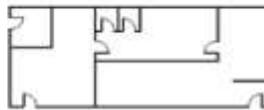
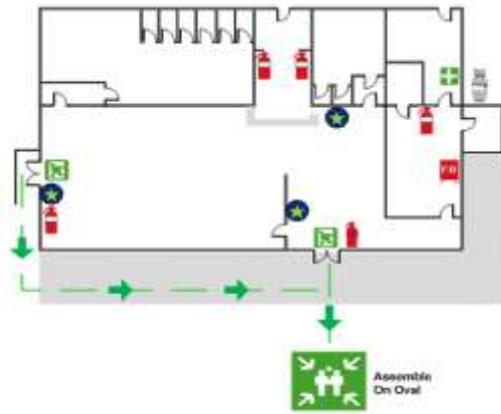
Managing Emergencies in Facilities – Site Specific Detail

Location 23 – Boxwood Hill Sports Pavilion, 19 Pimelea Street, Boxwood Hill



Evacuation Diagram

Boxwood Hill Sports Pavilion
19 Pimelea Street
Boxwood Hill



Assemble On Oval

Date: November 2018 Version 1 – Not to Scale Emergency Egress Only

EMERGENCY INFORMATION	
In case of emergency contact:	
• Police, Fire or Ambulance (Life threatening)	000
• Police (non-urgent)	131 444
• SES	132 500
When directed by your Warden:	
• Evacuate the building via the nearest safe exit	
• Proceed to the assembly area, or as directed by your Warden or Emergency Services	
• Remain at the assembly area until directed by your Warden or Emergency Services	
Do not re-enter the building until instructed by your Warden or Emergency Services.	
Legend	
	Powder Extinguisher
	H2O Extinguisher
	Fire Blanket
	First Aid Kit
	Emergency Walk Way
	Emergency Exit
	Assembly Area
	"You Are Here"



Shire of Jerramungup – Boxwood Hill Sports Pavilion

Facility Risks – Top Ten

51. Human Behaviour – theft, misconduct and aggressive behaviour
52. Structural Fire - accidental, arson, kitchen, smoke
53. Electrical Fault – fuse, power board, overload
54. Isolated Persons- working or being alone in facility
55. Medical Emergency – staff, contractor, visitor and patron.
56. Slip, trip or fall – in the workplace internally or externally
57. Moving vehicles – front and rear
58. Storm damage including rain inundation, flood
59. Maintenance of all items in the workplace to manufactures specifications
60. Illegal entry and vandalism – internal and external to building

Fire Suppression Equipment

- Dry Powder Extinguisher

Response

- Implement emergency response procedures for their area (including evacuation if the circumstances in their area or site warrant this).
- Clearly identify themselves through the wearing of a warden vest and hat.
- Communicate with the Chief Warden by whatever means available and act on instructions.
- Ensure that the appropriate Emergency Service has been notified.
- Search their area of responsibility, including toilets, to ensure that all persons have evacuated.
- Ensure the orderly flow of persons into protected areas.
- Assist persons with disabilities.(PEEP)
- Act as the leader of groups moving to nominated Assembly Areas.
- Advise the Chief Warden as soon as possible of the circumstances and any action taken.
- Co-opt persons as required to assist during the emergency.
- Ensure a head count is conducted to establish if anyone is missing.
- Ensure that clear access is maintained for any arriving emergency services equipment.
- Ensure that traffic control is implemented to restrict non-emergency vehicles from entering the site.
- Ensure that occupants proceeding to the Assembly Areas are not endangered by vehicular movements.
- Confirm activities have been completed and report this to the Chief Warden

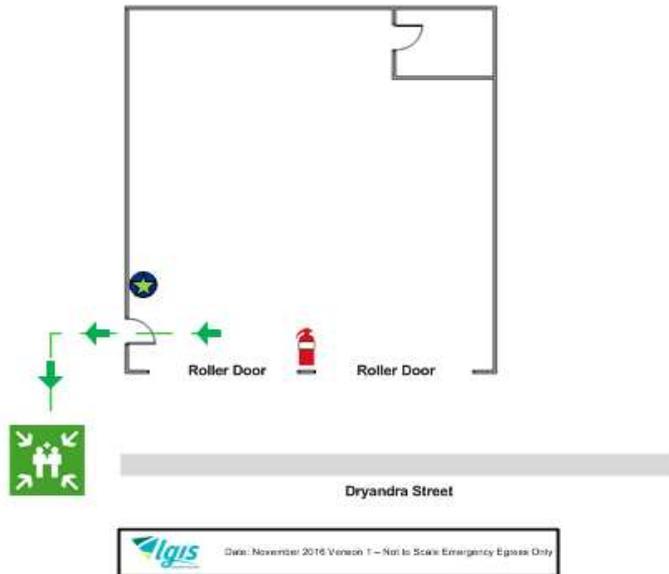
Managing Emergencies in Facilities – Site Specific Detail

Location 24 – Bush Fire Brigade, Dryandra Street, Boxwood Hill



Evacuation Diagram

Boxwood Hill Bushfire Brigade
Dryandra Street
Boxwood Hill



EMERGENCY INFORMATION	
In case of emergency contact:	
<ul style="list-style-type: none"> Police, Fire or Ambulance (life threatening) 000 Police (non-urgent) 131 444 SES 132 500 	
When directed by your Warden:	
<ul style="list-style-type: none"> Evacuate the building via the nearest safe exit Proceed to the assembly area, or as directed by your Warden or Emergency Services Remain at the assembly area until directed by your Warden or Emergency Services 	
Do not re-enter the building until instructed by your Warden or Emergency Services.	
Legend	
	Powder Extinguisher
	Emergency Walk Way
	Assembly Area
	"You Are Here"



Shire of Jerramungup – Bush Fire Brigade Boxwood Hill

Facility Risks – Top Ten

- 1 Human Behaviour – theft, misconduct and aggressive behaviour
- 2 Structural Fire - accidental, arson, kitchen, smoke
- 3 Electrical Fault – fuse, power board, overload
- 4 Isolated Persons- working or being alone in facility
- 5 Medical Emergency – staff, contractor, visitor and patron
- 6 Slip, trip or fall – in the workplace internally or externally
- 7 Moving vehicles – front and rear
- 8 Storm damage including rain inundation, flood
- 9 Maintenance of all items in the workplace to manufactures specifications
- 10 Illegal entry and vandalism – internal and external to building

Fire Suppression Equipment

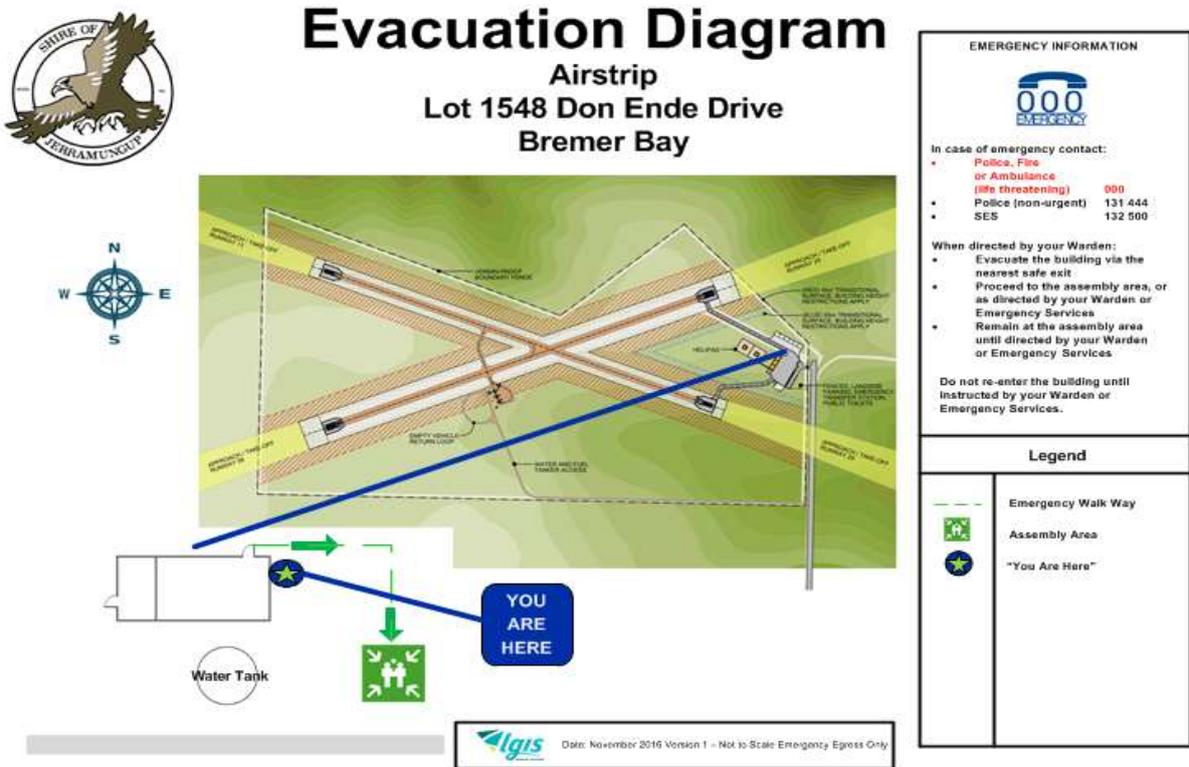
- Dry Powder Extinguisher

Response

- Implement emergency response procedures for their area (including evacuation if the circumstances in their area or site warrant this).
- Clearly identify themselves through the wearing of a warden vest and hat.
- Communicate with the Chief Warden by whatever means available and act on instructions.
- Ensure that the appropriate Emergency Service has been notified.
- Search their area of responsibility, including toilets, to ensure that all persons have evacuated.
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- Advise the Chief Warden as soon as possible of the circumstances and any action taken.
- Co-opt persons as required to assist during the emergency.
- Ensure a head count is conducted to establish if anyone is missing.
- Ensure that clear access is maintained for any arriving emergency services equipment.
- Ensure that traffic control is implemented to restrict non-emergency vehicles from entering the site.
- Ensure that occupants proceeding to the Assembly Areas are not endangered by vehicular movements.
- Confirm activities have been completed and report this to the Chief Warden

Managing Emergencies in Facilities – Site Specific Detail

Location 25 – Airstrip – Lot 1548 Don Ende Drive, Bremer Bay



Shire of Jerramungup – Bremer Bay Airstrip

Facility Risks – Top Ten

- 1 Human Behaviour – theft, misconduct and aggressive behaviour
- 2 Structural Fire - accidental, arson, kitchen, smoke
- 3 Electrical Fault – fuse, power board, overload
- 4 Isolated Persons- working or being alone in facility
- 5 Medical Emergency – staff, contractor, visitor and patron
- 6 Slip, trip or fall – in the workplace internally or externally
- 7 Moving vehicles – front and rear
- 8 Storm damage including rain inundation, flood
- 9 Maintenance of all items in the workplace to manufactures specifications
- 10 Illegal entry and vandalism – internal and external to building

Fire Suppression Equipment

- Dry Powder Extinguisher

Response

- Implement emergency response procedures for their area (including evacuation if the circumstances in their area or site warrant this).
- Clearly identify themselves through the wearing of a warden vest and hat.
- Communicate with the Chief Warden by whatever means available and act on instructions.
- Ensure that the appropriate Emergency Service has been notified.
- Search their area of responsibility, including toilets, to ensure that all persons have evacuated.
- Ensure the orderly flow of persons into protected areas.
- Assist persons with disabilities.(PEEP)
- Act as the leader of groups moving to nominated Assembly Areas.
- Advise the Chief Warden as soon as possible of the circumstances and any action taken.
- Co-opt persons as required to assist during the emergency.
- Ensure a head count is conducted to establish if anyone is missing.
- Ensure that clear access is maintained for any arriving emergency services equipment.
- Ensure that traffic control is implemented to restrict non-emergency vehicles from entering the site.
- Ensure that occupants proceeding to the Assembly Areas are not endangered by vehicular movements.
- Confirm activities have been completed and report this to the Chief Warden

Chief Warden Checklist

Chief Warden (Blue Lanyard)

Assumes control from time alarm is raised until arrival and handover to the Emergency Services.

ACTION CHECKLIST	
IDENTIFY	<ul style="list-style-type: none"> • Acknowledge alert and evacuation alarms or other forms of emergency identification. • Assume control of the site. • Maintain log of all activities and decisions.
NOTIFY	<ul style="list-style-type: none"> • Direct stand-by actions to Emergency Control Organisation (ECO), via Communications Coordinator. • Ensure Emergency Services are notified, via Telephone Communications. • Activate Emergency Warning System (EWS).
ACT	<ul style="list-style-type: none"> • Establish Emergency Operations Centre from Control Room to manage emergency • Receive situation reports from Area Wardens, Security Contractors and other operations members • Determine emergency type (see reverse) and action Stay Part Evacuation Full Evacuation • Issue action order to EWS Operator • Receive regular situation reports from Communications Coordinator on emergency and evacuation progress
FOLLOW INSTRUCTION	<ul style="list-style-type: none"> • Follow instructions from Emergency Services
EVACUATE	<ul style="list-style-type: none"> • Assess if Emergency Operations Centre is safe. Withdraw to a safe management position if required. • Prepare emergency log and handover notes for Emergency Services. • All clear or handover emergency to Emergency Services • Evacuate to Assembly Areas, if required.
ALL CLEAR	<ul style="list-style-type: none"> • Declare or receive all clear from Emergency Services • Conduct debrief.

EMERGENCY	COLOUR CODE
Fire and/or Smoke	RED
Bomb Threat	PURPLE
Medical Emergency	BLUE
Personal Threat	BLACK
Internal Emergency	YELLOW
External Emergency	BROWN
EVACUATION	ORANGE

Deputy Chief Warden Checklist

Deputy Chief Warden (Black Lanyard)

Assists with control from time alarm is raised unless the Chief Warden is absent until arrival and handover to the Emergency Services.

ACTION CHECKLIST	
IDENTIFY	<ul style="list-style-type: none">• Acknowledge alert and evacuation alarms or other forms of emergency identification.
NOTIFY	<ul style="list-style-type: none">• Assist Chief Warden in notifying Emergency Control Organisation and Emergency Services if required
ACT	<ul style="list-style-type: none">• Move to operations area to manage emergency• Act as additional set of eyes, ears and mouth for Chief Warden.• Ensure action orders issued by Chief Warden are understood and executed by the Level and Area Wardens.• Assist Chief Warden to enable effective time critical decision making.• Evaluate action orders to ensure harm to patrons and staff is minimised.
FOLLOW INSTRUCTION	<ul style="list-style-type: none">• Follow instructions issued by Chief Warden
EVACUATE	<ul style="list-style-type: none">• Assess if Emergency Operations Centre is safe. Withdraw to a safe management position if required• Evacuate to Assembly Areas, if required
ALL CLEAR	<ul style="list-style-type: none">• Follow instructions issued by Chief Warden

EMERGENCY	COLOUR CODE
Fire and/or Smoke	RED
Bomb Threat	PURPLE
Medical Emergency	BLUE
Personal Threat	BLACK
Internal Emergency	YELLOW
External Emergency	BROWN
EVACUATION	ORANGE

Communications Officer Checklist

Communications Officer (Blue Lanyard)

Assists the Chief Warden with control and recording of information from time alarm is raised.

ACTION CHECKLIST	
IDENTIFY	<ul style="list-style-type: none">• Acknowledge alert and evacuation alarms or other forms of emergency identification.
NOTIFY	<ul style="list-style-type: none">• Assist Chief Warden in notifying Emergency Control Organisation and Emergency Services if required
ACT	<ul style="list-style-type: none">• Ensure personal proficiency in operation of facility communication equipment.• Maintain records and logbooks and make them available for emergency response.• Ensure that ECO members are proficient in use of the facility communication equipment.• Ensure that emergency communication contact details are up-to-date.• Attend training and emergency exercises, as required by the EPC.
FOLLOW INSTRUCTION	<ul style="list-style-type: none">• Follow instructions issued by Chief Warden.
EVACUATE	<ul style="list-style-type: none">• Assess if Emergency Operations Communication is safe and accurate. Withdraw to a safe management position if required.• Evacuate to Assembly Areas, if required.
ALL CLEAR	<ul style="list-style-type: none">• Follow instructions issued by Chief Warden.

EMERGENCY	COLOUR CODE
Fire and/or Smoke	RED
Bomb Threat	PURPLE
Medical Emergency	BLUE
Personal Threat	BLACK
Internal Emergency	YELLOW
External Emergency	BROWN
EVACUATION	ORANGE

Area Warden Checklist

Area Warden (Yellow Lanyard)

ACTION CHECKLIST	
IDENTIFY	<ul style="list-style-type: none"> • Acknowledge alert and evacuation alarms or other forms of emergency identification.
NOTIFY	If localised emergency <ul style="list-style-type: none"> • Inform Chief Warden or Deputy Chief Warden. • Dial 000
ACT	<ul style="list-style-type: none"> • Remove or isolate persons from further harm. • Put on Area Warden lanyard. • Move to designated position, if safe to do so. • Ensure Wardens have exits open and exit paths are clear. • Report actions to Chief Warden. • If required, direct and control the orderly evacuation of occupants from area. • Check with all Wardens to determine area status Clear / Mobility Impaired / Refusal to Leave • Report area status to Chief Warden. • Ensure all staff have moved to assembly area.
FOLLOW INSTRUCTION	<ul style="list-style-type: none"> • Follow direction provided by Chief Warden.
EVACUATE	<ul style="list-style-type: none"> • Move to assembly area and wait further instructions.
ALL CLEAR	<ul style="list-style-type: none"> • Follow instructions issued by Chief Warden.

EMERGENCY	COLOUR CODE
Fire and/or Smoke	RED
Bomb Threat	PURPLE
Medical Emergency	BLUE
Personal Threat	BLACK
Internal Emergency	YELLOW
External Emergency	BROWN
EVACUATION	ORANGE

Traffic Warden

Traffic Warden (Red Lanyard)

ACTION CHECKLIST	
IDENTIFY	<ul style="list-style-type: none"> • Acknowledge request(s)
NOTIFY	<ul style="list-style-type: none"> • Inform the Area Warden
ACT	<p>In the case of an emergency evacuation, the Traffic Control Warden shall;</p> <ul style="list-style-type: none"> • Ensure that clear access is maintained for any arriving emergency services equipment. • Ensure that traffic control is implemented to restrict non-emergency vehicles from entering the site. • Ensure that occupants proceeding to the Assembly Areas are not endangered by vehicular movements. <p>Movement of Motor Vehicles during an Emergency</p> <p>Vehicles may be removed from the Car Park only after personnel have been evacuated and only with the approval of the senior Emergency Services Officer or Police.</p>
FOLLOW INSTRUCTION	<ul style="list-style-type: none"> • Follow direction provided by the Warden.
EVACUATE	<ul style="list-style-type: none"> • On direction move to assembly area wait further instructions.
ALL CLEAR	<ul style="list-style-type: none"> • Follow instructions issued by Chief Warden.

EMERGENCY	COLOUR CODE
Fire and/or Smoke	RED
Bomb Threat	PURPLE
Medical Emergency	BLUE
Personal Threat	BLACK
Internal Emergency	YELLOW
External Emergency	BROWN
EVACUATION	ORANGE

First Aid Officer

FAO (Green Lanyard)

ACTION CHECKLIST	
IDENTIFY	<ul style="list-style-type: none"> • Acknowledge first aid request(s), inform warden(s)
NOTIFY	<ul style="list-style-type: none"> • If localised emergency • All injury (s) are reported to the Area Warden • If required, dial 000
ACT	<p>In the case of an emergency situation, the First Aid Officer shall:</p> <ul style="list-style-type: none"> • Provide for the initial care of ill or injured persons by rendering first aid treatment in accordance with their approved training • Take any portable first aid kits, defibrillator(s) and other first aid related equipment to the designated Assembly Area and prepare to treat the ill and injured as well as take instruction from Ambulance Officers once they arrive on scene • Remain with the casualty until no further treatment or assistance is required, or until the casualty is handed over to ambulance or other medical personnel. If casualties are found the Officer or an assistant must immediately call for an Ambulance by calling 000. • Note: All staff should make themselves aware of the locations of first aid equipment in their workplace as well as the identity and location of trained workplace first aid officers.
FOLLOW INSTRUCTION	<ul style="list-style-type: none"> • Follow direction provided by the Warden
EVACUATE	<ul style="list-style-type: none"> • On direction move to assembly area wait further instructions
ALL CLEAR	<ul style="list-style-type: none"> • Follow instructions issued by Chief Warden

EMERGENCY	COLOUR CODE
Fire and/or Smoke	RED
Bomb Threat	PURPLE
Medical Emergency	BLUE
Personal Threat	BLACK
Internal Emergency	YELLOW
External Emergency	BROWN
EVACUATION	ORANGE

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LGIS

ABN 96 085 720 056 AFS Licence 226827

Level 3

170 Railway Pde,

WEST LEEDERVILLE, WA 6007

Tel +61 8 9483 8888

Fax +61 8 9483 8898

CONTACTS**Greg Cook**

Senior Risk Consultant

Tel +61 8 9483 8888

Mob +61 427 381 404

Greg.cook@jlta.com.au