DARKLAB

Transformer Art Installation

328 Lune River Road, Ida Bay

Emergency Management Plan

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1. Introduction – Description of site

Transformer by Doug Aitken is a large-scale permanent installation artwork which aims to merge the viewer with their surroundings in a reflective pavilion of angles and facets. The site also provides a range of visitor services infrastructure including car parking, toilets and a visitor welcome centre where food, drinks and tickets to view the artworks may be purchased.

Description of Buildings

The art installation is a single level building, constructed primarily of concrete and steel. It has approximately 420 m^2 floor space. A maximum of 200 people may be in this building.

The visitor welcome centre is a single storey building and is constructed of timber and colour bond materials. It has approximately 180 m^2 floor space. A maximum of 80 people may be in this building.

2. Emergency Contact Information

Emergency Contacts

Fire	000
Police	
Ambulance	
National Security Hotline	1800 123 400
Chief Warden	TBC
Poisons Information Hotline	13 11 26
State Emergency Service	13 25 00
Emergency Public Information Provider	ABC Radio 936 (AM)
Police – General Enquiries	13 1444
Ambulance – General Enquiries	1800 008 008
Fire – General Enquiries	1800 000 699
Nearest medical facility	Dover Medical Centre – 15 Chapman Avenue, Dover - Ph: (03) 6298 1222

Ancillary Contacts

The following contact details should be used as required.

Service	Provider	Contact Number
Electricity	TasNetworks	13 2004
Water	Halls Wastewater Treatment Services	(03) 6248 1680 (Simon Hall)
Telecommunications	Telstra – Faults /Damage – Business-only technical support Optus	132 203 132 299 133 937
Fire Weather Information	Bureau of Meteorology	www.bom.gov.au
Emergency Information	Tas Alert	www.alert.tas.gov.au
Road Closures	Tas Police Community Alerts	www.police.tas.gov.au/community.alerts/
Bushfire Alerts	Local ABC Radio Station	Radio

3. Emergency Assembly Areas(s)

There are two designated assembly areas for the site (refer Appendix D map), located as follows:

- *Assembly Area 1*: Carpark adjacent to Lune River Road
- *Assembly Area 2*: Open grassed area in middle of railway loop

Whilst these assembly areas are stipulated, depending upon the extent of the emergency it may be necessary to utilise an alternative assembly area. Assembly area(s) shall, so far as is reasonably practicable, be sufficiently distant from the emergency to allow for the protection of the evacuees. The assembly areas shown on this map are only relevant internal site evacuations only and DO NOT form part of a response to a full site evacuation triggered by a bushfire emergency situation.

The assembly area will:

- be managed by the warden(s) collectively;
- facilitate communication with evacuees;
- stage first aid officer(s) in an accessible and prominent area; and
- communicate with the Chief Warden via mobile phone or other means of positive communication.

Alternative Assembly Area

An Alternative Assembly Area and/or Off-Site or On-Site Refuge may be required. Wardens may use their discretion based upon the circumstances at the time. Factors that may necessitate relocation include:

- wind direction or adverse weather;
- bushfire threat;
- road closures; or
- hostile threats to the building or personnel (e.g. bomb threat). *Use an Alternative Assembly Area in the event of a hostile threat, as the person making the threat may know of emergency planning arrangements and the publicised primary assembly area may be the target.*

Two Off-Site Refuge locations identified are:

Primary Off-Site Refuge	
Name of venue:	Southport Jetty (TFS Nearby Safer Place)
Address of venue:	Lady Bay Rd, Southport
Nearest cross-street:	Huon Highway
Map reference:	GDA94 497914E, 5191216N
Travel time to venue:	11 minutes by car

Secondary Off-Site Refuge	
Name of venue:	Kingfish Beach (TFS Nearby Safer Place)
Address of venue:	Kingfish Beach Road
Nearest cross-street:	Heather Street
Map reference:	GDA94 496900E, 5190416N
Travel time to venue:	12 minutes by car

Visitors/Staff are required to use their own vehicles in the event of an evacuation to an Off-Site Refuge.

One On-Site Refuge location identified is:

Designated On-Site Refuge
Visitor Welcome Centre

4. Emergency Command Structure

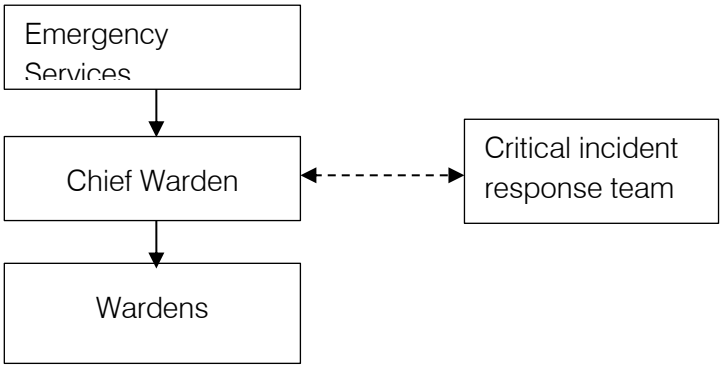
Emergency Control Organisation

The primary role of the Emergency Control Organisation (ECO) is to ensure that **life preservation takes precedence over asset protection**. The objectives in order of priority are then to:

1. Protect people endangered by the emergency. This could include conducting an orderly evacuation of the building's workers, including members of the public who may be in the building at the time, to a safe place of assembly;
2. Protect property at risk by the incident;
3. Assist Emergency Services; and
4. Restore normality to the affected area, once deemed safe to do so by emergency services.

THE PRIMARY DUTY OF WARDENS IS NOT TO COMBAT EMERGENCIES BUT TO ENSURE, AS FAR AS PRACTICABLE, THE SAFETY OF WORKERS AND PATRONS AND THEIR ORDERLY EVACUATION FROM THE DANGER ZONE.

The ECO command structure when will be comprised of:



Authority

Wardens shall have the authority to marshal all workers and any visitors. The purpose of these powers is to ensure that during an emergency situation, life safety takes precedence over asset protection, environmental consideration, production operations and business continuity in accordance with AS3745-2010 *Planning for emergencies in facilities*.

Identification

ECO personnel will be identified by the use of the following coloured hats, caps, helmets or vests:

Chief Warden	White
Wardens	Red
First Aid Personnel	Green

Due to the limited numbers of staff, a warden may also be a first aid officer.

Responsibilities

Chief Warden

Prior to an emergency the Chief Warden is responsible for:

- conducting regular emergency response exercises;
- ensuring the emergency response procedures are up-to-date;
- attending meetings of the Emergency Planning Committee (EPC) (refer section 9 for EPC details);
- attending training and emergency exercises;
- ensuring personal ECO identification is available;
- ensuring the site access/egress is maintained and clear; and
- coordinating the completion of Personal Emergency Evacuation Plan (PEEP) documentation, if required (refer Section 9: *Persons with Special Needs*).

In the event of an emergency the Chief Warden will:

- ascertain the nature of the emergency and determine the appropriate action;
- ensure that emergency services are notified as required;
- co-opt persons as required to assist during an emergency;
- if necessary, initiate an evacuation and control entry to the affected area(s);
- ensure the progress of the evacuation and record any action taken; and
- liaise with emergency services (type/scope/location).

Post emergency the Chief Warden will:

- When the emergency incident is rendered safe or the Emergency Service returns control, notify the ECO members and visitors that the emergency has finished.
- Organize a debrief with ECO members and, where appropriate, with any attending Emergency Service.
- Communicate with the EPC.
- Compile a report for DarkLab management.

Wardens

In the event of an emergency the Warden will:

- Raise the alarm as required;
- Implement the emergency procedures for their area;
- Ensure that the Tasmania Fire Service has been notified (dial 000);
- Commence evacuation if the circumstances in their area warrant it;
- Search the area to ensure all persons have evacuated;
- Ensure orderly flow of persons into protected areas,
- Assist persons with disabilities;
- Communicate with the chief warden to ensure the site is cleared of personnel and act on instructions;
- Confirm that Warden activities have been completed and report back to the Chief Warden

First Aid Officers

Prior to an emergency First Aid Officers are responsible for:

- ensuring a First Aid kit is fully maintained and accessible at all times;
- maintaining their First Aid qualifications;
- ensuring personal ECO identification is available;
- attending training and emergency exercises.

In the event of an emergency First Aid Officers will:

- render assistance/treatment to any persons prior to, or during, evacuation if safe to do so;
- transport a First Aid kit to the Assembly Area during an evacuation;
- make use of the buggy as appropriate
- set up a First Aid Post at the Assembly Area;

- render First Aid treatment to any casualties;
- ensure that the Chief Warden is aware of any injuries requiring treatment;
- alert the Ambulance Service if persons require medical aid or transport to hospital;
- prioritise patient assistance/care (triage); and
- maintain patient confidentiality regarding treatment or medical condition(s).

Visitors

Visitors must follow the direction(s) given by the Chief Warden, wardens and/or emergency services during an emergency.

Duty cards for each ECO role can be found in Appendix A.

5. Identification, Response and Control of Emergency Incidents

Types of Emergencies

If an emergency is identified may be different responses for different situations. The following emergencies types have been identified as events that may occur in or around your workplace:

- Natural disaster (e.g. bushfire)
- Fire, explosion or smoke
- First aid / Medical Emergency
- Bomb Threat / Terrorism
- Suspicious Package/Mail Received
- Personal Threat (aggressive persons)
- Severe weather conditions (Extreme temperatures, severe storm, wind, rain, snow, lightning)
- Gas Leak
- Chemical Spill
- Lost / Missing person
- Structural instability (including heritage rail buildings)
- Power failure (including disruptions to communication)

Specific information on what to do in a particular emergency situation is contained in Appendix B.

General Response

The following actions are common across all emergency types:

- Remove people from danger (raising the Alarm)
- Alert Emergency Services
- Evacuation (determine need for)

Depending on the situation and severity of the emergency, one or a combination of the above with other responses may be required. Refer to Appendix B for more detailed information.

6. Emergency Recovery

The aim of the emergency recovery process is to return DarkLab's art installation site to the pre-emergency status. ECO personnel will be expected to contribute to this process.

After the emergency has been controlled effective recovery activities will ease any adverse effects that may have arisen as a result of the disruptions.

Post evacuation activities are to commence as soon as possible.

During this process a number of changes may be identified to improve the emergency plans. The emergency plan is to remain a "living document" and is to be continually updated with improvements.

The emergency recovery process is to include:

- welfare of visitors;
    - adequate shelter, meals and basic sanitary requirements
- site security;
    - temporary barricades, barrier tape
    - protection of physical assets
- restoration of utilities;
    - electricity
    - water
- public relations and media management;
- equipment replacement and refurbishment;
    - equipment used to assist with response activities
- debriefings;
    - what occurred?
    - where and when did it occur?
    - was the response adequate?
    - who did what, when and where?
    - was the response successful?
- education and training; and
- reviewing the Emergency Management Plan and procedures.

7. Critical incident Management

Critical incident

A critical incident is any event or series of events that is sudden, overwhelming, threatening or protracted which is likely to have a traumatic impact on the organisation. This may be an assault, threats, severe injury, death, suicide, fire or a bomb threat.

Critical incident team

The critical incident team is comprised of:

- Executive Director
- Creative Director
- Executive Producer
- Head of Operations
- Media Manager
- Site Manager
- Chief Warden or the Relevant Manager (dependant on the incident)

Critical incident response

The critical incident team will be activated by the DarkLab executive director in the event of a critical incident when:

- standard emergency responses are not able to normalise the situation;
- an incident has occurred which is likely to have a traumatic impact on an individual or group associated with DarkLab; or
- another situation it is deemed necessary.

Once activated the critical incident team will meet as soon as practical to determine issues, set priorities, and allocate tasks/responsibilities relating to:

- Assessing risks and response actions
- Liaison with emergency and other services
- Communications to relevant individuals, including employees and affected relatives
- Liaison with other organisations/stakeholders
- Counselling and supporting staff, board members, volunteers, clients and community not directly involved in, but affected by, the incident.
- Media management (if required)
- Where appropriate DarkLab may be required to provide support to the affected families in the form of:
    - hiring interpreters
    - making arrangements for hospital/funeral/memorial service/repatriation
    - obtaining a death certificate
    - assisting with personal items and affairs including insurance issues

DarkLab will conduct a review of actions arising from the above meeting to ensure:

- Follow up such as de-briefing, counselling and prevention strategies have been completed.
- Relevant people have been informed of all outcomes from the incident

De-brief and follow up

- The Head of Operations will organise ongoing response/follow up (including staff briefing, counselling, review and reporting).
- The Head of Operations will organise counselling and critical incident stress management on a one-off or continuing basis as necessary for affected staff members.
    - Normally, this will be a referral to and encouragement to utilise the Employee Assistance Program (EAP).
- The Executive Director may authorise additional or more specialised support.
- The Head of Operations will, in consultation with Executive Director determine who will conduct the Critical Incident Analysis.
- A report on the outcomes of the Critical Incident Analysis will be in tabled at the incident follow-up meeting. Depending on the nature of the incident, a report may also be presented to the Leadership Team, the Work Health and Safety Committee and the employees involved in the incident.

8. Post Incident Counselling and Debrief

Counselling

All staff are able to utilise counselling services available through DarkLab's employee assistance program providers {EAP Provider name TBC}. The service is available to all employees and their immediate family members, is free and is totally confidential.

Incident Response Debrief

A debrief will take place as soon as practicable after a drill or emergency. The Chief Warden will convene and chair the meeting with a view to assessing the adequacy of the plan and to recommend any changes. Any debrief will include any emergency service that attended the emergency. It may also be appropriate to conduct a separate recovery debrief to address recovery issues (see also critical incident management).

Debriefings are about learning from experience and identifying what worked and did not work as well as it ought to. They are not to be used as a method of apportioning blame for any failings identified.

The aim of debriefing is to answer the following questions:

- How well prepared were we?
- How well did we do?
- What can we do better in the future?

9. Emergency Management

Emergency Planning Committee

An Emergency Planning Committee (EPC) shall be established for and shall ensure that emergency procedures and plans are developed.

Role

The role of the Emergency Planning Committee is to:

- conduct hazard analyses including defining potential emergencies;
- establish emergency plans and procedures;
- nominate and train emergency control personnel;
- ensure that an up to date register of ECO personnel is maintained; and
- conduct evacuation exercises and debriefings.

Structure

The EPC will be comprised of:

- DarkLab Executive Director
- DarkLab Head of Operations
- Chief Warden;
- Deputy Warden;
- Site Manager ; and
- those with specialist knowledge.

Work Health and Safety Obligations

Induction and Training

Induction

All new workers will receive an induction in the emergency evacuation rules of the site. This will include emergency procedures, location of emergency equipment, methods to evacuate the site, and notification of missing persons.

Refresher inductions will be undertaken at an agreed frequency for the site.

Visitors to the site do not need an induction to visit the art installation.

Training

Training requirements will be determined by undertaking a training needs analysis to ensure training is relevant. Training will be delivered as part of a training calendar/annual training plan and records will be maintained.

Where applicable, competency-based training will be undertaken where a worker's knowledge and understanding is tested to ensure they have understood the information provided. Refresher competency-based training will be provided at agreed intervals.

Members of the site ECO will be provided with training appropriate to the needs of the organisation. This will include:

- fire safety features including installed alarms;
- the procedure for evacuation of the facility including the possibility of modification to set procedures where circumstances dictate a change is required;
- the location of the evacuation assembly areas and Off-Site Refuge locations;
- emergency personnel identification;
- emergency personnel authorities;
- the role and authority of each ECO member; and
- communication methods and systems.

Evacuation Practice

Evacuation exercises will be conducted at least annually to ensure that the procedures are satisfactory. All evacuation exercises will be prefixed by an announcement that indicates it is an evacuation exercise.

Evacuation Practice Record

An evacuation practice record will be kept for each occasion an evacuation practice is held. The practice record must state the following:

- the date of the evacuation;
- the times when the evacuation started and ended; and
- any action to be taken as a result of the evacuation.

Persons with Special Needs / PEEP

A person with special needs is someone having physical, intellectual, visual or auditory disabilities or impairments – either temporary (e.g. broken leg) or permanent. Personal Emergency Evacuation Plans (PEEPs) must be compiled for each identified person with an impairment (refer Appendix C template). The procedures must also include the details of the person nominated to be the designated assistant.

Information on the PEEP will be disseminated to all people responsible for its implementation. PEEPs will be held by the Chief Warden.

10. Definitions / Abbreviations

Definitions

Emergency Control Organisation (ECO)	A structured organisation that will initiate an appropriate response to emergency situations.
Emergency Planning Committee (EPC)	A committee responsible for establishing an emergency plan, emergency response procedures and an ECO.

Abbreviations

AS/NZS	Australian / New Zealand Standard
PCBU	Person Conducting a Business or Undertaking
ECO	Emergency Control Organisation
EMS	Emergency Management System
EPC	Emergency Planning Committee
PEEP	Personal Emergency Evacuation Plan

11. Appendices

Duty Card 1: Chief Warden

On becoming aware of an emergency, the Chief Warden shall take the following actions:

- ☐ Respond and take appropriate control of the situation;
- ☐ Ascertain the nature of the emergency and implement appropriate action;
- ☐ Ensure that the relevant emergency service has been notified (000);
- ☐ Ensure that visitors and workers are advised of the situation, as appropriate;
- ☐ If necessary, after assessing the situation, initiate action appropriate to the situation in accordance with the evacuation and emergency procedures and have entry to the affected areas controlled;
- ☐ Ensure orderly flow of persons into protected areas
- ☐ Monitor the situation and ensure any action taken is recorded in an incident log;
- ☐ Brief the Senior Emergency Service Officer upon arrival on the type, scope and location of the emergency and the status of the evacuation, and thereafter assist the officer as required; and
- ☐ Any other actions considered to be necessary or as directed by the Senior Emergency Service Officer.
- ☐ Debrief ECO members and senior management once the incident is safe and under control.

When the emergency incident is rendered safe or the Emergency Service returns control:

- ☐ Notify the ECO members and visitors that the emergency has finished.
- ☐ Organise a debrief with ECO members and, where appropriate, with any attending Emergency Service.
- ☐ Compile a report for DarkLab management.

Duty Card 2: Wardens

On becoming aware of an emergency, Warden's shall take the following actions:

- [ ] Act as Floor or Area Wardens;

- [ ] Operate the communication(s) system in place;

- [ ] Check to ensure fire doors and smoke doors are properly closed;

- [ ] Close or open (unlock) other doors in accordance with the evacuation and emergency procedures;

- [ ] Search the affected floor or area to ensure all persons have evacuated the area. This function is of greater importance than a later physical count of those evacuated;

- [ ] Ensure orderly flow of persons into protected areas, e.g. stairwells;

- [ ] Assist occupants with disabilities or others requiring assistance;

- [ ] Act as leader of groups moving to nominated assembly areas; and

- [ ] Report to the Chief Warden on completion of required activities.

Duty Card 3 Critical Incident Team

Agenda for Critical Incident Team Meeting

1. Verify and update the details of the crisis.
2. Evaluate the impact of the crisis, or, the potential of an incident to escalate into a critical incident.
3. Situational Analysis
    - What has happened? Have all the facts been gathered
    - What resources are available – personnel, physical space?
    - What communication is necessary?
    - Prioritise people to be contacted & utilise prepared statements
    - Who is at risk? (individuals, groups, family members)
    - Designate Support Centre venue, support team, counselling venues, physical resources required
4. Determine if additional support from community agencies is needed. Refer to External Contact List.
5. Develop a strategic crisis plan; this should include the implementation procedures and division of labour. Ensure the following is covered:
    - Inquiries from police/emergency services.
    - Designate someone to represent DarkLab to the families of the victims.
    - Support to Staff:
        - Inform staff of the event
        - Decide the procedure in disseminating the news
        - Arrange interview/ presentations locations
        - Arrange individual and group counselling for staff
    - Determine plan for follow up meetings.
    - Communications strategies:
        - Media inquiries
        - Enquires from clients and community (consider developing written statement for phone enquiries)
        - Preparing information for staff
    - Initiate log of actions taken and times.
    - Consider need for legal advice.
    - Consider other groups that may need notifying, e.g. WorkSafe Tasmania.
    - Arrange relief and/or additional staffing.

Considerations checklist for critical incident and emergency recovery

Workers

- ☐ Alternative Premises / Arrangements for workers to continue to perform duties
- ☐ Emergency catering
- ☐ Basic sanitary requirements
- ☐ Personal support / Counselling (EAP)
- ☐ Peer support networks
- ☐ Support for affected relatives
- ☐ Communication and debriefings

Economic

- ☐ Contact your insurance company to make a claim (before you begin cleaning up and removing damaged goods, etc.)
- ☐ Long-term legal, insurance and financial problems
- ☐ Funds for access to emergency resources
- ☐ Government assistance that may be available to assist recovery

Infrastructure / Environment

- ☐ Priorities for the restoration of services and assets (power, water, telecommunications, transport networks/corridors)
- ☐ Impact assessments (environment focus)
- ☐ Disposal of plant material or other infected matter

Security

- ☐ Temporary barricades, barrier tape
- ☐ Protection of physical assets

Public relations and media management

- ☐ Designated person to speak with media

Legal

- ☐ Designated person to speak with media

Recovery services contacts

Business assistance	
Enterprise Centres Tasmania	1800 440 026
Mentoring Service Tasmania	1800 440 026
Tasmanian Chamber of Commerce and Industry	1300 559 122 or 6236 3600
Rebuilding assistance and advice	
Master Builders Tasmania	6210 2000
WorkSafe Tasmania	1300 366 322
Emotional health and well-being	
Anglicare Family and Relationship Services	1800 243 323
Relationships Australia	1300 364 277
The Salvation Army	6231 5440
Mental Health Helpline	1800 332 388
Lifeline	13 11 14
Suicide Helpline	1300 132 098
Mensline Australia	1300 789 978
BeyondBlue	1300 224 636

Raising the alarm

In the event of an emergency the alarm is to be raised on site by:

1. Notifying those around you
2. Notifying the Chief Warden

Call to Emergency Services (000) Procedure

In the event that Emergency Services are required to attend site:

1. Phone 000 and request the appropriate Emergency Service
2. Advise the location of the emergency and the best access point
3. Send a person to meet the emergency services at the agreed access point

False Alarm

In the case of a false alarm being detected the Chief Warden must be informed immediately.

Chief Warden

1. Check the area of concern and confirm no emergency is occurring
2. Arrange for an ECO member to meet with attending Emergency Services if/when they arrive
3. Declare “All Clear” when satisfied that there is no emergency present

NOTE: Only the Chief Warden has the authority to suspend an evacuation and only if it is proven beyond doubt that there is no emergency present.

Evacuation

The situation should be assessed before the decision to evacuate is made. Consideration should be given to the following factors:

- location of the emergency;
- severity and extent of the emergency;
- if a fire is involved:
  - the proximity of any flammable material;
  - whether the first attack appliances are controlling the fire;
- the nature and type of workers/visitors in the vicinity.

If in doubt – evacuate.

Evacuation Procedure

These procedures are to be followed by all occupants on the order to evacuate.

ON BEING ALERTED TO AN EMERGENCY

1. Secure confidential and valuable items if time permits, shut down electrical equipment.
2. Prepare to evacuate the area and standby
3. Follow instructions of the Chief Warden or Wardens
4. If you are away from your Area, DO NOT RETURN TO YOUR AREA

ON BEING ALERTED TO EVACUATE

1. Immediately leave building via designated exit or nearest safe exit.
2. Proceed to nominated Assembly Area and remain there until otherwise directed by Chief Warden or Warden or a Fire Brigade Officer.

Chief Warden

On becoming aware of an emergency, the Chief Warden is to:

1. proceed to the Assembly Area
2. establish communications with the affected area and assess the nature and extent of the emergency;
3. if an evacuation is required initiate evacuation procedures;
4. ensure Emergency Services are notified;
5. conduct a final check of all areas to ensure it is clear of workers and visitors.
6. if a false alarm or if the emergency has been overcome, notify all areas.

Warden

When an evacuation is required, **Wardens** should be prepared to:

1. Collect and account for staff and visitors. (search all areas, closing doors after searching).
2. lead workers/visitors to the Assembly Area;
3. provide assistance to anyone who may be needing it:
    - The buggy is the primary method available to assist with the prompt evacuation of persons with impairments (e.g. mobility / visual impairments, injury from a fall, etc)
    - If there is a personal assistant present with an impaired individual, discuss the evacuation plan with them if required to identify appropriate solutions.
4. conduct a final check of all areas of the floor/site to ensure it is clear of workers. Check toilets, and all occupiable spaces;
5. prevent any person from re-entering the area or building, unless authorised to do so by the Chief Warden or senior Emergency Services Officer;
6. permit only non-bulky personal items, such as purses, wallets or handbags to be carried into the emergency exits for an evacuation other than a bomb threat;
7. advise the Chief Warden that the area has been evacuated; and
8. proceed to the evacuation Assembly Area and remain in charge of workers until the “all clear” is given by emergency services.

Shelter in Place

Sheltering in place is a defensive action and is an alternative to evacuation where workers/visitors can protect themselves against an incident originating outdoors, and for which there is forewarning. A shelter is a pre-determined interior room which can provide a barrier to protect workers from the exterior environment.

Shelter in Place will be determined by the Chief Warden who will communicate to the Wardens to implement.

Situations that have led to Shelter in Place include:

- storms;
- active shooter;
- structural / building failure.

A Shelter in Place location may also be used as an area of temporary rescue assistance or "Refuge Zone" for a person with a disability to await assistance for their evacuation, when it is not possible for them to evacuate safely with everyone else. If this method is used, the Chief Warden must:

- Continue to plan to move these people where this is possible and practicable. Avoid leaving anybody behind at a refuge area, unless there is no safe option to evacuate them.
- Ensure external emergency services are made known (i.e. how many people are waiting to be rescued and the location).
- Establish a two-way communication system with the refuge area.

Irrespective of where you are sheltering in place, the basic steps remain the same:

1. shut and lock all windows and doors;
2. turn off all air handling equipment (heating, ventilation, air conditioning (both supply and exhaust) within your ability to do so;
3. Individuals are advised to remain inside until further instructions become available;
4. use the internet or turn on the television or radio and listen for further instructions; and
5. when the "all clear" is announced, open windows and doors, turn on ventilation systems and go outside until the building's air has been exchanged with the now clean outdoor air.

Aggressive Persons / Personal Threat

The following is designed to assist staff take care of their personal safety while meeting their professional obligations. The focus is preventative, and the information is not definitive in terms of strategies. For all workplace incidents/emergencies relating to a personal threat, armed offender etc call 000 immediately.

THE AIMS ARE TO:

- Maximise staff/visitor safety.
- Help reduce or diffuse an aggressive response from a resident or visitor.
- Assist staff to create a non-threatening environment in which issues can be resolved.
- Protect property.

FORMS OF AGGRESSION:

- Abusive or unkind speech.
- Intimidation, hostility.
- Threatening, use of threats or warning of infliction of harm.
- Disruptive.
- Violent, exercise of physical force.
- Offensive speech or behaviour.

IF A WORKER or MEMBER OF THE PUBLIC:

Is demonstrating Aggressive or threatening behaviour and is unwilling to leave the area the following responses may be useful:

REMAIN CALM	DO NOT panic or raise your voice. Avoid direct eye contact. DO NOT make any sudden movements.
DO NOT TAKE RISKS	Hand over whatever is requested. Do not do anything which may antagonise the offender.
DO ONLY WHAT YOU ARE TOLD	DO NOT volunteer any additional information.
NOTE OFFENDERS CHARACTERISTICS	Gender, height, voice, clothing, tattoos, jewellery, any distinctive clothing and note areas the offender has touched (after the offender has left, ensure other persons do not contaminate areas that the offender has touched). Note the type, registration number and last known direction of the vehicle used by offender.
ALERT	If safe to do so without endangering yourself, alert other staff members.
ISOLATE	Remain in a secure area. Place yourself behind a desk or chair near an exit to reduce the risk of physical assault Stay away from windows and if possible close blinds.
TELEPHONE	REMAIN CALM. Call 000 immediately and follow the instructions given by the operator.
RECORD	Record the offender's description

Bomb Threat

This procedure applies to any threat of a bomb be it by phone, in person, by email, text or by letter.

Person receiving threat

Any person receiving a threat should observe the following:

1. Keep calm. If possible, raise the alarm with a discreet response – i.e. contact the chief warden or notify the most senior person in charge.
2. If a verbal threat:
    - Try to keep the person talking, ask questions or have them repeat information to be sure
    - Observe and listen to remember as much as possible.
    - Complete the verbal bomb threat checklist (Appendix C) if possible. The checklist can be used as evidence against the perpetrator of the threat in any subsequent legal proceedings.
    - Obtain as much detail as possible about the bomb or substance and its location.
    - If received by phone, do not hang up.
    - DO NOT discuss the call with other workers.
    - Immediately after the threat, contact the Chief Warden who will notify the Police.
3. If a written threat:
    - Place the document in a folder/paper envelope. Do not photocopy, tear or modify it.
    - Restrict access to the document – it will be required by police.
    - If received by electronic means save the document if possible.

All Staff

1. On receipt of a "bomb alert" instruction, DO NOT use your mobile phone until the all clear is received. The use of a mobile phone may unintentionally trigger an explosive device
2. Prepare for evacuation or to provide access to Emergency Services
3. Be alert for suspicious items. If you see a suspicious item:
    - **DO NOT TOUCH OR DISTURB THE ITEM**
    - Alert the Chief Warden
    - Exclude people from the area
4. If possible, remain near your station
5. Identify nearby people who may be used as runners

Chief Warden

1. Liaise with Emergency Services (i.e. the police) to determine appropriate response:
    a. If the threat is credible, conduct a full evacuation – with consideration to using an Alternate Assembly Area (refer Section 3)
2. Maintain incident log
3. Ensure the form "Verbal Bomb Threat Checklist" is completed by eye witnesses
4. Give ALL CLEAR when appropriate
5. Ensure incident is logged. Incident report forms should be completed by all who attended, including members of the public
6. Ensure appropriate debriefing arrangements are made

Warden

1. Notify Chief Warden.
2. Relieve person receiving threat on phone if required.
3. Proceed to evacuate the area ensuring that personal effects (ie bags, briefcases etc) are taken with the evacuees if instructed
    a. Note the primary evacuation assembly area may be considered unsafe and an alternative will be designated by the Chief Warden

Bomb Threat –vs- Fire Emergency

Evacuation is not always the best immediate option in the event of a bomb threat situation as:

- More people could be exposed to danger in the event of evacuation being initiated;
- Assembly areas for bomb threats should be out of line of sight of the building;
- Avoid use of car parks as assembly areas as this could again expose more people to the threat;
- Take personal belongings with you; and
- Leave windows and doors open and lights on.

Suspicious Package/Mail

In the event of receiving a package or letter that is deemed suspicious, follow the procedures outlined below.

Unopened suspicious item

1. Place item in a plastic bag and seal it
2. Place all items in a second plastic bag and seal that bag.
3. Stay in your office or immediate work area. This also applies to co-workers in the same room.
4. Prevent others from entering the area and becoming contaminated.
5. Remember you are not in immediate danger.
6. Call your supervisor for help.
7. Keep your hands away from your face to avoid contaminating your eyes, nose and mouth.
8. If possible (without leaving your work area) wash your hands.
9. Wait for help to arrive.

Chemical Spill

This procedure applies to any event involving the spillage of hazardous or potentially hazardous chemicals or gas.

First on scene

1. Remove yourself and others from danger.
2. Contain the spill if it is safe and you are trained and competent to do so.
    a. If noxious fumes present, remove all people from the area immediately.
    b. Do not handle unknown chemicals.
    c. Comply with directions on SDS if available.
3. Contact Chief Warden.

Warden

1. Exclude people from the affected area.
2. Notify Chief Warden.
3. Contain the spill if it is safe and you know how to do so.
    a. If noxious fumes present, remove all people from the area immediately.
    b. Do not handle unknown chemicals.
    c. Comply with directions on SDS if available.
4. Prepare for evacuation or to provide access to Emergency Services.

Chief Warden

1. Exclude people from the affected area.
2. Notify Emergency Services if required.
3. Refer to SDS if available and comply with directions on SDS.
4. Contain the spill if it is safe and you know how to do so.
    a. If noxious fumes present, remove all people from the area immediately.
    b. Do not handle unknown chemicals.
5. If evacuation is necessary, initiate evacuation.
6. Give ALL CLEAR when appropriate.
7. Ensure incident is logged. Incident report forms should be completed by all who attended, including members of the public.
8. Ensure appropriate debriefing arrangements are made.

Fire

If fire or the presence of smoke is reported to you, immediately take the following actions:

General Procedures

1. Notify those around you and take action to ensure your safety and the safety of others if safe to do so
2. If safe to do so extinguish fire with a fire extinguisher
3. Raise the alarm and Evacuate if unsafe or fire uncontrollable
4. Don't enter smoke

Within Building Procedures

R	REMOVE If safe to do so, remove or rescue any persons in immediate danger.
A	ALERT Alert other workers. Notify the appropriate Emergency Services. This usually involves calling the Emergency Number.
C	CONTAIN/CONTROL Close doors, and if safe to do so, deal with the threat.
E	EVACUATE/EXTINGUISH Evacuate to the Assembly Area and remain there until advised otherwise by a person in authority. Extinguish the fire only if trained in the use of the equipment and it is safe to do so.

Use of fire extinguishers – if safe and trained to use.

- Ensure a safe exit path
- Approach from upwind
- Select the correct extinguisher for the type of fire
  1. Pull the pin
  2. Aim at the base of the fire
  3. Squeeze the trigger
  4. Sweep side to side

(Don't use water or foam extinguishers on electrical fires)

The following equipment has been installed:

Art Installation	Visitor Welcome Centre
Two fire extinguishers	Three fire extinguishers
Two smoke detectors	Three smoke detectors
	Two fire blanket
	One fire hose reels

Chief Warden

On becoming aware of a fire within, or which impacts upon the building or area, the **Chief Warden** is to:

1. Proceed to the activated smoke alarm/fire location (if safe)
2. Assess the nature and extent of the emergency;
3. If an evacuation is required initiate evacuation procedures;
4. Ensure Emergency Services are notified;
5. Arrange a final check of all areas to ensure it is clear of workers and visitors.

Warden

On becoming aware of a fire in their area, **Wardens** are to:

1. Warn everybody in the immediate vicinity, alert the fire service by calling 000 and advise the Chief Warden;
2. Evacuate the area via an alternative, non-smoke filled egress route;
3. Close doors and windows to the smoke filled area if safe to do so;
4. Lead workers/visitors to the Assembly Area;
5. Provide assistance to anyone who may be needing it;
    - The buggy is the primary method available to assist with the prompt evacuation of persons with impairments (e.g. mobility / visual impairments, injury from a fall, etc)
    - If there is a personal assistant present with an impaired individual, discuss the evacuation plan with them if required to identify appropriate solutions.
6. Conduct a final check of all areas of the floor/art installation to ensure it is clear of workers. Check toilets, and all occupiable spaces;
7. Prevent any person from re-entering the area or building, unless authorised to do so by the Chief Warden or senior Emergency Services Officer;
8. Permit only non-bulky personal items, such as purses, wallets or handbags to be carried into the emergency exits for an evacuation other than a bomb threat;
9. Advise the Chief Warden that the area has been evacuated; and
10. Proceed to the evacuation Assembly Area and remain in charge of workers until the “all clear” is given.

Bushfire

Preparations prior to bushfire season

Site Maintenance

Actions
1. Maintain the Hazard Management Area ensuring lawns and grassed areas are kept below 100mm in height.
2. Check provision of onsite water supply for firefighting purposes, ensuring supply is adequate, available, and accessible.
3. Ensure no hazards are present which would contribute to increased fire intensity, removing rubbish piles etc.
4. Ensure lawns and grassed areas are kept green if water supply allows.
5. Ensure property access is kept clear and easily trafficable.
6. Ensure defendable spaces around buildings and assembly areas are maintained.
7. Ensure first aid kits, fire extinguishers, emergency lighting etc. are current and serviceable.
8. Ensure Roofs and gutters are free from leaf litter and debris.

Emergency Management

Actions
1. Review Bushfire Emergency Plan to ensure details, procedures and contact phone numbers are correct.
2. Ensure the Action Plan is displayed in suitable visible locations in all buildings and a printed copy of this Emergency Plan is available within the onsite refuge.
3. Ensure Staff have been informed of, and are familiar with, the procedures laid out in the Bushfire Emergency Plan.
4. Ensure revised and current versions of the Emergency Plan are available for review.
5. Ensure Chief Warden has access to bushfire warnings via ABC Radio/TFS website.
6. Ensure nominated off-site shelter is still a safe choice, confirming contact details if appropriate.
7. Ensure the nominated escape route to shelter is still a viable choice. If not, update Action Plan.
8. Ensure adequate levels of drinking water are available.

Activation and Escalation Strategy

The following actions will be taken upon activation of each condition in table:

Note: Evaluation of bushfire risk and the safety of employees and occupants has determined that the:

- *PRIMARY action to follow under normal bushfire conditions is to evacuate to a designated off-site refuge (refer Section 3 for potential locations); and*
- *SECONDARY action to follow under normal bushfire conditions is to shelter at a designated on-site refuge.*

CONDITION	ACTION
Bushfire Smoke	**Chief Warden** ○ Monitor air quality via Department of health website - https://www.dhhs.tas.gov.au/publichealth/air/trackairquality ○ When air quality (PM2.5) is over **25** at either Geeveston (GV), Judbury (JB), Cygnet (CY) or Huonville (HV) ○ There is a chance that air quality in the Ida Bay area could be at increased risk levels without a corresponding increase showing on the DHHS website. If the air around the site is visibly smoky begin communication strategy and contact TFS for further advice. ▪ begin communication strategy to advise those at **high risk** to begin taking appropriate action. ▪ Considerations (see below) • Close windows and doors of buildings • Remain indoors • Alternative work arrangements ▪ Continue regular communication updates on air quality
Advice alert OR A Fire Danger Rating (FDR) of **VERY HIGH**	**Chief Warden** ○ Confirm potential threat. ▪ location of fire and weather forecast ○ Continue to monitor regions via TFS website ○ If likely to escalate, confirm appropriate actions as per below under Watch and Act or Emergency alert. ○ Considerations – ▪ Site Closure, ▪ preparation for movement to safer location. ▪ Off-Site Evacuation Procedure (if evacuation is required and safe to do so) or ▪ shelter in place procedure.
Watch and Act OR FDR of 'Extreme' or above	**Chief Warden** (with the Critical Incident Team) will: Confirm closure of the site ○ Chief Warden to direct Evacuation and Advise Emergency Services (000) ○ Visitors and Staff to proceed to evacuation assembly point. ○ All persons are to be accounted for. ○ Close all doors and windows of buildings when leaving ○ Wear sturdy clothing and footwear if available ○ Using Bushfire Action Plan Map, direct guests to evacuate to nominated off-site shelter ○ Do Not drive through smoke or flame. If path is blocked , return to premises and shelter on site.

Emergency Alert *Includes bushfire activity evident near the site (e.g. smoke below the horizon and/or flames are visible from the site, and/or embers are falling on the site)* *OR* *Emergency Warning is issued for Ida Bay or advice is received from emergency services;* *AND* *Access to Southport via the Huon Highway is blocked.*	**Chief Warden** (with the Critical Incident Team) will: Confirm closure of the site ○ Instruct workers and visitors to commence shelter-in-place procedures and advise the TFS (000). ○ Marshal visitors to the designated onsite refuge, assisting any visitors with disabilities as required. ○ Take shelter in on-site refuge to protect occupants from radiant heat. ○ Monitor building interior for outbreaks of fire within and extinguish if possible. ○ Soak towels and place under doors to exclude embers. ○ Wear sturdy clothing and footwear if available. Commence communication strategy to staff and other stakeholders.

Once the threat has passed:

EVACUATION POST ACTIONS

Actions
1. Ensure the safety of all people and seek medical assistance for those requiring it.
2.Chief Warden to establish through TFS that it is safe to leave the refuge and roads are clear.
3. No person should attempt to re-enter fire affected buildings/areas until safe and advised by TFS/TASPOL
4.Chief Warden to review Emergency Plan for effectiveness (and any weaknesses), and amend as necessary.

SHELTER-IN-PLACE POST ACTIONS

Actions
1. Ensure the safety of all people and seek medical assistance for those requiring it.
2. Ensure TFS /TASPOL are aware of situation with staff and visitors (i.e. sheltering, safe, or injured)
3. Ensure all people drink plenty of water to avoid dehydration.
4. Staff or owners to extinguish any spot fires still burning around premises if safe to do.
5. Fire Warden to seek information and ensure fire front has passed.
6. No person should attempt to re-enter fire affected buildings/areas until safe and advised by TFS/TASPOL.
7. Fire Warden to establish through TFS that it is safe to leave the refuge and that roads are clear.
8. Fire Warden to review Emergency Plan for effectiveness (and any weaknesses) and amend as necessary.

RESOURCES

- Tasmania Fire Service website - http://www.fire.tas.gov.au/
  - Fire Danger Ratings
  - Alert levels
  - Bushfire community protections plans
  - Evacuation Centres
  - Nearby Safer Places
- Department of Health website
  - Track Air Quality - https://www.dhhs.tas.gov.au/publichealth/air/trackairquality

BUSHFIRE SMOKE INFORMATION

People at higher risk of health harm from breathing smoky air include:

- those with asthma or lung problems of any kind
- those with other chronic illnesses like heart disease, diabetes or a previous stroke
- older people, especially those over 65 years
- babies and children, especially those less than five years old
- pregnant women.

For people at higher risk, smoke can make your existing health conditions worse and it is important to manage your health and reduce the smoke you breathe.

Monitoring local air quality can help determine when action is required. When the air quality (PM2.5) is over 25 (usually visible haze) those with high risk conditions should take action to reducing smoke inhalation.

The following steps can reduce exposure to smoke in general atmosphere:

- Stay indoors with your windows and doors closed and avoid physical activity outdoors.
- Set air-conditioner to 'recycle' or 'recirculate'.
- If work area becomes inundated with smoke consider alternative work arrangements / locations.
- Consider using a portable air cleaner with a high-efficiency particulate air or HEPA filter.

Do not drive through smoke or flame. If path is blocked, return to premises and shelter on site.

First Aid or Medical Treatment

In the event of a suspected cardiac arrest or if there is a need for urgent medical assistance dial 000 (or VOIP 0-000).

D	DANGER Check for danger and hazards/risks.
R	RESPONSE Check for response using the talk and touch technique.
S	SEND FOR HELP Send/call for help if unconscious or badly injured. Call ambulance on 000.
A	AIRWAY Clear (if required) and open airway.
B	BREATHING Check for normal breathing using the look, listen and feel technique.
C	CIRCULATION Start CPR – give 30 chest compressions at a rate of 100 per minute followed by two breaths.
D	DEFIBRILLATION Attach Automatic External Defibrillator as soon as available and follow its prompts.

Continue CPR until qualified personnel arrive or normal breathing and responsiveness returns.
30:2 = 30 compressions: 2 breaths regardless of age or number of rescuers.

Information that may be required for the ambulance service:

- Name
- Address
- Nearest Cross Street
- Contact Number
- Medical Problem
- Patient Age
- Patient Consciousness
- Patient Breathing

When First Aid assistance is required:

1. Despatch a trained First Aid Officer to the scene, if possible; make use of the buggy as appropriate;
2. Based on their training, the First Aid Officer should render assistance to the injured and make them comfortable;
3. If the injury has resulted from a fall, DO NOT move the person and where possible do not leave them unattended unless required to preserve life;
4. If the injured person has a personal assistant, clarify and seek advice in relation to their impairment;
5. Have a Warden or person meet the responding ambulance and/or helicopter;
6. The First Aid Officer will remain with the injured person until despatched from the site by the ambulance or such other time as deemed necessary;
7. Advise next of kin with the details of the injury if serious, this may be conducted by the attending police officers if the emergency results in major injuries or death; and

   After the emergency is over complete an incident report.

Missing Person(s) Response

A missing person is where a member of the public notifies a staff member advising them of a missing person.

The responding staff member(s) must make 'information gathering" the priority, before declaring the type of response required. The Chief Warden takes control and is the final decision maker.

The following series of escalating procedures should be followed to handle missing persons.

#	Action	Details
1	Information gathering	0-2 minutes
2	Type of search needed (see scenarios below)	Water/Land
3	Assistance requested	Nearby members of the public
4	Initial search conducted	Onsite buildings
5	Coordinated search	Police

Information gathering

In all search incidents, it is imperative that the following information is collected and recorded.

• Name	• General Description
• Age	• Location last seen
• Sex	• Time last seen
• Clothing	•
• Details on reporting person (e.g. time reported, name, contact details, etc). *Exception: Car remaining in the carpark past closing time with no apparent owner.*	•

It is important that a solo search is not conducted. Assistance should always be sought.

Scenarios:

Missing Adult Person

1. Record as much detail as possible about the missing person and provide to the staff member remaining at the visitor welcome centre (refer *Information gathering* table on page above).
2. Site Manager conducts a full sweep of the site using the buggy, starting at the art installation, and finishing at the visitor welcome centre:
    - If the missing person is a special needs individual the incident is to be reported to Kingston LAC following the completion of the site search.
    - If the missing person is a capable adult, a report to the police will not be made until another search has been completed at the close of business for the day.
3. The police control all decision making after the case has been reported to them.
    - If the person is located after reporting to the police, inform the police that the person has been found.

Missing Child (i.e. when a parent cannot locate their child)

1. If the report is made at the visitor welcome centre, complete step 3 before the Site Manager, parent and 3rd staff member return to the location where the child was last seen.
2. If the report is made to a staff member not at the visitor welcome centre, the staff member and parent should travel to the location at which the child was last seen. Once at the location, step 3 should be communicated to the visitor welcome centre over 2-way radio. Site Manager to also travel to location once informed.
3. Record as much detail as possible about the missing child and provide to the staff member remaining at the visitor welcome centre (refer Information gathering table on page above).
4. 3rd staff member to remain at location whilst Site Manager and parent conduct full sweep of site starting at the art installation and finishing at the visitor welcome centre.
5. If after 1 hour from the report being made the child has not been found, the missing child should be reported to the Police and/or the Kingston LAC.
6. The police control all decision making after the case has been reported to them.
    - If the child is located after a report to the police has been made ensure the police are informed that the child has been found.

Missing Parent (i.e. when a child is found and the parent cannot be located)

1. If a child is found by a staff member they should remain at the location at which the child is found (if it is in a trafficable area of the site) and report using 2-way radio to the visitor welcome centre. If the child is found in an out of bounds area of the site they should be taken to the visitor welcome centre.
2. One staff member should stay at the location described in step 1 and the site manager should conduct a full sweep of the site starting at the art installation and finishing at the visitor welcome centre to try and find the parent.
3. If the parent has not been located by close of business, a report should be made to the Police.
4. The police control all decision making after the case has been reported to them.
    - If the parent is located after a report to the police has been made ensure the police are informed that the parent has been found.

Power / Communication Failure

This procedure applies to any event involving a power failure, including disruption to communication (e.g. network failure, mobile coverage, etc).

There will be an in-reach device located on the site as part of the emergency kit.

http://www.alwaysinreach.com.au/product-info

A battery powered AM radio will also form part of this emergency communications kit.

2-way radios will be used for communication between people on the site

Severe Weather Conditions

Extreme Temperatures

Severe or prolonged hot or cold weather can have an adverse effect on electrical/mechanical equipment as well as people, particularly in humid conditions.

During periods of extreme temperatures, the ECO should ensure the following actions are taken to reduce the effects:

- All non-vital equipment should be turned off;
- Activities that would cause personnel to be exposed to extreme temperatures for extended periods are to cease; and
- Arrange medical assistance as required.

Flood

In the event of a flood:

- Do not enter the flood waters.
- Eliminate potential electrical hazards.
- Place high value equipment and records away from impending floodwaters if it is safe to do so.
- Stay in a safe location while it continues to offer protection.
- Evacuate staff and visitors as for the above evacuation procedures.
- Contact and liaise with emergency services if required.

Severe Storm

In the event of severe storm the ECO should ensure the following actions are taken:

Prior to the storm occurring:

- Secure all windows and external doors;
- If possible, open windows on the downwind side;
- Store valuable items and records in a lockable room or cupboard away from windows;
- Unplug equipment, cover and/or move it away from windows;
- Store loose papers in cabinets and drawers and lock these;
- If flooding is possible, move valuables/essentials items to an upper floor;
- Store or secure all loose exterior items, such as furniture, temporary awnings and building material;
- Protect windows and glass entrances with tape, boards and sandbags; and
- Turn off the air conditioners and lights and disconnect electrical equipment.

During a Severe Storm:

- Remain in the building; and
- Keep away from windows.

After the Severe Storm:

- Evaluate the need to evacuate and evacuate as necessary;
- Arrange medical assistance when required;
- Report any fires or fire hazards, gas leaks or structural damage; and
- Report anyone entering the building illegally.

Structural Instability

In the event that cracking or any similar building issue is detected, the Chief Warden will take control and will be the final decision maker.

Upon an inspection of the section of building in question, depending on the potential severity of the issue, the following guide is to be followed:

Risk Level	Action
Low – e.g. hairline crack or similar 'minor" issue	Plan for an appropriate repair
Medium – e.g. loose roofing section (has the potential to injure staff or visitors)	Secure the building section (if safe to do so). Erect signage and barricade the appropriate area to alert staff or visitors against entry Arrange for repair
High – signification cracking or failure of large section of roof	Initiate an evacuation of the building or area(s) potentially affected. Contact DarkLab management to determine appropriate media notification. Arrange for a professional assessment and solution for the issue.

Appendix C – Planning and checklists

Emergency Planning Checklist

If any box is marked NO, action must be taken to make the workplace safer.

Site	
Date completed	
Date to be reviewed	
Person who completed checklist	Name: Position:

Identifying emergencies Have you identified emergencies that may require an evacuation (eg fire, chemical spills, bomb threat)?	Yes	No
Responsibility Have you nominated someone to be responsible for managing an evacuation?	Yes	No
Signals to evacuate Do you have a process in place for signalling an emergency evacuation?	Yes	No
Evacuation procedure Have you identified how people should evacuate the workforce including how and where to? Do you have an assembly place after evacuation? Have you identified how people are to be accounted for? Have you established an "all clear" signal and re-entry procedures?	Yes Yes Yes Yes	No No No No
Emergency procedures Are emergency procedures prominently displayed in the workplace? Are all workers aware of and trained in emergency procedures? Are regular evacuation drills carried out? Are emergency exits marked and clear of obstructions?	Yes Yes Yes Yes	No No No No
Emergency and first aid equipment Are fire extinguishers clearly marked and regularly checked and maintained? Are first aid provisions (including appropriately trained first aid staff available? Are workers aware of where first aid provisions are kept and who first aid staff are?	Yes Yes Yes	No No No

Emergency Log

Incident details	Date: Incident Start Time: Incident Conclusion Time:
Type of incident	
Chief Warden	
Deputy Chief Warden	
Emergency services notified (time) 000	Police: Fire: Ambulance:
Officers in charge Tasmanian Fire Service Tasmania Police Other Agency	 Name: Name: Name:
Emergency Assembly Point Location	
All Clear Notified	Time:

Time	Message

Post Incident Report Form

Type of incident		
Incident details	Date: Time:	
Who reported incident to you?		
How was incident reported to you?		
What time did you receive the report		
What time did you contact emergency services?		
Who else did you contact?		
What actions were taken 1 2 3 4 5		 Time: Time: Time: Time: Time:
Evacuation details Commenced How many people evacuated? Evacuation completed? Completed All Clear given	 Time: Number: Yes No Time: Time:	
Injuries	Details	
ECO debriefing	Date: Time:	
EPC debriefing	Date: Time:	
Worker debriefing	Date:	

	Time:
Actions to be taken	

Assembly Area Checklist

Property Name	
Address	
Assembly Area Supervisor	Name:
Date	

Record of Arrival at Assembly Area

Area	Arrival Time	No of Evacuees	No of Refusals	Time sent back	Status

Materials Checklist

Control Point Sign		Clipboard			
First Aid Kit		First Aid Sign			

Ensure the Assembly Area Supervisor has a means of communication to the Chief Warden to provide regular updates of the status of the evacuation and to receive instructions from the Chief Warden.

Personal Emergency Evacuation Plan (PEEP)

Workers name	
Address	
Workstation location	
Is an Assistance Animal involved?	Yes No
Is worker trained in emergency response procedures?	Yes No
Preferred method of receiving updates to the emergency response procedures	*Circle one:* Text Email Braille Other: _____
Preferred method for notification of emergency	*Circle one:* Visual alarm SMS Personal vibrating device Other: _____
Type of assistance required *(list procedures necessary for assistance):*	
Equipment required for evacuation:	

Egress procedure (step by step details) 1. 2. 3. 4. 5.			
Designated assistant:		Name: Contact:	
Is designated assistant trained in emergency response procedures?		Yes No	
Is designated assistant trained in use of evacuation equipment?		Yes No	
Attach a diagram of preferred route for assisted evacuation		☐ Attached	
Issue date:	/ /	Review date:	/ /
Worker approval		Signature: Date:	
Chief Warden		Signature: Date:	
Employer		Signature: Date:	

Verbal Bomb Threat Checklist

Adapted from the Australian Bomb Data Centre Phone Bomb-Threat Checklist

Remember to keep calm.

Exact wording of threat

_____

_____

_____

_____

Important questions to ask

Where did you put it? _____

_____

When is the bomb going to explode? _____

_____

What does it look like? _____

_____

General questions to ask

How will the bomb explode?_____

_____

Did you put it there? _____

_____

Why did you put it there? _____

_____

Bomb-specific questions

What type of bomb is it? _____

_____

What is in the bomb? _____

_____

What will make the bomb explode? _____

_____

Chemical/biological threat-specific questions

What kind of substance is in it? _____

_____

How much of the substance is there? _____

_____

How will the substance be released? _____

_____

Is the substance a liquid, powder or gas? _____

_____

Other questions to ask

What is your name? _____

_____

Where are you? _____

_____

What is your address? _____

_____

Caller's voice

Accent (specify): _____

Speech impediment: _____

Voice (loud/soft etc): _____

Speech (fast/slow etc): _____

Diction (clear/muffled etc): _____

Manner (calm/emotional etc): _____

Did you recognise the caller? ☐ Yes ☐ No

If yes, who do you think it was? _____

Was the caller familiar with the area? ☐ Yes ☐ No

Threat language

☐ Well spoken ☐ Incoherent ☐ Irrational ☐ Taped ☐ Message read by caller

☐ Abusive ☐ Other:

Background noises for phone calls

☐ Street noises ☐ House noises ☐ Aircraft ☐ Voices ☐ Music ☐ Machinery

☐ Local call noise ☐ STD tones ☐ Other:

Other information

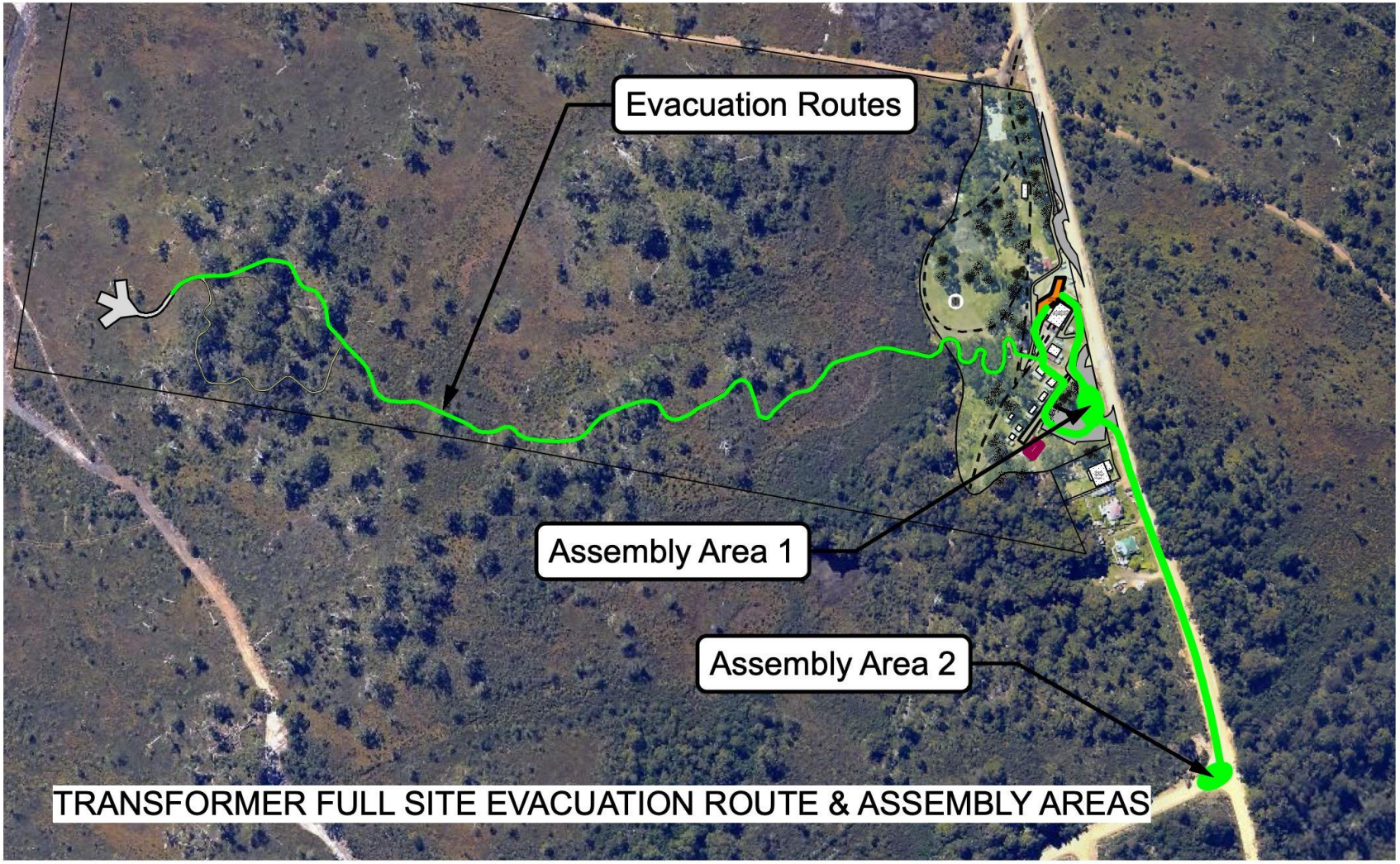
Suspected sex of caller: _____ Suspected age of caller: _____

Duration of call: _____ Number called: _____

Time of call: _____ Date: _____

Call received by: _____

Appendix D – Site Map


Evacuation Routes
Assembly Area 1
Assembly Area 2
TRANSFORMER FULL SITE EVACUATION ROUTE & ASSEMBLY AREAS