



Facility Management Victoria Pty Ltd Emergency Procedures Policy

Policy

- All risks will be continually monitored in order to minimize the potential of an emergency.
- Employee safety is paramount
- Emergency plans will be formulated and reviewed in consultation with employees, emergency service specialists and in line with statutory requirements.
- All employees will be regularly trained

The procedures also take into account the existing features and installed systems of each building such as fire protection equipment, communication systems, and emergency lighting and exit doors. They also take into account staffing levels during normal working hours as well as after hours contacts.

Emergencies covered

- Fire
- Bomb threat/ suspect mail
- Hazardous substances & chemical use
- External Emergencies covered
- Flood Emergency Response
- Civil Disturbance
- Explosion
- Medical emergency
- Security Breach
- Chemical & Biological
- Intruder Policy

Each of the above-mentioned emergencies has their own procedure to follow, these are located in the Human Resources Manual in the OH&S folder named according to subject of emergency. Please follow these as a guide, as each situation is different so common sense should be used while dealing with the emergency.

Termination of Emergency:

- The officer in charge will consult with the Facility Manager (and others) to determine if the emergency situation has been brought under control or eliminated.
- The emergency services will either declare the area safe for staff to return or that it is not safe and staff should go home.
- The Facility Manager will inform staff that the "All Clear" has been given and the action's staff can take.
- Staff welfare must be considered. Check that staff have adequate shelter, refreshments and transport as required.

Recommencing Operations:

The resumption of normal operation will depend on the damage to operating plant and equipment, the removal of debris, repair or replacement of equipment.

The area affected by the emergency may be subject to a criminal or legal investigation, therefore the area may be required to be secured for the collection of evidence. Mark off the area so as to avoid unauthorized entry. Remember – Do not disturb the area.

The decision to resume operations will be made by the Facility Manager when they have been given the “All Clear” and that it is safe to return to the area.