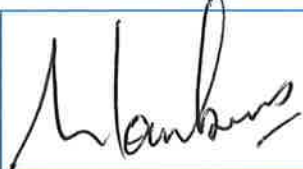



PROCEDURE

Emergency preparedness



Issued with the authority of the Chief Commissioner
and Chief Executive Officer of Scouts Australia NSW

Chief Commissioner signature		Chief Executive Officer signature	
Sponsor	Head of Risk		
Document type	Procedure	Date of issue	July 2018
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Emergency preparedness

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1 Purpose and Scope

Scouts Australia NSW is a volunteer organisation that has paid workers and subsequently, has responsibilities under WHS laws. Our volunteers are called workers under WHS laws and they have the same WHS obligations as a paid worker. Therefore, Scouts Australia NSW WHS Procedures apply to workers, members and volunteer supporters (which are all described collectively in the WHS Procedures as *workers*).

Scouts Australia NSW shall develop and implement emergency plans, to prevent injury to workers, contractors, visitors and neighbouring communities in the event of an emergency. The procedures also aims to minimise damage to the organisation's equipment, plant and installations.

2 Responsibilities

Site managers

Site Managers, including region office managers (ROMs) and leaders who manage Scout Halls, are responsible for:

- appointing ECO i.e Emergency wardens and first aiders
- arranging or initiating emergency warden training
- ensuring sufficient funds are available for training first aiders
- ensuring that an Emergency Response Plan is suitable and adequate for the risks presented on site,
- arranging for site inductions for visitors and workers as required and that information is displayed appropriately
- ensuring that systems are in place to induct workers and contractors
- in the case of an emergency, follow warden instructions
- When required, participate in the control of emergencies, (whilst recognising that wardens have the authority during the actual emergency)
- Displaying appropriate emergency information
- Normally, the ROM will take the role of warden and first aider for the office

Organisers of major Scouting events

Organisers are responsible for the activities listed under site managers above, the duration of the event, taking into account:



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- seasonal risks such as bushfire, snow, flood, etc
- working with local authorities such as council, emergency services to develop the ERP
- level of remoteness of the location and available communication methods
- Potential methods of emergency transportation

Emergency wardens

Emergency wardens are responsible for:

- attending the relevant training, including refresher training
- fulfilling the role of emergency warden (See [Appendix 2 – Emergency Warden and First Aider Duties](#)).
- preparing PEEP's (Personal Emergency Evacuation Plans) in consultation with the worker involved
- at smaller sites where no facilities management exists, conduct the annual evacuation drills (in conjunction with fire emergency services as required)
- display the names of the current wardens and first aiders
- where an individual is designated as both an emergency warden and first aider, during an emergency, the role of emergency warden must be attended to as priority over the role of first aider.

First Aiders

First Aiders are responsible for:

- fulfilling the role of first aider (See [Appendix 2 – Emergency Warden and First Aider Duties](#)).
- maintaining currency of their first aid certificate (with the approval of their manager if applicable)

Head of Risk

Head of Risk is responsible for:

- assisting each site to comply with this procedure
- providing emergency warden training when needed.

Workers

All workers (including volunteers, members etc) are responsible for:



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- participating in emergency drills
- following instructions provide by emergency wardens during an emergency
- advising warden if smoke, fire or some other (potential) emergency is detected
- in the event of an evacuation, assist any visitors they are hosting to evacuate safely and reach the assembly point.
- in the event that no wardens are present, take appropriate action if safe to do so, and evacuate without the direction of wardens if appropriate

3 Emergency risk profile

An emergency is an unexpected serious, and often dangerous situation that requires immediate action to control the extent of harm. An assessment of Scouts Australia NSW organisation profile, inventory of assets, and incident history has foreseen the following potential emergency situations:

Potential emergencies, which must be addressed at every Scouts NSW premises including Scout Halls:

- Medical emergencies
- Fire, or other event which necessitates an evacuation
- Bomb threat, which may necessitate a search, without evacuation

Other potential emergencies that could occur at Scouts NSW premises:

- Aggressive or armed intruder
- Threats received by phone eg bomb threat or threat of personal harm
- Gas explosion
- Toxic or flammable emission
- Bush fire
- Natural occurrences eg flood, earthquake, cyclone (dependent on location and season)
- Emergency in adjacent property or road.

Procedures for the above situations are detailed in the Site ERP (Emergency Response Plan). Each premises shall have an Emergency Control Organization (ECO) and Emergency Response Plan (ERP). The site manager shall be responsible for ensuring the ECO and ERP are established and maintained, in consultation with emergency wardens, first aiders and others as appropriate.

- Emergency Control Organization (ECO)



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- Emergency wardens
- First aiders
- Emergency Response Plan (ERP)
 - Emergency procedures
 - Exits, first aid kits, fire-fighting equipment etc
 - Site-specific aspects that must be managed in an emergency

4 Emergency Control Organisation (ECO)

The ECO is a structured, trained and competent team of emergency wardens and first aiders who will facilitate appropriate responses to emergency situations at the respective Scouts NSW site.

Emergency wardens

Emergency wardens, often referred to simply as *wardens*, facilitate an efficient evacuation or other response to an emergency when one occurs. Emergency wardens shall receive training in how to respond to the relevant emergencies. Training should be provided by an external trainer with relevant qualification eg fire services personnel, state emergency services, commercial fire and emergency trainers. Where external training is not practicable, training may be provided by person with WHS or equivalent qualifications. Annual refresher training should be provided.

Emergency wardens training shall cover, at minimum:

- Emergency wardens' duties
- Relevant aspects of the site's ERP (Emergency Response Plan) including any site-specific aspects that must be managed in an emergency
- PEEP's (Personal Emergency Evacuation Plans)

Emergency wardens *facilitate* evacuations and like any workers, are absent from the workplace sometimes. Workers must be sufficiently familiar with the evacuation procedures, that they can undertake an evacuation even when no emergency wardens are present. For this reason, workers must be inducted in emergency procedures and participate in emergency drills.



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Chief wardens, area wardens, floor wardens

In larger premises, these distinct roles are often appointed. The specific duties for each position are dependent on the site and will be covered in the warden training provided for tenants.

First Aiders

First Aiders who are designated as members of the ECO for a specific premises will hold a current First aid certificate and be trained in the emergency procedures for the respective site.

First aider training shall cover, at minimum:

- First aid certification
- First Aider duties
- Location of first aid kits
- Means of replenishing first aid supplies

5 Emergency Response Plan (ERP)

An Emergency Response Plan (ERP) outlines the procedures for dealing with emergency situations including evacuation of the site and duties of the ECO members. The site ERP may be developed by the property owner. In the event of property owned and controlled by Scouts Australia NSW, a specialist company may be engaged to provide expert assistance in development of the site ERP.

The ECO shall develop the appropriate Emergency Response Plan (ERP), which at minimum will:

- Identify the buildings, structures and workplace to which they apply (i.e. in a floor plan).
- Be based on a practical assessment of possible threats at the workplace.
- Be appropriate to the size and complexity of the workplace.
- Define overall control and coordination arrangements for response to the identified threats, (eg. opening security boom gates to allow for access of emergency services).
- Define the roles and responsibilities of the ECO members
- Be flexible to allow for changing circumstances of an emergency situation.
- Take into account the hours of occupancy of the workplace (i.e. any 24 hour operations).
- Be easy to use, follow and amended and communicated as appropriate.



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ERP's shall be kept up to date and revised whenever a change occurs that impacts emergency arrangements eg change in layout, shortfalls identified from emergency drills etc. ERP's should also be reviewed every 12 months by the ECO to ensure currency.

Emergency Response Procedures must be communicated to all staff and contractors and displayed at the safety notice board for reference by others in the workplace. Basic, generic ERP's for fire, bomb threat and medical emergencies are provided in Appendix 1 of this procedure.

ECO personnel, (e.g. Fire Wardens and First Aiders), must review their appointed duties and the ERP arrangements at annual meetings. These review meetings must be documented by way of meeting minutes.

6 Emergency Drills

All workers and contractors shall be trained in appropriate emergency response procedures (such as practice fire drills and evacuation procedures) at Induction and annually (minimum).

Evacuation exercises shall be conducted at least once annually. Immediately after an exercise is conducted, a debriefing shall occur with all relevant parties i.e. emergency wardens, First Aiders to review emergency response procedures and arrange for revisions if necessary. New arrangements must be communicated to workers if relevant.

7 Emergency Equipment

The following emergency equipment shall be tested and maintained by specialist consultants in accordance with statutory requirements:

- Hose Reels
- Fire extinguishers (Including equipment contained in work vehicles)
- Fire and smoke alarms
- Smoke/thermal detectors
- Emergency signage and lighting
- Sprinkler systems
- Emergency communication equipment (such as any two-way radios)
- Any other site specific emergency equipment identified
- Such equipment checks shall be recorded and records kept on site



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Emergency Equipment shall also be checked as part of the regular workplace inspection.

8 Display of emergency information

All Scouts properties should have at least basic emergency information displayed. At minimum, *19.1- Emergency Response for Bomb Threat and Fire* (or equivalent) shall be displayed. All staff offices shall also have completed *19.2 Emergency Warden and First Aiders roles* and *19.3 Emergency Contact list(or equivalent)* displayed.

9 Records/References

- WHS Volunteers Guide (Safe Work Australia)
- AS 3745: 2010 – *Planning for Emergencies in Facilities*
- Current site ERP's
- WHS Inspection Checklists
- Code of Practice "Managing the Work Environment and Facilities"
- WHS Legislation eg. WHS Regulation clause 359-362
- Leader Support guide- Managing Traumatic & Critical Incidents

10 Associated Forms

- 19.1 Emergency Response for Bomb Threat and Fire
- 19.2 Emergency Warden and First Aiders duties
- 19.3 Emergency Contact list

Whenever this procedure is revised, the sponsor of this procedure will review the above forms, to determine whether the changes made to the procedure impact the forms. If changes are required, the sponsor must also make the appropriate revisions to the forms.

11 Appendices

- Appendix 1 - Example of 19.1 Emergency Response for Bomb Threat and Fire
- Appendix 2 –Example of 19.2 Emergency Warden and First Aiders duties
- Appendix 3- Example of 19.3 Emergency Contact list
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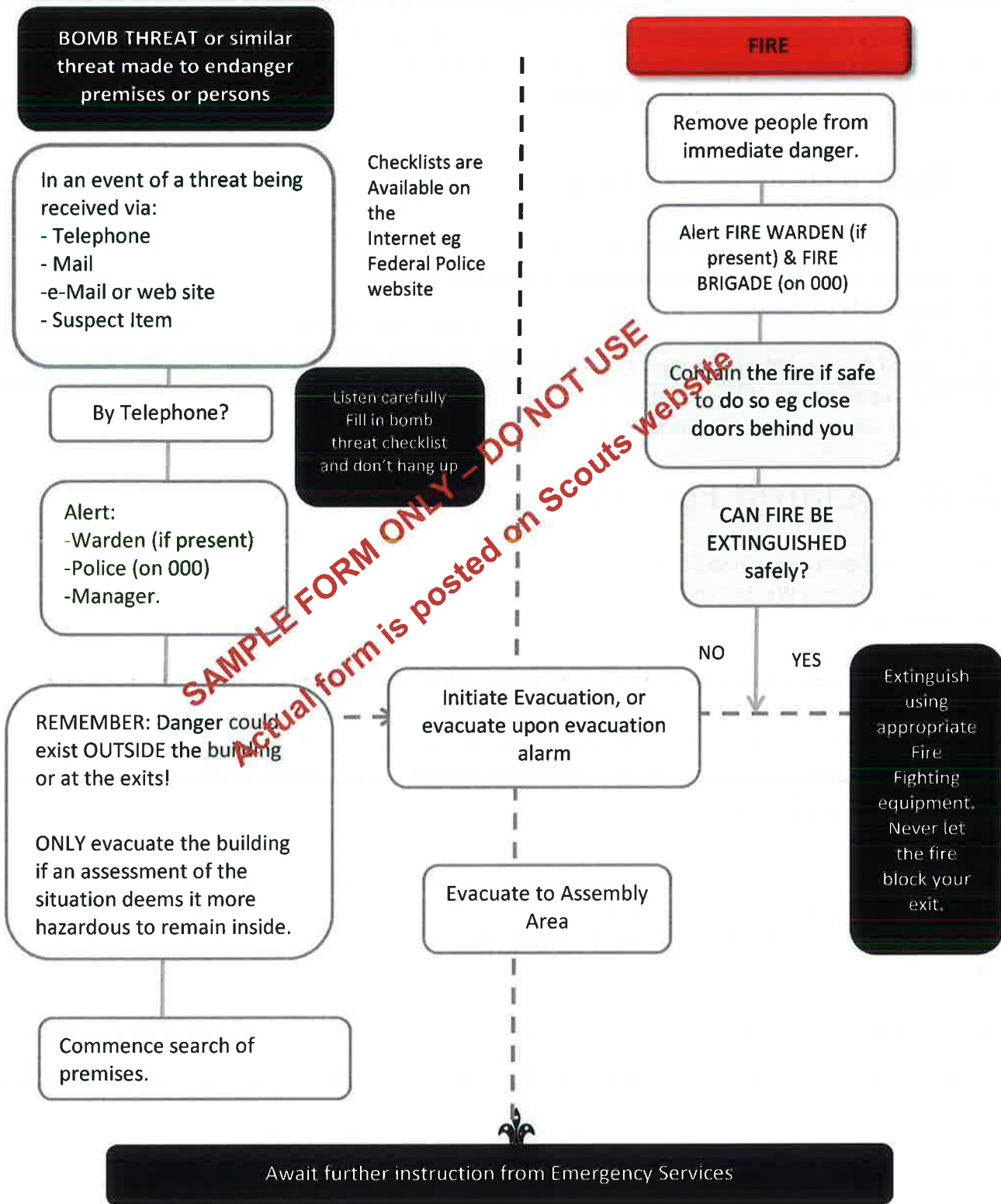
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Appendix 1 – Example 19.1 Emergency Response Bomb Threat and Fire

This flow chart forms part of a generic Emergency Response Plan





Appendix 2 – Example of 19.2 Role of Wardens and First Aiders



19.2 Role of Emergency Wardens and First Aiders

Site: _____

	<h4>EMERGENCY WARDENS Role</h4> <p>Key role: Facilitate the response to an emergency.</p> <ul style="list-style-type: none"> ● Investigate any reported signs of fire or smoke. ● In the case of a security threat, make sure doors are locked. ● If needed, make sure <u>at least</u> one person calls 000 (even if the alarm sounds). ● Direct people away from the impacted zone. During a medical emergency, assist first aiders by moving bystanders away. ● In the case of evacuation: <ul style="list-style-type: none"> ○ direct personnel to carry <u>only</u> small personal belongings like handbag, keys, wallet. ○ perform a sweep of all areas. If anyone remains, direct them to evacuate. ○ Assist mobility impaired persons / implement their personal emergency evac. plan (PEEP) ○ go to the assembly area. Report to emergency services any personnel remaining inside. ○ facilitate the return of personnel to building only after emergency services has given the all clear. <p>Additional site specific comments:</p>
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	<h4>FIRST AIDERS Role</h4> <p>Key role: Administer first aid within level of first aid knowledge</p> <ul style="list-style-type: none"> ● Provide first aid until emergency medical assistance is available. ● Designate someone to call 000 if required. ● Assist any injured persons if evacuation is required. ● During a building evacuation, carry first aid kit to assembly point ● Record cases receiving first aid in first aid log book. ● Assist the injured person to complete the Incident Report form if required. ● Initiate the replenishment of any first aid items used. <p>If you are a first aider <u>and</u> a warden, your warden duty generally takes priority. Delegate your warden duty if possible, and only attend to injured persons once it is safe to do so.</p> <p>Additional site specific comments:</p>
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Appendix 3 – Example of 19.3 Emergency Contacts List



19.3 Emergency Contact List

Site: _____

 Wardens Wardens facilitate the response to a fire or other emergency situation. When no warden is present, evacuate as required, and call 000.	
WARDEN 1 NAME: <input style="width: 150px; height: 40px;" type="text"/>	WARDEN 2 NAME: <input style="width: 150px; height: 40px;" type="text"/>
 First Aiders First aiders provide first aid, within their level of first aid training.	
FIRST AIDER 1 NAME: <input style="width: 150px; height: 40px;" type="text"/>	FIRST AIDER 2 NAME: <input style="width: 150px; height: 40px;" type="text"/>
Site	<input style="width: 100%;" type="text"/>
Site Address	<input style="width: 100%;" type="text"/>
Nearest Cross Street	<input style="width: 100%;" type="text"/>
Nearest Hospital	<input style="width: 100%;" type="text"/>
Nearest Medical Centre	<input style="width: 100%;" type="text"/>
Emergency	<input style="width: 100%;" type="text"/>
Police	<input style="width: 100%;" type="text"/>
Nearest Cross Road	<input style="width: 100%;" type="text"/>

SAMPLE FORM ONLY – DO NOT USE
 Actual form is posted on Scouts website



Scouts Australia NSW