

# WORKPLACE EMERGENCY AND EVACUATION PLAN

## DISTRICT COUNCIL OF GRANT

### PORT MACDONNELL COMMUNITY COMPLEX





# WORKPLACE EMERGENCY & EVACUATION PLAN

## PORT MACDONNELL COMMUNITY COMPLEX

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## SECTION 1: INTRODUCTION

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# 1.1 Scope

This manual details the emergency plan and procedures in place at:

<b>Organisation</b>	District Council of Grant
<b>Location</b>	Port MacDonnell Community Complex
<b>Address</b>	5 Charles St, Port MacDonnell

## Purpose

This manual is intended to serve as a reference source of useful emergency-related information for members of the Emergency Control Organisation and to provide guidance on immediate actions and important considerations in the event of an emergency situation or critical incident occurring on site.

## Objectives

- To facilitate a prompt, decisive, coordinated and appropriate initial response to an emergency;
- To provide guidance for controlling or limiting any negative effect that an actual or potential emergency or critical incident could have on the site or surrounding community;
- To provide a framework in which key persons can develop the competencies to effectively respond to an on-site emergency; and
- To provide a mechanism for assuring the continued accuracy and relevance of the Workplace Emergency and Evacuation Plan.

## Document Design

This Plan is divided into the following sections:

### Introduction

This section provides an overview of the elements of the Plan, and the specific incidents addressed in the Incident Guidelines.

### Emergency Response

This section provides an overview of the emergency management structure that applies to the organisation and the facility, roles and responsibilities, emergency-related resources for the site, emergency response processes, evacuation processes and post-incident considerations.

### Incident Guidelines

This section provides response guidelines for identified specific emergency events and scenarios that might impact people in the facility.

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## Appendices

This section is reserved for useful (variable) reference information (eg emergency contact numbers, evacuation diagrams, document control register etc).

## Document Issue

This manual has been prepared by LGRS and District Council of Grant specifically for reference by members of the Emergency Control Organisation in the event of an emergency situation or critical incident occurring at the Port MacDonnell Community Complex.

Manual #	Location
1	Port MacDonnell Community Complex –Finance Area
2	Port MacDonnell Community Complex – Meeting Room
3*	Port MacDonnell Community Complex – website
4	Council Office – Manager Organisational Development’s office
5*	LGRS Reference Library

\* *Electronic copy*

## References

- Australian Standard AS3745 – 2010 “Planning for emergencies in facilities”
- Australian Standard AS1851 – 2012 “Routine service of fire protection systems and equipment”
- ISO 31000 “Risk Management”
- Relevant Work, Health and Safety (WHS) Regulations
- Relevant Codes of Practice or Advisory Standards
- SA Health publication “Guide to coping and staying healthy in the heat”
- State Emergency Service (SES) South Australia publication “Flood Planning for your Business”
- SES South Australia hazard information “StormSafe”
- Government of South Australia publication “Earthquake Guide”

## Types of Incidents

This Plan addresses in greater detail the following incidents:

1. Armed Hold-up
2. Bomb Threats or Found Bombs
3. Electric Shock
4. Extreme Weather – Storm
5. Falls from One Level to Another
6. Fire – Building/Facility
7. Medical Emergency
8. Prowler, Intruder or Trespasser

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- 9. Sexual Assault
- 10. Suspicious Mail, Packages or Objects
- 11. Syringes (found)
- 12. Workplace Violence

## Definitions

<b>Assembly Area</b>	A safe location which evacuees proceed to in the event of a building evacuation.
<b>Emergency</b>	For the purposes of this Emergency Plan, an 'Emergency' is defined as: Any incident which could – Jeopardise the safety of or traumatise persons on or near the site, Result in significant damage to property or equipment on-site or, Significantly disrupt normal site operations.
<b>Emergency Control Organisation</b>	The collective name given to workers that performs warden and other emergency-related roles.
<b>Emergency Planning Committee</b>	A group of site representatives responsible for overseeing an appropriate level of emergency preparedness for the organisation.
<b>Emergency Response Officer</b>	The name given to nominated people from organisations or groups other than the District Council of Grant, who fulfil Emergency Control Organisation roles in the case of an emergency or evacuation.
<b>Master Emergency Control Point</b>	The site command post at which the Site Warden/ Emergency Response Officer and Communications Officer are located in the event of an emergency.
<b>Warden</b>	The generic name given to personnel who fulfil roles within the Emergency Control Organisation.
<b>Warden Meeting Point</b>	The location where Wardens report in the event of an evacuation.
<b>Worker</b>	Any person carrying out work for the organisation including an employee, contractor or subcontractor, apprentice or trainee, student gaining work experience or volunteer.

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## SECTION 2: EMERGENCY RESPONSE

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## 2.1 Organisational Structure

### About the Port MacDonnell Community Complex

The Port MacDonnell Community Complex is a multi-function facility consisting of a library, art gallery, museum, visitor information outlet, community meeting room and rural transaction centre for banking, council services, Department Human Resources and Services SA agency.

The Complex is staffed by employees and volunteers during operating hours with many members of the public visiting the Complex

#### Operating hours:

- Monday - Thursday 9:00am – 5:00pm
- Friday 9:00am – 8:00pm
- Weekends & Public Holidays 10:00am – 4:00pm  
(Closed on Good Friday, Christmas Day, ANZAC day & Australia Day)

Ambulance SA leases a section of the north-eastern corner of the complex, as a base for the Port MacDonnell First Responders, who have full access to this area the entrance at the corner of Meylin and Charles Sts.

The meeting room and small kitchen, in the north-eastern corner of the complex, is available for hire by community groups. These rooms may be access outside of operating hours, via the Meylin St entrance.

### Emergency Planning Committee (EPC)

The Emergency Planning Committee (EPC) is responsible for overseeing workplace emergency and evacuation planning activities for the District Council of Grant, including those of the Port MacDonnell Community Complex. The District Council of Grant Senior Management Team and Chief Wardens form the Emergency Planning Committee.

#### EPC Accountabilities

Members of the EPC are accountable for:

- Conducting risk assessments to identify specific emergency events that may affect people in the facility and using the outcomes to decide which types of potential emergencies are to be included in the plan
- Ensuring awareness of the emergency response procedures
- Ensuring training is provided to the ECO and facility occupants
- Implementing Emergency Response Exercise schedule and review of actions/outcomes. Refer appendix 4.4 Evacuation Exercise Observers Checklist.
- Ensuring continuous improvement by testing and reviewing the procedures according to schedule

The Workplace Emergency Procedure provides further information regarding the composition, responsibilities, authority and meetings of the EPC.

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## Emergency Control Organisation (ECO)

The Emergency Control Organisation (ECO) is appointed by the EPC to direct and control the implementation of the Workplace Emergency and Evacuation Plan for the Port MacDonnell Community Complex.

Training	Frequency		
	Six monthly	Yearly	Three-yearly
ECO Skills Retention Activity	✓		
Evacuation Exercises		✓	
First-attack fire fighting			✓

### ECO Accountabilities

Members of the ECO are accountable to:

- Maintain emergency training to a minimum level as determined by the EPC
- Be available to respond to an emergency situation as a member of the ECO
- Ensure the position is filled during periods of scheduled absence

### ECO Identification

In an emergency, ECO personnel wear hard hats – colour-coding is as follows:

DC of Grant Chief Warden	White
Site Warden	Yellow
Wardens & Emergency Response Officers	Red
First Aid Officers	Green

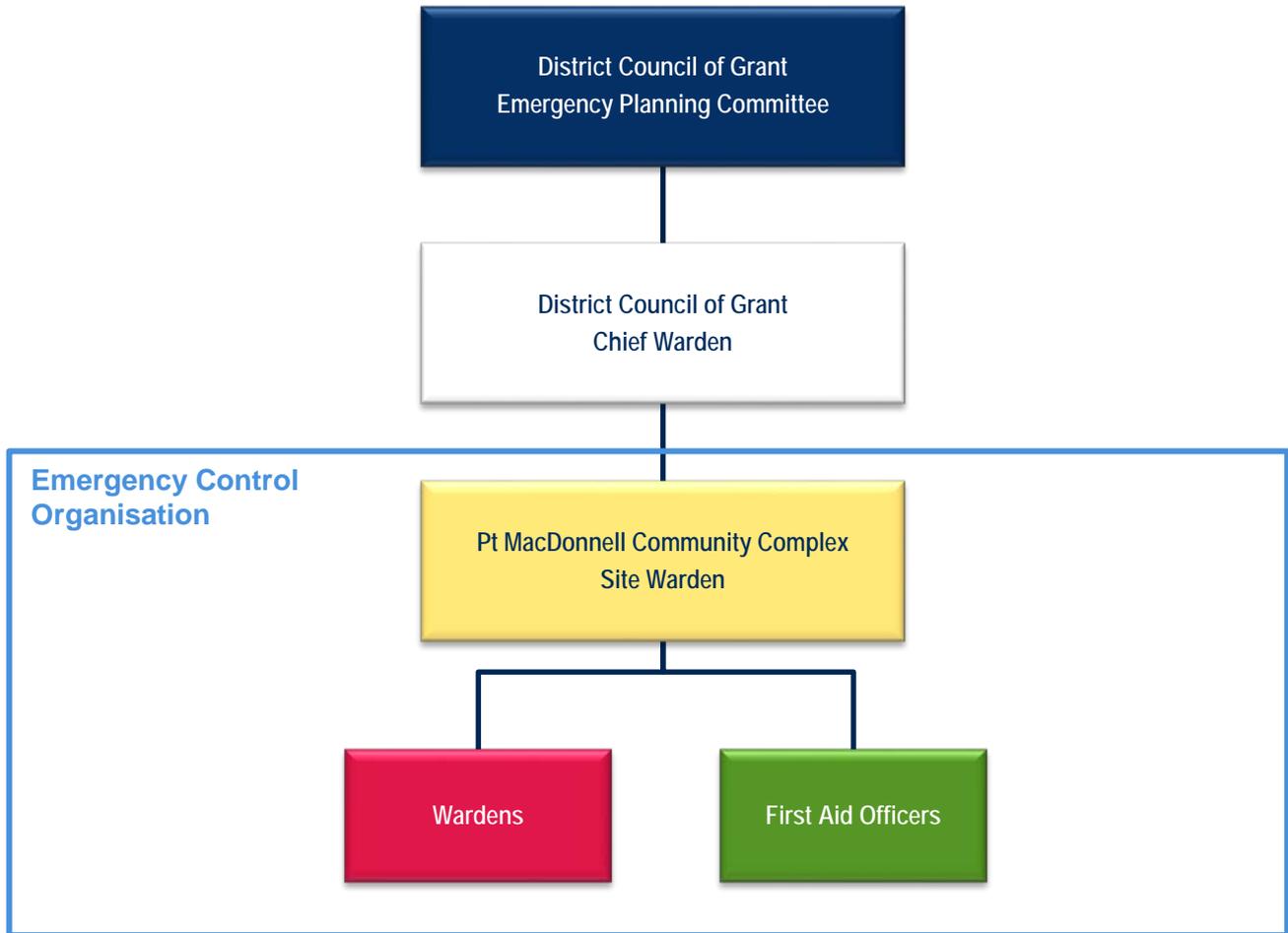


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### Structure



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## 2.2 Emergency Resources

### Emergency Equipment

Item	Location
<b>Closed Circuit TV</b>	Internal CCTV monitored from communications room; cameras situated at front entrance, Finance area and Youth Area
<b>Security Alarm</b>	Motion alarm system, monitored by Security Alarm Monitoring Service on behalf of Wilson Security
<b>Duress Alarms</b>	3 x fixed duress alarms - 2 x finance counter and 1 x library counter; monitored by Security Alarm Monitoring Service on behalf of Wilson Security
<b>Barriers</b>	3 x "Emergency Evacuation in Progress Do Not Enter" signs located at public entrance and Meylin St entrances
<b>First Aid Kits</b>	3 strategically located throughout the Complex
<b>Defibrillator</b>	Located near library service counter
<b>Mobile Phones</b>	Council employees have access to personal mobile phones which can be used in an emergency
<b>Torch</b>	Located under disabled desk in finance area
<b>ECO Identification</b>	Hard hats located in finance area— yellow for site warden, red for warden and green for first aid officer
<b>Evacuation Diagrams</b>	Strategically located throughout the Complex

### First Attack Fire Fighting Appliances

The site is equipped with a comprehensive suite of first attack firefighting appliances, which are strategically located throughout the building. These include:

- Fire Extinguishers
- Hose reels - 1 x Main Entrance and 1 x Youth Area
- Fire Blankets –1 x Main Kitchen and 1 x small Kitchen (1st Responders area)

### Service Frequency Requirements

Equipment	Frequency				
	Three-monthly	Six-monthly	Yearly	Five-yearly	After use
<b>Portable fire extinguishers</b>		✓	✓	✓	✓
<b>Fire hose reels</b>		✓	✓		
<b>Fire blankets</b>		✓			
<b>Emergency escape lighting and exit signs</b>		✓	✓		

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## Fire Alarm / Personal Address

A Fire Alarm System including a Fire Indicator Panel (FIP) is located in the foyer of the building, public entrance area. The Fire Alarm System features Manual Call Points (Break Glass Alarms) strategically located throughout the building.

The fire alarm system incorporates the following detection systems:

- Smoke detectors
- High Temperature Alarm in the Communications Room

In the event of detector or manual call point activation, the system will:

- Sound the internal alarm tone throughout the building
- Automatically inform the monitoring company, who will contact the Complex and the fire brigade, as required

There is a Personal Address system which may be utilised by an ECO member in an emergency situation for verbal instructions.

## Utilities

Item	Location	Photo
<b>Electrical – main distribution board</b>	Youth Area on south wall Before isolating electrical supply, isolate the solar system invertors	
<b>Solar System Invertors</b>	Inside the main electrical distribution board	

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Item	Location	Photo
<b>Gas</b>	North-west corner of complex (external to building, within fenced area)	
<b>Water Mains</b>	In garden area at the front of the Complex	

## Communications

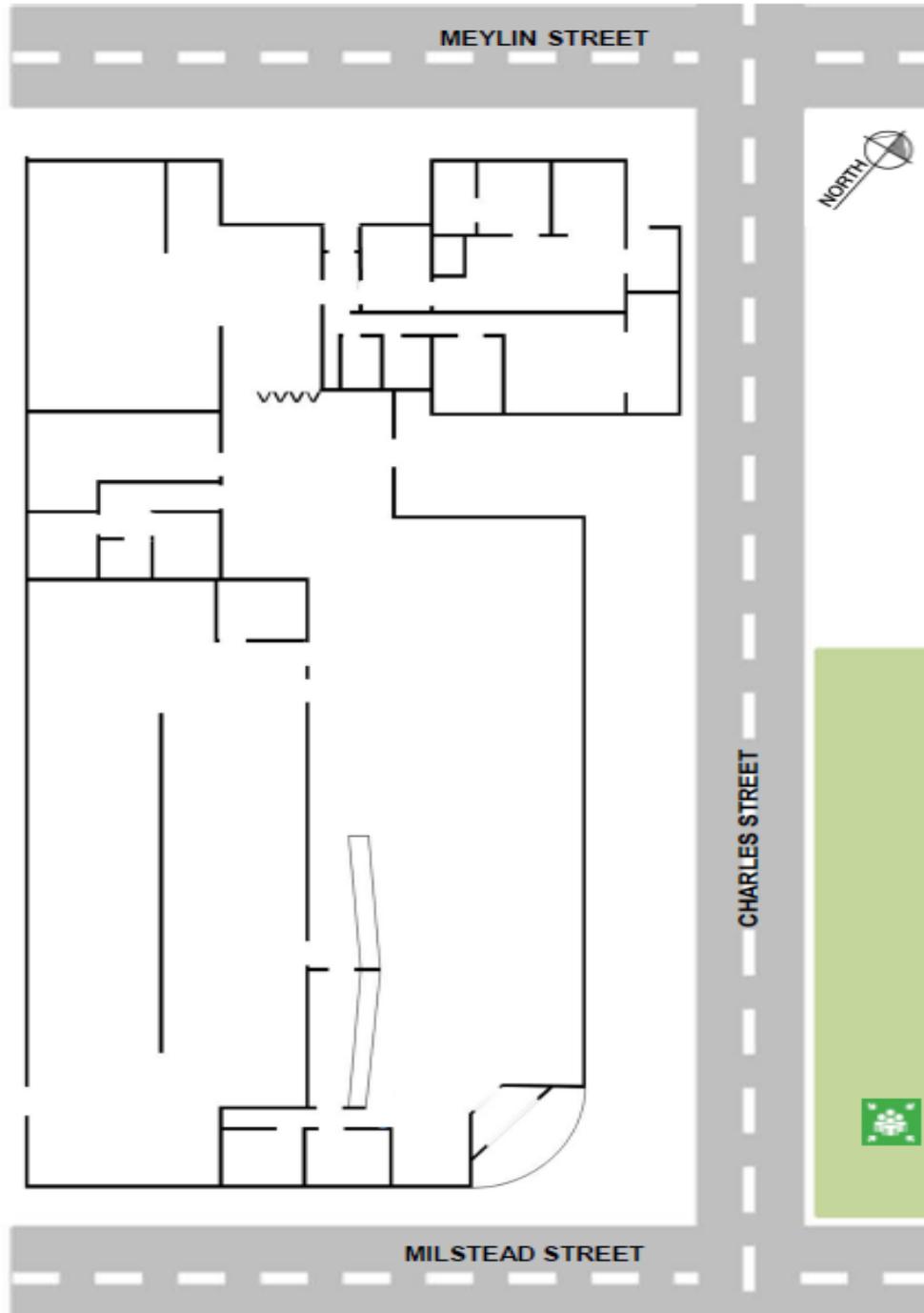
### Telephones

The site is serviced by a hardwired telephone service. Most workers have access to a private mobile phone.

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## 2.3 Emergency Control Areas

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## 2.4 Emergency Response Process

### Reporting an Emergency

When reporting an emergency, the following information should be included:

- Name of organization – Port MacDonnell Community Complex
- Exact nature of the emergency
- Address and nearest cross street – 5 Charles Street, between Milstead and Meylin Streets
- Exact location
- Initial response actions
- Any casualties
- Name of person reporting the emergency
- Contact number (where applicable)

### District Council of Grant Workers

- If first aid is required, contact the nearest First Aid Officer
- Act in accordance with any directions given by members of the ECO
- Evacuate the facility and move to the assembly area

### ECO Response

During an emergency, the primary role of the ECO is to give top priority to the safety of the occupants and visitors of the facility. The actions on the following pages represent the response procedures for each of the ECO roles. These response procedures are a guide and should not limit the decision-making process for the individual nature of each emergency situation.

### Site Warden

#### Ascertain the nature of the emergency and determine appropriate response actions

#### Report to Master Emergency Control Point

- If emergency services are required, ensure they have been notified and a person is assigned to meet them
- If evacuation is required, initiate the evacuation and ensure all control areas are cleared
- Ensure members of the ECO have been advised
- Ensure entry into the facility and any affected areas is controlled
- Maintain a record of any actions taken (incident log)
- Determine if the assembly area is appropriate - if not advise of alternative assembly area
- Ensure continued progress of response and/ or evacuation
- If required, co-opt persons as required to assist during the emergency

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**Brief and assist emergency services on their arrival**

**Liaise with emergency services regarding re-entry to the facility**

**Notify Chief Warden & EPC Chair**

- Ensure access to SDS etc that may be required to assist emergency services
- If the building can be re-entered, give the all-clear to occupants
- If the building cannot be re-entered for an extended period, consult with Senior Management
- Complete an Incident Report Form.

### Wardens

**If an evacuation is required, evacuate control area of responsibility**

**If no longer required, move to assembly area**

- Ensure control area of responsibility is cleared
- Ensure the Site Warden has been notified
- Report activities to Site Warden and provide a status update
- Control occupant movements at the assembly area
- Respond to the emergency as directed by the Site Warden

### First Aid Officer

**Attend the scene and assess the situation (if safe to do so)**

- If emergency services are required, ensure they have been notified and a person is assigned to meet them
- If evacuation is required, ensure all control areas are cleared
- Ensure the Site Warden has been notified
- If possible, move injured to assembly area along with first aid kit
- If injured cannot be moved safely, protect and treat in situ (if safe to do so)
- If required, co-opt persons as required to assist during the emergency
- Brief and assist emergency services on their arrival

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## 2.5 Evacuation Process

### Evacuation Signal

The activation of the fire alarm or a verbal directive issued by the appropriate warden will constitute the evacuation signal.

Person discovering emergency:

- Move persons away from any danger
- Contact emergency services if required
- Inform the Site Warden
- Follow the directions of your Site Warden
- Commence evacuation if appropriate

### Assembly Area

In the event of an evacuation, persons should exit the building and assemble at the Assembly Area:

**Village Green (vacant allotment at rear of Pt MacDonnell Town Hall)**

In the event that the above location is not suitable on the day, an alternate location will be determined by the Site Warden.

### Master Emergency Control Point

In the event of an evacuation or other emergency, the Site Warden will be located at the Master Emergency Control Point (MECP):

**Assembly Area**

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## Considerations in an Evacuation

### Exits and Egress Routes

Must be safe and unobstructed.

### Directives

Must be given in a calm, clear voice and supported by visual signals. Avoid emotive terms and actions. Avoid lengthy explanations.

### Sample Directive

"Attention everyone, I'm the emergency warden for this area. There is a .....(incident and location)..... Please immediately leave this area through....(indicate exits).....and proceed to.....(location)..... Thank you."

### Personal Belongings

Personal belongings such as wallets, handbags, briefcases, keys, mobile phones etc should only be taken if they are immediately and safely accessible and will not obstruct egress routes.

### Persons Refusing to Leave

Do not engage in arguments. Restate the situation and your request. If persons refuse to comply, carry on with your own emergency duties and report the matter to the Site Warden asap.

### Locked Rooms

If wardens encounter a locked door to a room/office which he/she suspects could be occupied – knock loudly – announce the emergency – listen for any response – if none, carry on with warden duties and advise the Site Warden of the locked room(s) where practicable.

### Opening Doors – Fire Safety

When opening doors (to check a room or leave) in circumstances where a fire is suspected (eg a fire alarm), before opening the door, place the back of the hand against the door and check for temperature – if warm, treat this as a warning sign that a fire may be present on the other side of the door and exercise caution.

### People Standing Outside

Be on the alert for persons gathering outside the building – they must be encouraged to move well away from the building to ensure that they do not block exits, obstruct emergency services personnel or expose themselves to secondary hazards.

Ideally, where resources and time permits, a clearly identifiable warden should be promptly positioned outside each exit to direct persons to the appropriate assembly area.

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## Entry to the Building

Be alert for persons attempting to enter the building during or following the evacuation.

Persons are not permitted to enter until the senior emergency services officer present or the Site Warden gives approval.

## Council Monies

Every effort should be made to secure council monies prior to evacuation of any area. This should occur only if it is safe to do so and does not endanger the person responsible for these actions.

The procedure and process for securing of any council monies should be known by all workers in the appropriate areas.

## Media Liaison

Any form of contact from the media should be referred immediately to the Chief Executive Officer in the first instance.

It is a policy of the District Council of Grant that no person other than the CEO or their delegate divulges any information to the media. This extends to contractors and other service agencies and should be communicated in any site contractor agreements.

## General Statement to Media in the Event of a Major Incident (Workers)

In the event of a major incident, particularly after-hours, there may be a period of time elapsed before the designated media spokesperson is in a position to respond to media enquiries. Should any workers member be approached by media representatives for a comment they are only authorised to make the following statement:

“I am sorry, but I am not authorised to make any statement at this time. The appropriate personnel are currently being briefed on the situation and a spokesperson will be available to talk to you shortly.”

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## Persons with Disabilities – Helpful Strategies



### General

Persons with disabilities are not necessarily helpless, and can serve as resources for their individual conditions and needs. Discuss with persons who have disabilities how they can best be assisted in an evacuation (eg lifting, carrying, and escorting from the building). Ideally, involve the person's colleagues in the planning process so that if it does become necessary to evacuate, they can directly assist the individual. In an evacuation, when offering assistance, ask the person how you can best help.

### Mobility

- Keep passageways clear of obstructions.
- Don't assume that lifting techniques will be similar for all disabled persons.

### Vision

- Walk evacuation routes with blind and/ or vision impaired persons until they feel familiar.
- During an emergency, have them take your elbow and then guide them from the facility.
- Maintain a dialogue describing the nearest exit and obstacles in their path.

### Hearing

- Discuss communication requirements with the individual and determine communication techniques which best suit the individual.
- In an emergency and/ or evacuation, ensure that the person is personally informed.

### Intellectual

- Explain evacuation procedures carefully and clearly, ask for feedback to ensure understanding.
- In an emergency and/ or evacuation, ensure that the person is personally informed.

## Personal Emergency Evacuation Plans

People with a disability or who may need assistance during an emergency, should have their emergency and evacuation requirements discussed, and may require a Personal Emergency Evacuation Plan (PEEP). Information on the PEEP shall be disseminated to all people responsible for its implementation.

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## 2.6 Notification

### Internal Notification

In the event of an emergency or other critical incident, the following persons must be notified at the first reasonable opportunity:

1. Manager Organisational Development, DC of Grant
2. Chief Warden

### WHS Reporting

The Site Warden is responsible for ensuring that the Manager Organisational Development of District Council of Grant is informed at the first reasonable opportunity of any emergency situation/ incident and that the appropriate incident reports are completed in a timely manner.

### Business Continuity

In the event that an emergency situation becomes protracted and impacts on the ability of the organisation to deliver critical functions and/ or services, the Business Continuity Plan should be enacted. The Business Continuity Plan will enable the Director of the Continuity Management Team to assume control of the decision making process.

### Report to Chair, EPC

At the first practicable opportunity following the conclusion of a major emergency or other critical incident, and in any event no later than eight hours after the incident, the Site Warden will ensure that a VERBAL report concerning the emergency and organisational/ site response is given to the Chair, Emergency Planning Committee.

### Shutdown of Essential Services

It is the policy of District Council of Grant that all shutdowns of essential services will be immediately communicated to:

1. Manager Organisational Development, DC of Grant
2. Chief Warden
3. Site Warden
4. Fire Brigade
5. Local Government Risk Services (LGRS), Council's insurance broker

The Site Warden, in consultation with appropriate facilities management and the fire brigade, will implement an appropriate response so as to assure occupant safety and ensure that any potential fire is promptly detected and dealt with.

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### Termination of Emergency

Once emergency services have concluded their involvement, control of the affected area will be handed back to the Site Warden.

In determining the suitability of the area to be re-occupied and to resume normal operations, the Site Warden in consultation with the senior management should consider:

- Any residual/ lingering hazards
- Any structural or process weaknesses caused by the original event, which could initiate a subsequent emergency if operations are reinstated
- The need to preserve the scene if there is to be a subsequent investigation
- Occupant safety
- Industrial relations ramifications.

### Preservation of the Scene

In any emergency situation where there is the possibility of a subsequent statutory investigation or coronial inquiry, the Site Warden must ensure that all evidence relating to the incident is preserved and not interfered with and that any cleaning up, movement of bodies, repairs and so on, apart from that necessary to bring the emergency under control, does not occur without approval of investigating officers.

### Counselling

Appropriate professional counselling services are to be made available to workers requiring their support. This service can be accessed through the Employee Assistance Program.

### De-Brief

Within seven days of the conclusion of the emergency, the EPC will conduct a formal review of the events and processes affecting the emergency to ensure that the Workplace Emergency Plan and organisational/ site preparedness remain appropriate and competent.

Where deficiencies or weaknesses are identified, a written strategy will be developed to rectify these together with a time frame.

This review will involve debriefing relevant personnel and compiling an appropriate report under the authority of the Chair, Emergency Planning Committee.

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## 2.8 Notifiable Incidents

South Australia's WHS Laws require a person conducting a business or undertaking (PCBU) to notify SafeWork SA of a notifiable incident immediately after becoming aware it has happened, and by the fastest possible means.

### What is a 'notifiable incident'

A 'notifiable incident' is:

- The death of a person
- A 'serious injury or illness'
- A 'dangerous incident'

arising out of the conduct of a business or undertaking at a workplace. 'Notifiable incidents' may relate to any person – whether an employee, contractor or member of the public.

**'serious injury or illness'** of a person means an injury or illness requiring the person to have—

(a) immediate treatment as an in-patient in a hospital; or

(b) immediate treatment for—

(i) the amputation of any part of his or her body; or

(ii) a serious head injury; or

(iii) a serious eye injury; or

(iv) a serious burn; or

(v) the separation of his or her skin from an underlying tissue (such as de-gloving or scalping); or

(vi) a spinal injury; or

(vii) the loss of a bodily function; or

(viii) serious lacerations; or

(c) medical treatment within 48 hours of exposure to a substance,

and includes any other injury or illness prescribed by the regulations but does not include an illness or injury of a prescribed kind.

**'dangerous incident'** means an incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to—

(a) an uncontrolled escape, spillage or leakage of a substance; or

(b) an uncontrolled implosion, explosion or fire; or

(c) an uncontrolled escape of gas or steam; or

(d) an uncontrolled escape of a pressurised substance; or

(e) electric shock; or

(f) the fall or release from a height of any plant, substance or thing; or

(g) the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations; or

(h) the collapse or partial collapse of a structure; or

(i) the collapse or failure of an excavation or of any shoring supporting an excavation; or

(j) the inrush of water, mud or gas in workings, in an underground excavation or tunnel; or

(k) the interruption of the main system of ventilation in an underground excavation or tunnel; or

(l) any other event prescribed by the regulations,

but does not include an incident of a prescribed kind.

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## Reporting a Notifiable Incident

To report an incident contact SafeWork SA by calling **1800 777 209**.

This line operates 24/7, with on-call inspectors available after hours.

You may also notify SafeWork SA in writing by email or fax using the Notifiable Incident Report Form available on their website [www.safework.sa.gov.au](http://www.safework.sa.gov.au) (excepting life threatening situations or death).

## Seek assistance

If a notifiable incident, or an incident which may be notifiable, occurs at the Port MacDonnell Community Complex:

- Port MacDonnell Community Complex staff should seek immediate assistance from the Manager Organisational Development or the Risk/HR Officer to determine required actions.
- Workers other than Port MacDonnell Community Complex staff, should seek assistance from their organisation

In the event that advice is unable to be obtained, follow these steps:

- Notify the incident to the Regulator immediately after becoming aware of the incident
- If the regulator asks – provide written notification within 48 hours of the request

## Preservation of Site

The person with management or control of a workplace must, so far as is reasonably practicable, preserve the incident site until an inspector arrives at the site, or directs otherwise.

This does not prevent any action to assist an injured person, remove a deceased person that is essential to make the site safe or minimise the risk of a further notifiable incident, that is associated with a police investigation or for which SafeWork SA have given permission.

Note that if you would like to continue to use the site for operational requirements, please request approval from SafeWork SA.

## Further Information

For more information and examples and criteria of notifiable incidents, please refer to the SafeWork Australia Incident Notification Information Sheet

<https://www.safework.sa.gov.au/law-compliance/compliance-rights/incidents/workplace-incident-notification>

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## SECTION 3: INCIDENT GUIDELINES

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## Emergency Identification Outcomes

An assessment of the Port MacDonnell Community Complex has been undertaken to identify and analyse potential emergency situations likely to impact the facility. The EPC conducted risk assessments to identify specific emergency events that may affect people in the facility. Emergency situations that rated a HIGH, EXTREME, or were relevant to the site have been developed into broad Incident Guidelines included on the following pages.

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## 3.1 Armed Hold-up

### General Guidelines

#### Persons Involved

- Don't try to be a HERO – stay calm. Your safety and the safety of those around you are of paramount importance. If you are not directly involved stay out of it.
- Don't argue – obey the offender's instructions, but do only what you are told and no more. Do not volunteer any information.
- Be deliberate in your actions if you are ordered to do something by the offender. Avoid sudden movements.
- Don't stare at the offender – avoid direct eye contact.

#### After the Offender has Left

- Activate duress alarm or raise the alarm
- Help any person who has been injured
- Inform the Site Warden
- Record your observations in writing as quickly as you can after the hold-up

#### Immediate actions

- Confirm offenders have left
- Confirm if any persons injured and ensure appropriate medical treatment is provided
- Secure the area where the incident occurred and don't allow anyone into the area
- Inform appropriate senior management
- Obtain details of all workers and any members of the public involved
- Provide a quiet place for them to sit down and offer them a cup of coffee or tea
- Obtain names of attending police (and station) and prepare a brief incident report for the CEO

### Post Incident

#### Counselling

The organisation is responsible for ensuring that appropriate counselling is offered to affected persons. Counselling is to be arranged through the Employee Assistance Program for all workers affected in the incident.

Arrangements for appropriate counselling for members of the public involved should first be discussed with the Manager Organisational Development, DC of Grant.

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### Security Review

Management should undertake a security review of the activity and location including physical and procedural security elements to determine if security can be improved and the risk of a repeat incident reduced.

### After the Incident

- Complete Incident Report Form.
- Conduct a debrief with relevant workers within seven days of the incident

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## 3.2 Bomb Threats or Found Bombs

### General Guidelines

- Bomb threat calls must always be treated seriously
- Police should always be informed of any bomb threat calls received
- Improvised explosive or incendiary devices can be easily disguised; persons who are familiar with the area to be searched are more likely to quickly discover an unusual item or object
- Wherever time permits, a voluntary search should be undertaken of any area mentioned a specific threat, such as the relevant building exterior, exit routes and assembly area(s)
- If workers are requested to check their work area in response to a bomb threat, any such search must be on a voluntary basis
- Whenever a bomb threat call is received, workers resident in the building affected by the call should be notified of the call and advised of what action is being taken in relation to the call

### Action on Discovering a Suspicious Object

In the event that an object is discovered which cannot be vouched for (unattended baggage) or for any other reason is suspected of being a possible explosive or incendiary device, immediate actions are:

- Persons must NOT TOUCH the object
- The appearance, sound, exact location and environment of the object should be noted
- Persons should be evacuated from the immediate vicinity (assembly area should NOT be line of sight to the danger area)
- When evacuating, if possible, doors and windows in the immediate vicinity should be left open as this will assist in reducing fragmentation and blast damage should the bomb explode
- DO NOT USE TWO-WAY RADIOS OR MOBILE TELEPHONES
- The area should be cordoned off to prevent persons unwittingly exposing themselves to danger
- Observations made by the person discovering the suspicious object should be written down together with a simple diagram showing its location and given to the police on their arrival

### What to look for

When searching for a possible explosive or incendiary device, packages, bags, boxes or other items may be viewed as 'suspect' in any of the following circumstances:

- The item appears similar to the one described in the threat message
- The item is foreign to the premises and its origin is questionable
- The item is labeled suspiciously
- The physical characteristics of the item are suspicious in size, shape, weight and sound
- The item cannot be vouched for as belonging to anyone on site
- There are signs of forced entry, footprints, scrapes or fresh diggings
- Pieces of tape, wire, string, or explosive wrappings etc are present
- The condition of the room or area has been altered eg furniture has been rearranged, doors have been closed which are usually open or windows have been open which are usually closed etc



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## If Evacuating in Response to a Suspected Bomb Being Discovered or as a Precaution

- Evacuation should be initiated well before any detonation deadline
- Persons should take bags and personal belongings with them
- Where practicable, doors and windows should be left open
- Persons must not assemble in any location that is line of sight to a possible danger area
- Building re-entry should only be considered after a thorough search has been conducted by volunteers and after consultation with police and building occupants
- When evacuation is not considered necessary in response to a bomb threat, workers should always be given the option of leaving the building along with any visitors

### Assessment and Response Options

Assessment	Response Options
<b>Non Specific Implausible</b>	More likely to be a hoax call - may be impractical to search and evacuate building.
<b>Non-Specific Plausible</b>	A difficult situation - subject to threat information it may be necessary to involve all building occupants in a general search - any decision to subsequently evacuate would be dependent on results of search and feelings of building occupants.
<b>Specific Implausible</b>	<p>A Precautionary Search (internal/ external) of the designated area would usually be the appropriate initial response.</p> <p>If a suspicious object was discovered or the building's occupants were still feeling uncertain following the search then an evacuation of the designated area would be the probable follow-up action.</p>
<b>Specific Plausible and Time Permits</b>	<p>A precautionary search of internal and external escape routes should be conducted and then the area should be evacuated.</p> <p>Persons must not assemble in area that is line of sight to potential danger area.</p>
<b>Specific, Plausible and Imminent</b>	<p>An immediate evacuation of the potential danger area should be initiated.</p> <p>Persons must not assemble in area that is line of sight to potential danger area.</p>
<b>Specific Implausible and a Time Deadline is Stated</b>	<p>A precautionary search of internal and external escape routes should be conducted and then the area should be evacuated.</p> <p>Persons must not assemble in area that is line of sight to potential danger area.</p> <p>At least 30 minutes should elapse following the deadline before consideration is given to a thorough internal search being undertaken by volunteers.</p> <p>Re-entry may be permitted following completion of the search and after consultation with the building's occupants.</p>



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## Telephone bomb threat checklist

<b>WHAT TIME</b> was the call received?			
<b>WHAT DID</b> the caller say?			
<b>WHERE</b> exactly is it?			
<b>WHEN</b> will it explode?			
<b>WHAT</b> does it look like?			
<b>WHAT</b> will make it explode?			
<b>DID</b> you place the bomb?			
<b>WHY</b> did you place the bomb?			
<b>WHO</b> are you?			
<b>How did the caller sound?</b>			
Angry		Drug/ Alcohol Affected	
Calm			
Irrational		Abusive	
<b>What can you remember about the caller?</b>			
Sex			
Nationality			
Age			
Voice			
<b>What else could you hear?</b>			
Background Noise			
Mobile Phone/ Pay Phone etc			
<b>Notes</b>			

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## 3.3 Electric Shock

### General Guidelines

Disconnect the electrical supply promptly.

- Turn off the electrical supply
- If possible, unplug the appliance from the power outlet
- Avoid direct skin contact with the person
- Avoid direct skin contact with any conducting material touching the person
- Metal and water conduct electricity and may be extremely hazardous

### Immediate Actions

In the event of an electric shock, the person discovering the incident should immediately inform the nearest First Aid Officer and Site Warden.

- The onsite first aider will immediately attend the scene and assist where possible
- If the patient's condition is uncertain or possibly life threatening, then the person making that judgment (whether first aid qualified or not) should ring for an ambulance
- Treat other injuries such as burns immediately
- Promptly refer all victims of electrical shock for medical assessment
- The Site Warden will coordinate the emergency response
- First aid treatment should be delivered in line with First Aid Procedure.

### After the Incident

- Notify SafeWork SA, The Office of the Technical Regulator and the LGA Workers Compensation Scheme of the incident as soon as possible
- Complete Incident Report Form.
- Conduct a debrief with relevant workers within seven days of the incident

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## 3.4 Extreme Weather – Storm

### General Guidelines

#### Severe Weather Warnings

Severe weather warnings may be broadcast via the electronic media (radio, TV and internet) or advised by emergency services.

Monitor sites such as [www.alert.sa.gov.au](http://www.alert.sa.gov.au) for emergency warnings and information.

#### Preparation

Before the storm:

- Inspect and maintain roofs, gutters and down pipes
- Seal any cracks in the foundation and exterior walls
- Ensure branches near the facility or nearby power lines have been trimmed
- Move loose outdoor items and ensure the exterior of the facility is free from clutter
- Remind workers –
  - Not to drive into waters of an unknown depth and current as this can be deadly
  - Slow down and turn headlights on
  - Be alert and watch for hazards on the road, such as powerlines
  - If visibility becomes low ensure they slow down, put headlights on, put on hazard lights and pull over to the side of the road in a clear safe area
  - To make sure they are clear of streams, trees and powerlines
  - Storms can claim lives

#### During a storm

- If a severe weather response is required eg structural damage to the facility caused by severe winds and storms, fallen trees or hailstorm damage, contact the State Emergency Service (SES) on 132 500
- Stay clear of windows

#### After the Incident

- Check the facility for damage
- Ensure workers stay well clear of creeks, drains, causeways and other waterways
- Complete Incident Report Form.
- Conduct a debrief with relevant workers within seven days of the incident

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## 3.5 Falls from One Level to Another

### General Guidelines

#### Prevention

Ensure that the Contractor Management Procedure is followed.

Ensure barriers to platforms are of a standard height and safe.

#### Immediate Actions

In the event of a fall from one level to another, the person discovering the casualty should immediately inform the nearest First Aid Officer and Site Warden.

- The onsite first aider will immediately attend the scene and assist where possible
- If the patient's condition is uncertain or possibly life threatening, then the person making that judgment (whether first aid qualified or not) should ring for an ambulance
- Notify emergency services – provide details of the casualty location ~~eg which floor, how high up~~
- Ensure the casualty can be accessed eg keys to building or roof
- The Site Warden will coordinate the emergency response
- First aid treatment should be delivered in line with First Aid Procedure.

#### After the Incident

- Protect the accident scene from disturbance for further investigation eg set up barriers
- If the fall involves a serious injury or illness to a worker, notify SafeWork SA of the incident as soon as possible
- Complete Incident Report Form
- Conduct a debrief with relevant workers within seven days of the incident

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## 3.6 Fire – Building/Facility

### General Guidelines

#### Person Discovering

- Alert persons in the vicinity of the fire
- Ensure the relevant emergency services are notified
- Ensure the Site Warden is notified
- Extinguish the fire if safe to do so and trained, using portable fire fighting equipment

#### Site Warden

On confirming the presence of a fire within the site:

- Ensure that persons are evacuated from the immediate vicinity
- Ensure that the Fire Brigade have been advised
- Where practicable, ensure that utilities and any hazardous processes in the affected area are shut down (obtain specialist assistance if applicable)
- If safe to do so and trained, coordinate local fire fighting efforts
- Consider if a broader evacuation is required
- Consider if vehicular access to building should be restricted to emergency service etc
- Liaise with emergency services on arrival
- Ensure senior management is advised at first available opportunity

#### If too dangerous to fight the fire

- Evacuate the immediate vicinity if it becomes an obvious necessity or, on being instructed to do so and assist and direct persons to the nearest safe exit (use ALL available safe exits)
- Turn off ignition sources and gas if safe to do so
- Attempt to contain fire and smoke by closing all windows and doors after evacuating an area
- Leave the area by the nearest safe exit

### Use of First Attack Appliances

#### Fire Fighting Appliances

- Should only be used in an emergency and NEVER removed, operated or tampered with for amusement or malicious purposes
- First attack firefighting equipment such as extinguishers and fire hose reels should only be operated by persons who are competent in their use, providing it is safe to do so and only for the specific types of fires for which they are designed
- Extinguishers or any other fire detection, suppression or safety equipment, which appears to be faulty, missing, or in any other way suspect should be immediately reported

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- Items must not be stored around fire extinguishers or in the fire hose reel cabinets

## Fire Safety Housekeeping

All workers should be aware of the following important information:

### Emergency Exits

Know the location of ALL emergency exits

Must be CLEAR and UNOBSTRUCTED

### Fire Doors:

Must be CLEAR and UNOBSTRUCTED

Must NOT be PROPPED or WEDGED OPEN

### Exit Lighting:

Should be ON at all times

## After the Incident

- Notify SafeWork SA of the incident as soon as possible
- Complete Incident Report Form.
- Conduct a debrief with relevant workers within seven days of the incident

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## 3.7 Medical Emergency

### General Guidelines

In the event of a medical emergency, the person discovering the casualty should immediately inform the nearest First Aid Officer and Site Warden.

- The onsite first aider will immediately attend the scene and assist where possible
- If the patient's condition is uncertain or possibly life threatening, then the person making that judgment (whether first aid qualified or not) should ring for an ambulance
- Notify emergency services
- The Site Warden will coordinate the emergency response
- First aid treatment should be delivered in line with First Aid Procedure.

### After the Incident

- If the medical emergency involves a serious injury or illness to a worker, notify SafeWork SA of the incident as soon as possible
- Complete Incident Report Form.
- Conduct a debrief with relevant workers within seven days of the incident

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## 3.8 Prowler, Intruder or Trespasser

### General Guidelines

If a person suspects the presence of a prowler, intruder or trespasser, they should:

- Secure all perimeter doors and windows to the premises
- During the hours of darkness, turn on any exterior lights
- Immediately ring the police
- Ensure other persons in the premises are alerted
- Remain inside and do not open the door until police arrive and produce satisfactory identification

### After the Incident

- Complete Incident Report Form.
- Conduct a debrief with relevant workers within seven days of the incident

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## 3.9 Sexual Assault

### General Guidelines

In the event of an incident occurring/being reported the following processes should be followed:

- Advise the Chief Warden
- Ensure appropriate medical treatment is offered to the victim
- Notify the police and ambulance
- Explain to the victim that police and ambulance have been called
- Stay with the victim until police and ambulance arrive
- Document details for inclusion in the incident report form

It is important to note:

Sexual assault is a very personal and traumatic (both physical and psychological) crime for the victim and must be handled with the sensitivity and wellbeing of the victim in mind.

### After the Incident

- If the sexual assault is a worker, notify SafeWork SA of the incident as soon as possible
- Complete Incident Report Form
- Conduct a debrief with relevant workers within seven days of the incident

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## 3.10 Suspicious Mail, Packages or Objects

### Recognition Points

#### Origin

- Unusual postmark or source

#### Labelling

- Poor handwriting or typing
- Misspelling of common words
- Restrictive markings

#### Physical Characteristics (unusual size, shape, weight, feel, sound or smell)

- Excessive tape or postage
- Discoloration, stains or powdery deposits
- Perforations or protruding objects

#### Immediate Actions

- Carefully place on nearest level surface
- Do not open, smell, touch or taste
- Isolate the area – move/ keep people away from suspect article
- Inform emergency services – include following information:
  - Exact location in building
  - Description of the suspicious article
  - Initial actions on discovery
  - Number of persons in affected area
  - Inform Chief Warden

### Suspected Biological or Chemical Hazard

#### Immediate Actions

##### If Article is Unopened

Alert others – keep people away from the immediate vicinity of the article

- Place article in a plastic bag and seal the bag so it is airtight
- Place all items in a second plastic bag and seal that bag so it is airtight
- Remain in your office or immediate work area

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- Do not touch anyone
- Minimize physical contact with anything else – if you have to, then remember what you touch
- Ensure that other persons in the same room/ work area also remain there
- Stop anyone else from entering the room/ work area
- 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 the workplace

#### **If Article is opened**

- Do not disturb the item any further
- Do not pass it around
- If any material has spilt from the item, do not try to clean it up or brush it from your clothing
- If possible place an object over the package without disturbing it (eg a large waste bin)
- Remain in your office or immediate work area
- Do not touch anyone
- Minimize physical contact with anything else – if you have to, then remember what you touch
- Ensure that other persons in the same room/ work area also remain there and adopt the same personal precautions
- Stop anyone else from entering the room/ work area
- Close all doors and windows
- If there is a strong or noxious smell emanating from the article then move to an adjoining room closing all doors and windows and stay in that area until help arrives
- 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 may distribute/ move air around the workplace
- Remain calm – you are not in immediate danger – wait for help to arrive

### **Suspected Radiological Hazard**

- Limit Exposure
- Don't handle
- Evacuate area
- Shield yourself from the object

### **After the Incident**

- Complete Incident Report Form
- Conduct a debrief with relevant workers within seven days of the incident

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## 3.11 Syringes (found)

### General Guidelines

In the event of syringes being found, they must not be collected by hand – mechanical devices must be used. The following processes should be followed:

- Isolate areas from other persons
- Search for other discarded syringes in the vicinity
- Obtain a medical sharps container and tongs
- Use appropriate protective equipment
- Dispose in an approved yellow medical sharps container

### Injuries

Should an injury occur the following processes should be adhered to:

- Wash area immediately with soap and water
- Inform appropriate senior management
- Inform First Aid Officer
- Inform Manager Organisational Development
- Keep the discarded syringe which caused the injury
- Condition assessed by local doctor

### After the Incident

- Complete Incident Report Form.
- Conduct a debrief with relevant workers within seven days of the incident

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## 3.12 Workplace Violence

### General Guidelines

#### Initial Actions

- Assess the situation
- Remain calm
- Obtain assistance
- Do not provoke the assailant or aggravate the situation
- If safe to do so, assist the victim (eg determine if first aid or medical attention is required and action accordingly)
- Disperse any casual spectators but ask witnesses to remain
- Obtain and note details concerning the incident:
  - Full details of victim
  - Circumstances surrounding the incident
  - Witnesses
- Description/ details of assailant(s)

#### After the Incident

- Complete Incident Report Form.
- Conduct a debrief with relevant workers within seven days of the incident



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## SECTION 4: APPENDICES

## 4.1 Contact Lists

### Internal Emergency Contacts

Emergency Contact 1	PMCC Coordinator 0437 988 009
Emergency Contact 2	PMCC Assistant Coordinator 0419 868 601

### External Emergency Contacts

Fire, Ambulance, Police	<b>000</b>
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Poison Information Centre	<b>13 11 26</b>
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#### Local Numbers – not for emergency calls

Police	<b>13 14 44</b>
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Fire – Region 5 CFS	<b>(08) 8762 2311</b>
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Mount Gambier	<b>8735 1020</b>
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Port MacDonnell	<b>8738 2216</b>
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#### Key Personnel (24 hour contact)

CEO	<b>0419 665 655</b> <a href="mailto:info@dcgrant.sa.gov.au">info@dcgrant.sa.gov.au</a>
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Deputy CEO	<b>0417 868 527</b> <a href="mailto:info@dcgrant.sa.gov.au">info@dcgrant.sa.gov.au</a>
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#### State Government Authorities

EPA	<b>1800 623 445</b> <b>(08) 8204 2004</b> <a href="mailto:epainfo@epa.sa.gov.au">epainfo@epa.sa.gov.au</a>
-----	--

SES - Flood or storm response	<b>13 25 00</b>
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SafeWork SA	<b>1300 777 209</b> – Notifiable Incidents <b>1300 365 255</b> – General Enquiries
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## 4.2 EPC and ECO Membership

### Emergency Planning Committee Membership

Organisation	Title of position	Contact Details
District Council of Grant	Senior Management Team	For contact details refer to <a href="#">WHS042D Emergency Planning Committee Membership</a>
	Chief Fire Warden	
	Risk / HR Officer	
	Risk / HR Admin Officer	
Natural Resource Management Board	Authorised Officer	
Stand Like Stone	Executive Officer	
Maritime Museum Representative	President	
Tourist Association	President	
SA Ambulance	Patient Services Manager	
Stock Agents	Chairperson	
Kitchen and Canteen Management	Kitchen / Canteen Operator	
Droving Contractors to Agents	Contractor	

### Defined roles

Role	Position
Manager Organisational Development	Chairperson Management and Revision of Emergency Plan
Chief Fire Warden	Arranging Evacuation Exercises / Scenario testing across sites Ensuring Debrief and follow up activities are undertaken
Risk / HR Officer	Monitoring maintenance of Emergency equipment
Risk / HR Administration Officer	Secretary duties of EPC

### Emergency Control Organisation - PMCC Membership

Position	Contact Details
Chief Fire Warden	For contact details refer to <a href="#">WHS004D Emergency Control Organisation Membership - Port MacDonnell Community Complex</a>
Site Warden	
Warden	
First Aid Attendants	

## 4.3 Potential Emergency Events

As assessed 5 <sup>th</sup> April 2018 Emergency Event	Consequence	Likelihood	Risk Rating	Comments
1. Aircraft Incident	N/A	N/A	N/A	Not on flight path
2. Air supply contamination	Insignificant	Rare	Low	Split systems only. Not required to be in WEEP
3. Armed Hold Up or Robbery	Moderate	Possible	Moderate	CCTV & duress alarms installed
4. Biological hazard	N/A	N/A	N/A	
5. Bomb Threat	Minor	Rare	Low	
6. Chemical Spill, Leak or release to Atmosphere	N/A	N/A	N/A	Household quantities only kept on site
7. Civil disorder, picketing or demonstrations	N/A	N/A	N/A	
8. Confined space	N/A	N/A	N/A	No identified confined spaces on site
9. Crowd Management	Minor	Possible	Low	Planned events only on site. Not required in WEEP
10. Crush injuries	N/A	N/A	N/A	
11. Cryogenic Failure	N/A	N/A	N/A	
12. Deceased persons	Minor	Rare	Low	General response procedures in WEEP will control this risk adequately
13. Drowning	N/A	N/A	N/A	
14. Earthquake	Catastrophic	Rare	High	Located in an area of dormant volcanic activity. Not required to be in WEEP
15. Electric shock	Catastrophic	Rare	High	Regular inspections of electric equipment, including test & tagging
16. Explosion	Major	Rare	Moderate	2 x 45kg LPG bottles for HWS. General response procedures in WEEP will control this risk adequately
17. Extreme heat	N/A	N/A	N/A	
18. Extreme storm	Major	Rare	Moderate	
19. Fall Arrest Systems	N/A	N/A	N/A	
20. Falls from one level to another	Moderate	Possible	Moderate	Use of ladders
21. Fire – Building	Moderate	Possible	Moderate	Smoke alarms are installed and regularly inspected
22. Fire – Bushfire or Grass Fire	N/A	N/A	N/A	
23. Flood	Minor	Rare	Low	Rock wall to prevent coastal flooding
24. Food poisoning	Minor	Possible	Low	On occasion caterers on site. General response procedures in WEEP will control this risk adequately



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As assessed 5 <sup>th</sup> April 2018				
Emergency Event	Consequence	Likelihood	Risk Rating	Comments
25. Gas leak	Insignificant	Rare	Low	2 x 45kg LPG bottles for HWS. General response procedures in WEEP will control this risk adequately
26. Lift failure	N/A	N/A	N/A	
27. Medical emergency	Moderate	Possible	Moderate	Defibrillator and trained first aiders on site. First Responders in facility
28. Nuclear Hazards	N/A	N/A	N/A	
29. Pandemic illness	N/A	N/A	N/A	
30. Power or Communications Failure	Minor	Likely	Moderate	Emergency lighting installed. Included in BCP
31. Prowler Intruder or trespasser	Minor	Rare	Low	Monitored security alarms & CCTV installed
32. Radiological Hazards	N/A	N/A	N/A	
33. Sewerage Failure	Minor	Rare	Low	No recorded incidents. Not required to be in WEEP
34. Sexual assault	Moderate	Unlikely	Moderate	CCTV & duress alarms installed
35. Structural Instability	N/A	N/A	N/A	Regular inspection regime
36. Suspicious Mail or Packages	Moderate	Unlikely	Moderate	
37. Suspicious Objects	Moderate	Unlikely	Moderate	
38. Syringes found	Moderate	Rare	Low	
39. Vehicle or plant incident	Major	Rare	Moderate	Low vehicle movement around facility. General response procedures in WEEP will control this risk adequately
40. Water Supply Interruption or Leak	Insignificant	Rare	Low	Rain water. Not required to be in WEEP
41. Wildlife Hazards	Minor	Possible	Low	No animals inside facility. General response procedures in WEEP will control this risk adequately
42. Workplace violence	Moderate	Possible	Moderate	CCTV & duress alarms installed

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## 4.4 Personal Emergency Evacuation Plan

[WHS063 Personal Emergency Evacuation Plan](#) is available from the DOCUMENTS REGISTER on the Council Intranet; hard copy can be found at the rear of this Workplace Emergency Evacuation Plan.

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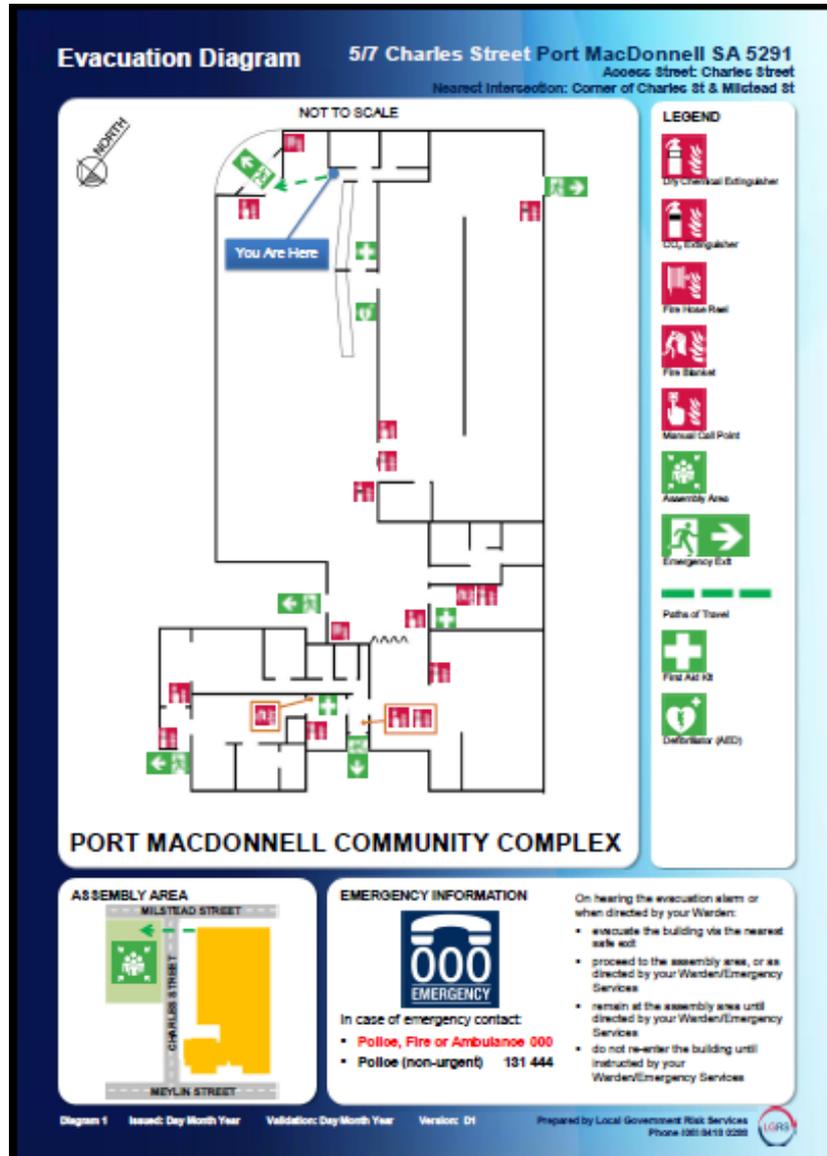
## 4.5 Evacuation Exercise Observers Checklist

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[WHS064 Evacuation Exercise Observers Checklist](#) is available from the DOCUMENTS REGISTER on the Council Intranet; hard copy can be found at the rear of this Workplace Emergency Evacuation Plan.

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## 4.6 Evacuation Diagrams



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### Evacuation Diagram

**5/7 Charles Street, Port MacDonnell SA 5291**  
 Access Street: Charles Street  
 Nearest Intersection: Corner of Charles Street & Milstead Street

NOT TO SCALE

NORTH

**PORT MACDONNELL COMMUNITY COMPLEX**

**LEGEND**

Dry Chemical Extinguisher	CO <sub>2</sub> Extinguisher	Fire Hose Reel	Fire Blanket	Manual Call Point	Assembly Area	Emergency Exit	Paths of Travel	First Aid Kit	Defibrillator (AED)

Diagram 2 Issued: Day Month Year Validation: Day Month Year Version: D1

ASSEMBLY AREA

EMERGENCY INFORMATION

In case of emergency contact:

- Police, Fire or Ambulance **000**
- Police (non-urgent) **131 444**

On hearing the evacuation alarm or when directed by your Warden:

- evacuate the building via the nearest safe exit
- proceed to the assembly area, or as directed by your Warden/Emergency Services
- remain at the assembly area until directed by your Warden/Emergency Services
- Do not re-enter the building until instructed by your Warden/Emergency Services

Prepared by Local Government Risk Services  
Phone (08) 8418 0288

### Evacuation Diagram

**5/7 Charles Street, Port MacDonnell SA 5291**  
 Access Street: Charles Street  
 Nearest Intersection: Corner of Charles Street & Milstead Street

NOT TO SCALE

NORTH

**PORT MACDONNELL COMMUNITY COMPLEX**

**LEGEND**

Dry Chemical Extinguisher	CO <sub>2</sub> Extinguisher	Fire Hose Reel	Fire Blanket	Manual Call Point	Assembly Area	Emergency Exit	Paths of Travel	First Aid Kit	Defibrillator (AED)

Diagram 3 Issued: Day Month Year Validation: Day Month Year Version: D1

ASSEMBLY AREA

EMERGENCY INFORMATION

In case of emergency contact:

- Police, Fire or Ambulance **000**
- Police (non-urgent) **131 444**

On hearing the evacuation alarm or when directed by your Warden:

- evacuate the building via the nearest safe exit
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### Evacuation Diagram

5/7 Charles Street, Port MacDonnell SA 5291  
Access Street: Charles Street  
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NOT TO SCALE

**ASSEMBLY AREA**

**EMERGENCY INFORMATION**

In case of emergency contact:

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- Police (non-urgent) 131 444

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

**LEGEND**

- Dry Chemical Extinguisher
- CO<sub>2</sub> Extinguisher
- Fire Hose Reel
- Fire Blanket
- Manual Call Point
- Assembly Area
- Emergency Exit
- Paths of Travel
- First Aid Kit
- Defibrillator (AED)

Diagram 4 Issued: Day Month Year Validation: Day Month Year Version: D1

Prepared by Local Government Risk Services  
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### Evacuation Diagram

5/7 Charles Street, Port MacDonnell SA 5291  
Access Street: Charles Street  
Nearest Intersection: Corner of Charles Street & Milstead Street

NOT TO SCALE

**ASSEMBLY AREA**

**EMERGENCY INFORMATION**

In case of emergency contact:

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- Police (non-urgent) 131 444

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

**LEGEND**

- Dry Chemical Extinguisher
- CO<sub>2</sub> Extinguisher
- Fire Hose Reel
- Fire Blanket
- Manual Call Point
- Assembly Area
- Emergency Exit
- Paths of Travel
- First Aid Kit
- Defibrillator (AED)

Diagram 5 Issued: Day Month Year Validation: Day Month Year Version: D1

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### Evacuation Diagram

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 Access Street: Charles Street  
 Nearest Intersection: Corner of Charles Street & Milstead Street

NOT TO SCALE

**PORT MACDONNELL COMMUNITY COMPLEX**

**ASSEMBLY AREA**

**EMERGENCY INFORMATION**

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**LEGEND**

Dry Chemical Extinguisher	CO <sub>2</sub> Extinguisher	Fire Hose	Fire Blanket	Manual Call Point	Assembly Area	Emergency Exit	Paths of Travel	First Aid Kit	Defibrillator (AED)

Diagram 6

Issued: Day Month Year

Validation: Day Month Year

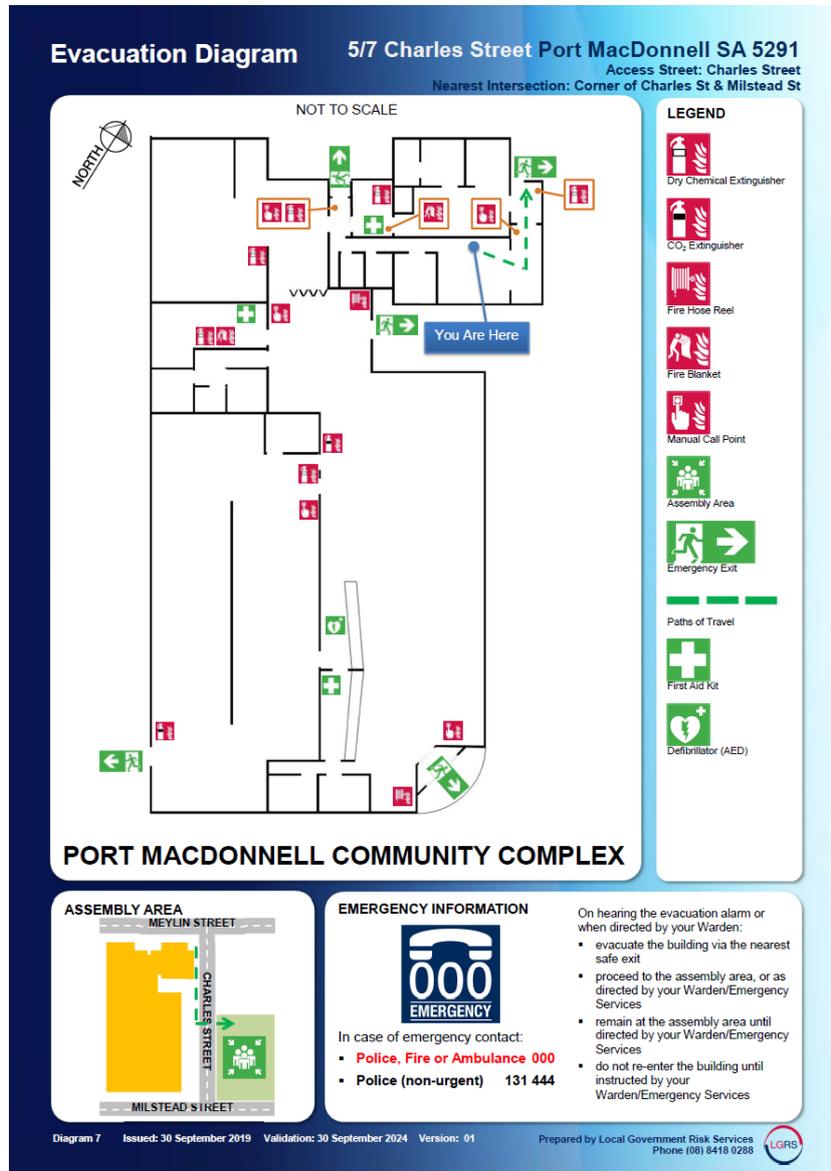
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## 4.7 Manual Revision

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Whenever this plan is reviewed and/ or amended, details must be recorded on this page.

Version #	Issue Date	Revision Summary
1.0	8 October 2019	New document, approved by EPC



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