

## Emergency Procedures - Manuals and Diagrams

A critical element of managing emergencies is the development, establishment and documentation of emergency procedures. This includes the development of a site-specific emergency procedures manual as well as schematic fire and evacuation diagrams.

The Chubb emergency procedure manuals and evacuation diagrams are structured to ensure compliance with Australian Standard AS3745 as well as relevant State regulations. This program will assist you in meeting your legal responsibilities as well as your moral obligations.

### Approach

Design of the emergency procedure manual is a consultative process that requires significant input from your emergency planning representatives. In conjunction with a representative for the emergency planning committee we will conduct a detailed site inspection including:



- Identify risks/hazards found within or near the building that may impede or interfere with occupant safety
- Identify and address safe exterior assembly areas
- Evaluate work practices and issues that need to be accounted for when developing emergency responses, e.g. special hazard areas, evacuation of occupants, visitors, mobility impaired occupants, evacuation with limited staff, shift times, potential internal and external emergencies
- Audit the buildings safety and essential services, including fire alarm panels, automatic detection, alarm system, communication systems, sprinkler systems and portable firefighting equipment.

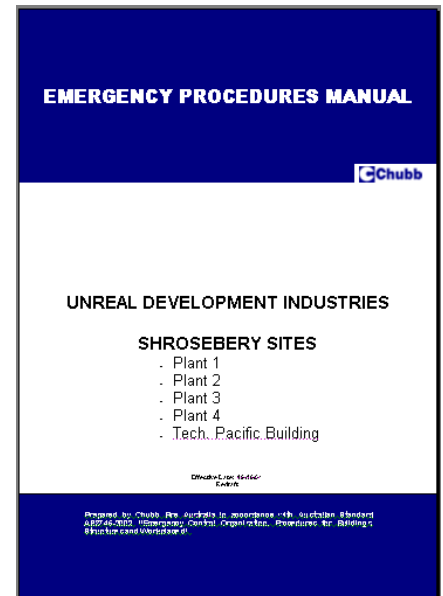
From the insight gained during the site inspection, a draft emergency procedure manual will be developed and submitted for your review and approval.

In developing evacuation diagrams we will conduct a detailed site survey. This includes marking up the layout of your building and the location of firefighting and fire protection equipment, paths of exit and assembly areas. Schematic fire and evacuation diagrams will be designed by our CAD operator and submitted for your review and approval.

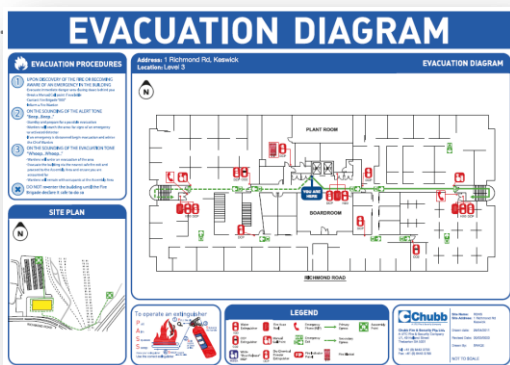
## Contents of the Emergency Procedures Manual

The Emergency Procedures Manual will be written in accordance with AS3745 and details the following

- Building profile
- Human Resources information
- Fire and evacuation procedures including
  - Chief and Deputy Chief Warden responsibilities and procedures
  - General Staff Procedures and responsibilities
  - After hours procedures (i.e. minimal staff)
  - Firefighting equipment (types and method of operation)
  - Preventing emergencies
  - Medical emergency (this is an optional element and may incur an additional fee)
- Procedures for special situations may include evacuating people with disabilities, unconscious people, and people refusing to leave, gas leaks, civil disobedience, armed intrusion and hold up.



## Evacuation Diagrams



The building owner/manager has an obligation to provide emergency procedures information to all staff, visitors, contractors, etc. Such information will aid in their evacuation of the premise and the identification of any other hazards if required. The emergency evacuation diagrams show evacuation routes, the location of firefighting appliances and other significant information. The diagrams can be provided in a number of increasingly complex formats.

## Cost

The provision of PDF or CAD plans prior to the site survey assists us significantly and minimizes costs involved in the development of evacuation diagrams. Please contact the Chubb Training office on 1300 650 182 or via email [chubb.training@chubb.com.au](mailto:chubb.training@chubb.com.au) for a detailed quote.