

# LIVEfree PROJECT EMERGENCY PROCEDURE

OBJECT	HAZARD	POSSIBLE CONTROLS
Emergencies/ Evacuations	<ul style="list-style-type: none"> <li>• Accounting for visitors in an evacuation</li> <li>• Inadequately trained personnel</li> <li>• Lack of or poorly maintained fire extinguishers + Smoke Alarms</li> <li>• Emergency exits not visible or accessible</li> <li>• Lack of emergency procedures / programs</li> <li>• Staff untrained in evacuation procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that workers working in office areas are familiar with documented procedures on:               <ol style="list-style-type: none"> <li>1. Instructing visitors on evacuation</li> <li>2. Using visitors book to locate visitors</li> <li>3. Contacting staff to ensure safe evacuation of visitors</li> <li>4. Communicating with staff managing evacuation</li> <li>5. Closing entry doors and exiting the areas safely</li> </ol> </li> <li>• As part of regular WHS inspections ensure smoke alarms and fire extinguishers have been tested and repaired if required, refer to state and territory requirements for testing and maintenance</li> <li>• Ensure emergency signs are in place and lit</li> <li>• Ensure emergency exits are clearly marked and are not blocked and are easily accessible</li> <li>• Develop appropriate emergency procedures/ programs</li> <li>• Conduct regular emergency evacuation drills to test procedures/programs</li> <li>• Ensure emergency contacts receive appropriate training for coordinating emergency responses</li> <li>• Ensure all workers are familiar with all emergency response procedures, emergency alarm sounds and be able to act accordingly</li> </ul>
Bomb Threat	<ul style="list-style-type: none"> <li>• Bomb explosion</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that all office staff are trained in response to threat of a bomb</li> <li>• Identify and train and authorise staff to take responsibility for management of the response and document procedures to be followed</li> <li>• Check arrangements for alerting emergency services (fire, police. Ambulance etc.) who will be required to attend in the event of a threat.</li> </ul>
Biological Hazard	<ul style="list-style-type: none"> <li>• A suspicious package/ envelope is received by a worker working in reception office area</li> </ul>	<ul style="list-style-type: none"> <li>• Train workers working in reception office area how to recognise a suspicious package/ envelope on delivery</li> <li>• Document procedures to be followed and train workers who will manage those procedures</li> <li>• Ensure appropriate Personal Protective Equipment is available if required</li> </ul>
First Aid	<ul style="list-style-type: none"> <li>• Injured / sick staff and others</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that office staff are aware of the work place policy procedures in relation to the provision of first aid to 3<sup>rd</sup> parties and have been trained in implement of policy an procedure</li> </ul>
Visitors	<ul style="list-style-type: none"> <li>• Visitors uncertain of how to respond in an emergency</li> </ul>	<ul style="list-style-type: none"> <li>• Office staff to give briefing on emergency procedures prior to entry into secure areas</li> <li>• Ensure visitors contractors are accounted for and included in procedures for evacuation</li> <li>• Ensure emergency procedures are visible and easily understood for visitors to follow in the event of an emergency to give</li> </ul>