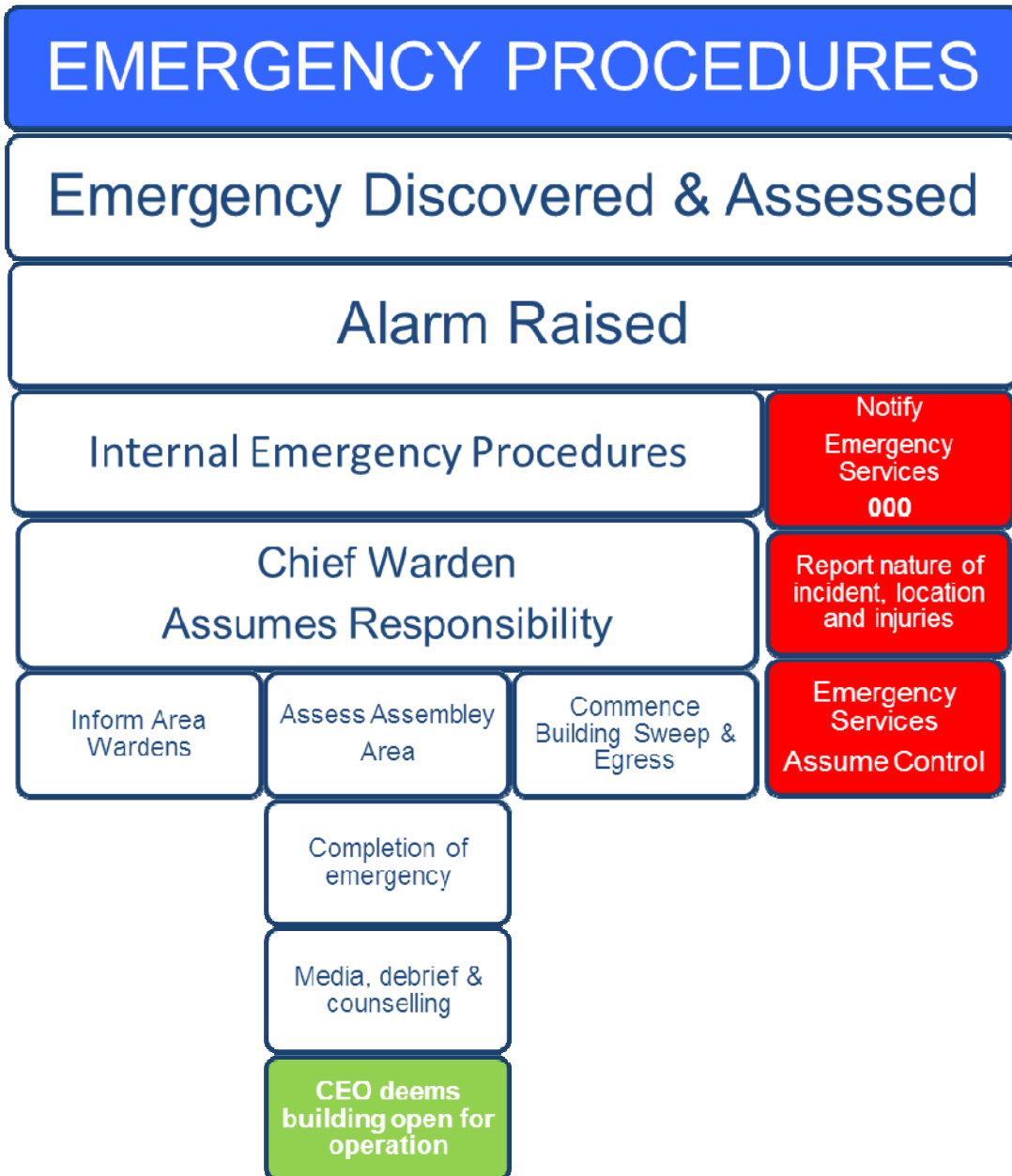


4.9 EVACUATION

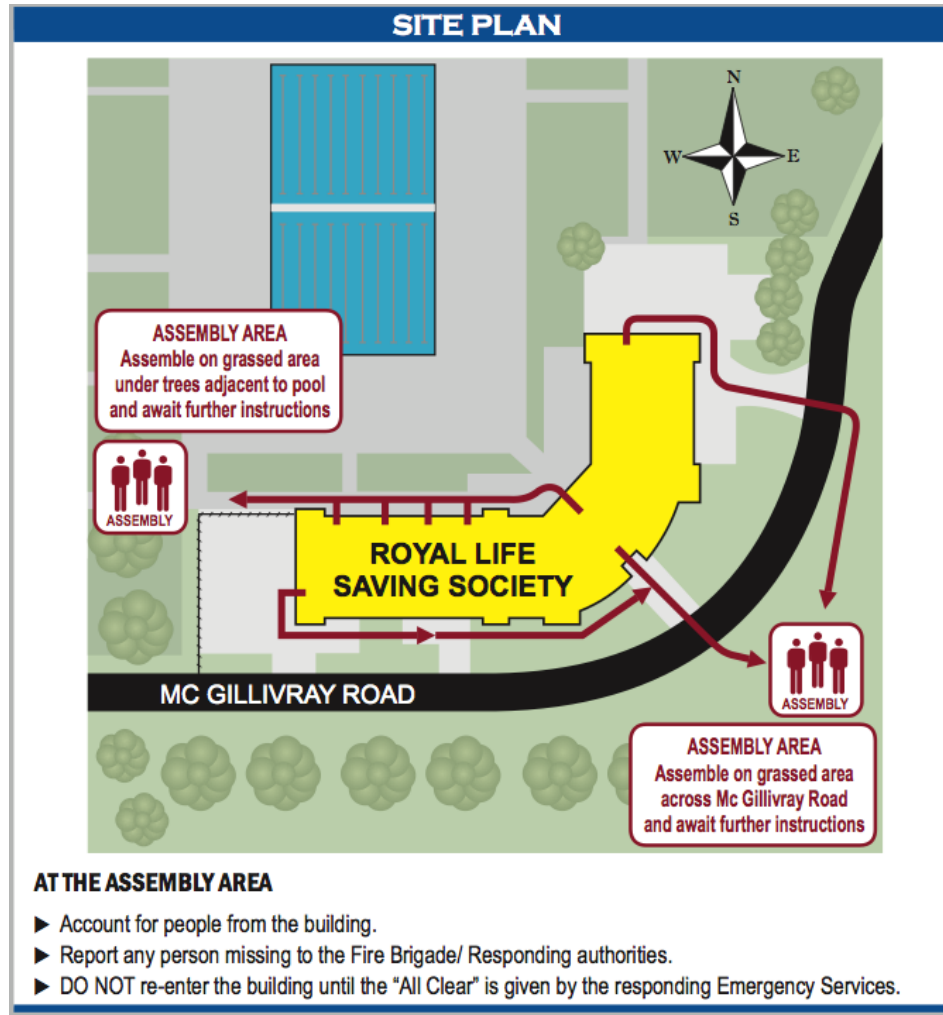
EVACUATION FLOW CHART



4.9.1 EVACUATION TO SAFE ASSEMBLY AREAS.

Depending on the emergency, all guests and staff should be evacuated to one of two evacuation points

1. Assembly Area



Selection of Evacuation Point

The nominated assembly point shall be far enough away from the building, structure and workplace to ensure that, where practicable, everyone is protected.

Ideally the area selected should allow for further movement away from any possible source of danger.

The movement of large numbers of people has its inherent risks, particularly in heavy traffic. Careful thought should be given to determine the safest routes from the structure to the nominated places of assembly, including alternatives, and to ensure access for emergency vehicles is not hindered.

Consideration of Special Needs

Special consideration may be required for mobility - impaired persons.

Personal Belongings

Clients should be asked to leave all belongings in the Centre during an evacuation.

The only exception to this rule is in the event of a Bomb Threat when items need to be removed to assist in the check of the building by emergency services. Staff and guests will be advised via public announcement to remove all personal belongings when evacuating.

4.9.2 EVACUATION PROCEDURE

CHIEF WARDEN DUTIES

1. Don chief warden equipment
2. Ensure emergency services have been notified.
3. It is vital that instructions given are clear and precise.

EMERGENCY WILL BE SIGNALLED BY THE AMPLIFIED MEGAPHONE.

"Attention all staff, this is a "CODE ORANGE" Building Evacuation. Staff please clear the RLS immediately. Staff commence evacuation procedure and evacuate through <<INSERT EXIT POINT>>."

THE ABOVE IS REPEATED THEN FOLLOWED BY:

4. Chief Warden to Announce with Mega Phone - to notify all guests:

"Attention all guests, we have an emergency situation. Please follow the directions of the staff in your area. Stay calm. Proceed to <<_____>>exit as directed by the RLSSWA staff. Please remain calm.

The above is repeated

10. Ensure wardens have evacuated and can account for all staff and visitors at Muster Points.
11. Under direction Re-Occupy Building.

AREA WARDEN DUTIES:

1. Don warden equipment.
2. Communicate with chief warden and follow directions.
3. Evacuate staff / visitors via nearest exit. If an emergency exit is unusable, this exit should be excluded from evacuation routes
4. Communicate with chief warden and advise status of situation and all personnel evacuated and accounted for at Muster Point.
5. Under Direction Re-Occupy Building .

AFTER HOURS/TRAINING DAYS – NO STAFF ON SITE

On becoming aware of an emergency egress to the safest assessed area and call emergency services and training sheet contact.

ZONE EVACUATION CHECKLIST

Zone 1

EAST WING

- Staff room
- East Wing Storage
- Offices
- East Wing Conference Room
- Print Room
- Reception

Zone 3

WEST WING

- West Wing Conference Room
- Offices
- Kitchen
- West Wing Storage

Zone 2

TRAINING ROOMS & TENNANT

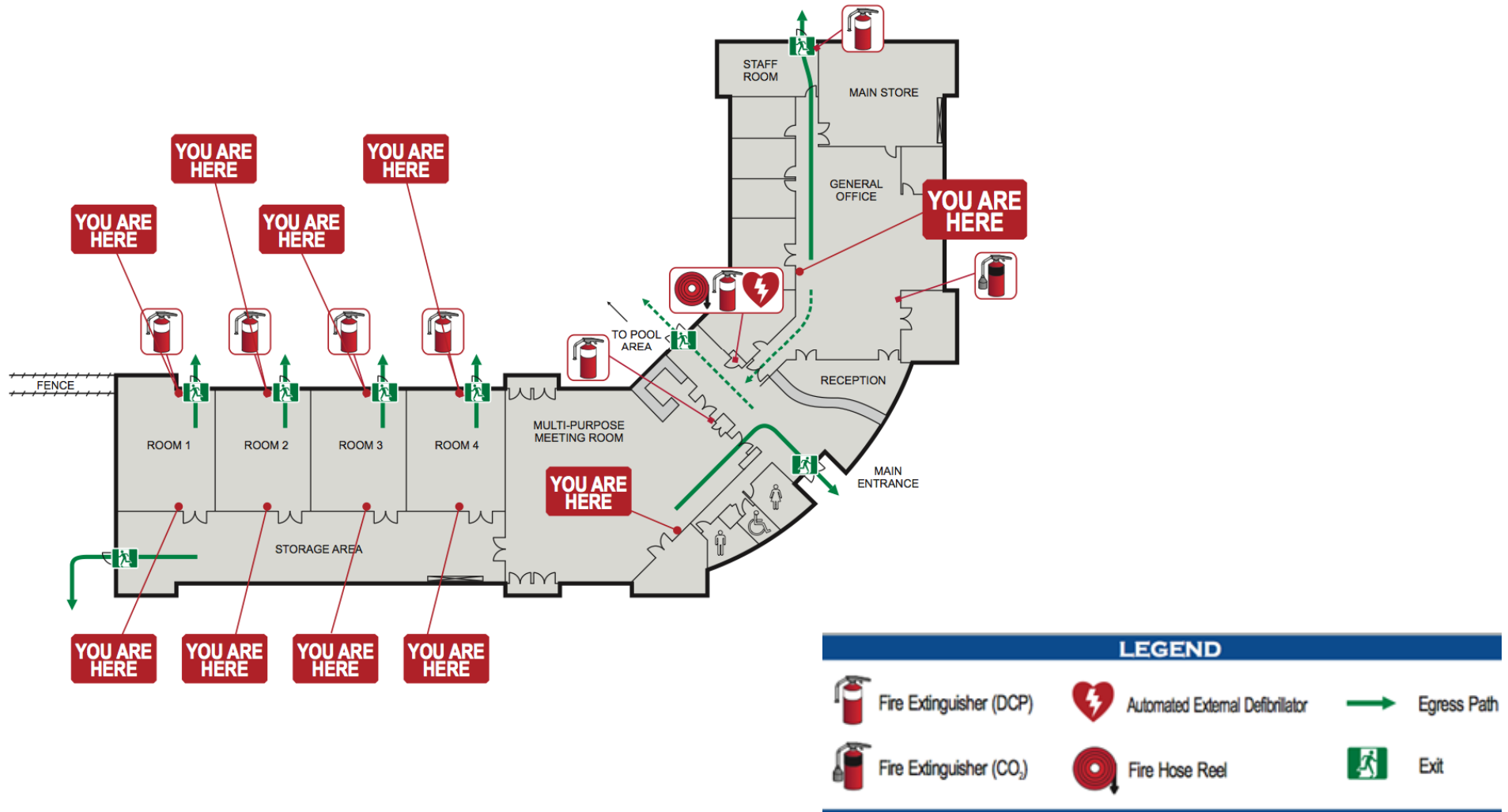
- Training Room 1
- Training Room 2
- Training Room 3
- Training Room 4

Zone 4

REST ROOM FACILITIES

- Ambulant
- Male Toilets
- Female Toilets

EVACUATION DIAGRAM



POST EMERGENCY DEBRIEF & REVIEW

Following a complete facility check and the all clear is given by Emergency Services, the CEO will ensure a debriefing session is organised as soon as possible after the evacuation to identify any positive or negative facets of the procedures.

6.1

POST TRAUMA COUNSELING

In the event of a major incident occurring at RLSSWA, staff will be provided with post trauma Counseling. This will be organised by General Manager.

6.2

EMERGENCY PLAN REVIEW

To ensure the emergency plan remains up to date and is known by all staff, management should:

- Ensure the emergency procedures are introduced to staff at induction.
- Review the plan.
- Include emergency procedures in staff training.
- Undertake an annual mock evacuation.

End of Document