C2A POLICIES AND PROCEDURES
WORK HEALTH AND SAFETY POLICY[1]
Fire Safety, Emergency and Evacuation Management Plan – Policy c2a

[1]

- Work Health and Safety Regulations 2011. In regards to Ch 3 General risk and workplace management, Division 4, Clause 43. Updated 26.6.2015.
- NSW Government, Safework NSW. Emergency Plans. http://www.safework.nsw.gov.au/health-and-safety/manage-workplace-safety/emergency-plans. Updated 2.6.17.
- Updated Policy: 26.6.17

1. Introduction

1.1 Definition of Workplace

C2a is an alternative Internet and Phone Service Provider that provide competitively priced Fixed Wireless Broadband, ADSL Broadband, NBN and VoIP phone services at competitive and affordable prices while remaining local to Port Macquarie and surrounding areas.

1.2 Constitute - WHS Issue

C2a provides a Fire Safety, Emergency and Evacuation Management Plan to ensure all workers are aware of what to do in a fire, an emergency or evacuation. Emergency situations that may arise include explosion, chemical spill, medical emergency, natural disaster, bomb threat or violence. This ensures overall safety for all workers.

Employers consult and share information with employees and other workers to ensure views are shared and all cooperate with the plans in place. All Workers have a duty to take reasonable steps to ensure that they do not place themselves or others at risk or harm. All employees are expected to co-operate fully with any procedures that may be introduced as a measure to protect the safety and well-being of all workers and customers.

1.3 Filing and Storage of documents

This policy and Procedure are displayed in the office of the business and must be accessible to all staff and contracted persons. Posters of fire, emergency and evacuation procedures are on wall in Office, Server Room and Facility Storage Shed.

Complaints and incident reports- must be filed and kept for a minimum of 7 years.

2. Purpose of this Document

- In the event of an evacuation we aim to perform this policy in a rehearsed, timely, calm and safe manner
- This policy may be used in the event of fire or an Emergency
- For the safety of all occupants of the affected area in a fire, emergency or evacuation
- risks and hazards involving fire, emergency and evacuation are managed the best way possible
- checklists are provided in order to manage risks and hazards creating a safe environment
- all workers are knowledgeable on fire safety, emergency and evacuation in case any situations that arise

3. Persons affected

- Employers
- All workers (Employees, Contactors, Trainees, Volunteers and Visitors) off-site and in office areas(on-site areas)
- Customers
- Shared hosting users

4. Definitions

- <u>PCBU</u>: Person Conducting a Business or undertaking
- <u>First Aid officer/provider</u>: An employee that provides first aid to an injured person.
- <u>WHS (Work Health and Safety) Coordinator</u>: An employee that managers WHS through prevention of accident and injuries by assessing and eliminating accidents and injuries.
- <u>Shared Hosting Users</u>: Customers who use our premises for hire for hosting purposes
- <u>Emergency evacuation:</u> is the immediate and urgent movement of people away from the threat or actual occurrence of a hazard.
- <u>Emergency:</u> Emergency situations that may arise include explosion, chemical spill, medical emergency, natural disaster, bomb threat or violence.
- <u>Office areas/On-site:</u> These include the Office, Server Room and Storage Shed
- <u>Off-site areas</u>: Houses/Business' where workers perform installs of our services

5. Responsibilities

5.1 (PCBU) Director/Officer/Manager/team leader

- Trained on Procedures in place for fire and emergency in office areas as well as off site areas
- Ensure a safe working environment – Duty of Care
- Duty of consult: consult with workers about issues to identify hazards, assess risks and eliminate/control risks.
- Work environment: systems work, machinery and equipment are safe and maintained
- safe systems of work are followed
- any information, instruction, training and supervision needed to make sure that all workers are knowledgeable about fires and evacuations are provided
- ensure all workers are aware of who the managers in fires are and first aid officers are

- ensure all workers have been trained and have practiced emergency procedures in first month of commencing work
- enable new equipment when needed to ensure safety of fire hazards
- ensure maintenance of all equipment including fire extinguishers and warning systems
- be trained in the use of emergency equipment such as a fire extinguisher
- workers health and workplace conditions monitored

5.2 WHS Coordinator

- Trained with procedures in place for fire and emergency safety in office areas as well as off site areas
- Ensure all checklist are complete
- Every four months Workplace inspection checklist, is complete, as well as, the fire safety checklists
- Ensure the site specific checklists are completed by workers
- Ensure all workers know and are following policies and procedures according to fire safety within the first month of commencing work
- ensure all workers are aware of who the managers in fires are and first aid officers are
- ensure all workers have been trained and have practiced emergency procedures
- ensure maintenance of all equipment including fire extinguishers and warning systems
- be trained in the use of emergency equipment, such as, a fire extinguisher

5.3 First aid officers/providers

- Trained with procedures in place for fire and emergency safety in office areas as well as off site areas
- Trained with First Aid Certificate
- A certified First aider (officer/provider) is to be available at all times
- Accidents/incidents treated are written up on Accident and Incident Form
- Accident/incidents are reported to Manager/Team leader and the WHS Coordinator to assess recurring accidents/incidents within **24 Hours** for minor accidents/incidents and immediately for notifiable incidents

5.4 Workers/employees

- Trained with procedures in place for fire and emergency safety in office areas as well as off site areas
- ensuring their own personal health and safety, and that of others in the workplace
- complying with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by management for health and safety
- completing safety checklists
- comply with safe work practices and procedures, with the intent of avoiding injury to themselves and others and damage to plant and equipment
- wear personal protective equipment and clothing where necessary
- not misuse or interfere with anything provided for health and safety
- report all accidents and incidents on the job, no matter how trivial to Manager/Team leader and WHS Coordinator
- report all known or observed hazards to their Manager/Team leader and WHS Coordinator.
- During fire follow managers directions

5.5 Contractors/Volunteers and Visitors to premises

- To also comply with WHS, Policies and Procedures to ensure safety just as workers
- To sign in, to ensure all is accounted for when entering the office premises during fire, emergencies and evacuations

5.6 Shared hosting users

- Ensure they follow procedures in place according to office area
- To sign in, to ensure all are accounted for when entering the office premises during fire, emergencies and evacuation

6. Risk Management
<mark>PLEASE SEE – Health and Management Policy</mark> – Policy c2a 2

Section 7

7. Building Information

Building Information	
Building Location & Name:	Gordon St, Port Macquarie 2445
Building Owner:	John Lowe
Building Occupier:	Joel Moss
Building Manager:	John Lowe
Floor Area:	Ground: Shed
	Ground: Office
	First Flour: Server Room
	Total: Two Floors, Three Rooms

8. Maintenance Schedule

Fire Safety Installations

Installation	Area/Person in charge	Test	Frequency	Competent Person
Smoke Alarms	OFFICE Whistles are located in Office, Server Room and Storage Shed.	Test operation. Replace battery. Check lighting if connected to the smoke alarms. Replace unit.	Operation – Monthly Battery replacement – On low indication Replace unit – As per Manufacturers Requirements	Manager/ Team Leader/Owner
Exit Signs	OFFICE SHED SERVER ROOM Johnny (lighted signs) WHS Coordinato	As per AS 2293.2	Six monthly	Licensed Electrician – if light signs (office) WHS - Ensure in place if stuck on
Fire Extinguishers	Johnny (Office) Joel (server Room)	As per AS 1851	Level 1, 6 monthly Level 2, 12 monthly Level 4, 5 yearly	Licensed fire fighting appliance contractor
Fire Hose Reels	Johnny	As per AS 1851	Six monthly	Licensed fire fighting appliance contractor
Exit Door Hardware	N/A	Ensure correct Operation		Owners or Occupiers

9. Fire and Emergency Procedures

All Workers – employees, contactors, volunteers and visitors have a duty to take reasonable steps to ensure that they do not place themselves or others at risk or harm. All Workers are expected to co-operate fully with any procedures that may be introduced as a measure to protect the safety and well-being of each other.

All who enter the office area need to sign in to ensure all are accounted for who enter the office areas, this includes workers including contractors, volunteers, visitors and persons who use this facility as shared hosting. This enables a full account of who is in the building encase of fire, emergency and evacuation situations. Signing area will be located on Entry.

Posters are displayed in prominent areas near exits for all to see.

9.1 Fire and Emergency Evacuation Plan

Response and Evacuation

In an emergency phone:

- Emergency/Fire Service – **000** (Triple Zero)
- Manager – Joel Moss - **0411968377**

When smoke alarms are sounding or a whistle or any evidence of a fire or emergency you must:

- Contact Emergency or Fire Services on Triple Zero - **000**
- In the case that the alarm does not work and you notice a problem, use whistles located near the posters and emergency exit areas.

In the case of a fire or emergency:

- When the Fire Alarm rings, someone blows the whistle or there is evidence of a fire or emergency - collect closest First Aid Kit, ensure you have a mobile and leave the premises
- Follow Team Leader and assist others to evacuate to assembly area without endangering yourself
- Close windows and doors to confine fire if safe to do so
- Only fight fire if safe and you are trained
- Remain in assembly area (driveway – a sign locates area) until everyone is accounted for and the Manager/Team leader has arrived
- Assist any casualties with First Aid
- Await arrival of Emergency/ Fire Services
- Do not re-enter building until advised by the Fire Service

In case of no fire or emergency:

- If the Fire Service has already been called, notify them of the situation
- Help to reassure residents of situation
- Allow Fire Service to enter building on their arrival to investigate the situation
- Manager will attend to deal with the situation and rectify any problems or system faults

Emergency Evacuation plan

In case of

FIRE or Emergency

leave through the nearest

Exit

1. **Rescue:** If close or in a major incident, <u>collect closest First Aid and Mobile</u> then move yourself to safety and assist any casualties if safe to do so

2. **Alarm:** If you see **SMOKE, FLAMES** or hear the **FIRE ALARM/whistle,** alert others immediately

3. **Contain:** If safe, close any windows and doors to confine the fire. **Do not** stop to collect belongings. Only try to put out minor fires if trained to do so - dont risk yourself.

4. **Evacauate:** Follow the **EXIT** signs to locate and leave through the nearest emergency exit calmly. Proceed to the assembly point – near <u>DRIVE WAY</u>**.**

5. **Send for help:** <u>TELEPHONE</u> **000** (triple zero) or **112** on mobile and notify the fire service/ambulance

6. Assist casulties with First Aid

7. If unable to safely evacuate, stay in your room, close the door, and signal your presence at a window. (office)

8. Calmly follow instructions given by Manager/Team Leader**.** The manager/Team Leader will account for all occupants and report persons missing to Fire Officers/ambulance.

Do not re-enter the building until you are told it is safe to do so by the Fire Officers

Legend:

Exit = **EXIT**

Fire extinguished = ▲

Fire Hose Reel = **FHR**

Fire Blanket = **FB**

Path of travel = ➡

The following evacuation plan is **NOT** to scale

Office Evacuation

Not to scale

Ground Floor

LIFT

EXIT

Car park driveway
Assembly point

Sign on wall stating **Assembly Area**

FHR

Shops

Shops

FHR

Car park

Arcade

Staircase

Exit

First Aid located here

You are here

FB

Shops

Office 1 | Office 2 | Kitchen/Toilet area
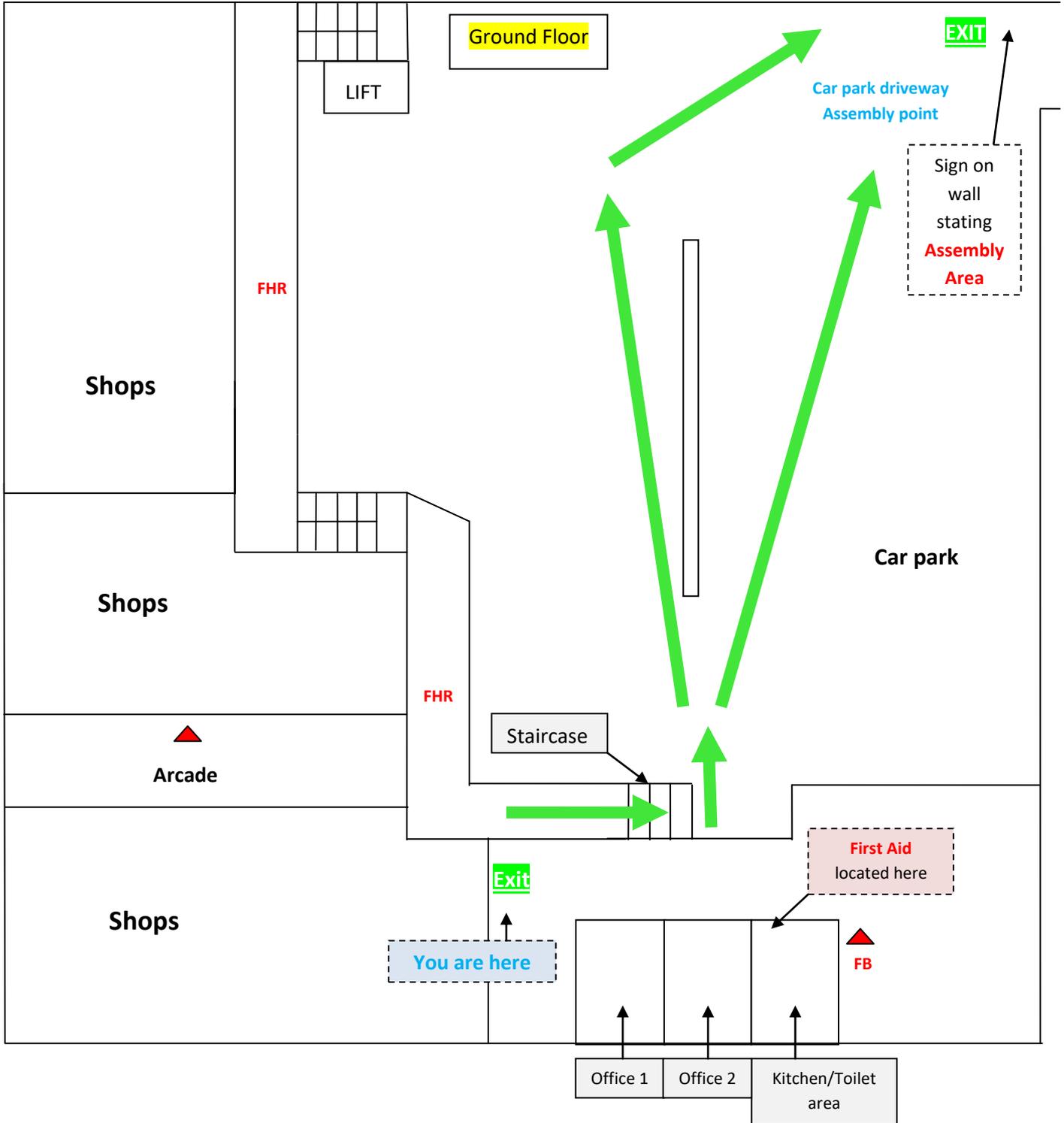
Server Room Evacuation

Not to scale

First Floor

Ground Floor

Server Room | Entry Area

LIFT

Staircase 1

EXIT

Car park driveway
Assembly point

Sign on wall stating **Assembly Area**

You are here

Exit

First Aid located here

FHR

Shops

Shops

Staircase 2

FHR

Car park

Arcade

Shops

C2A OFFICE
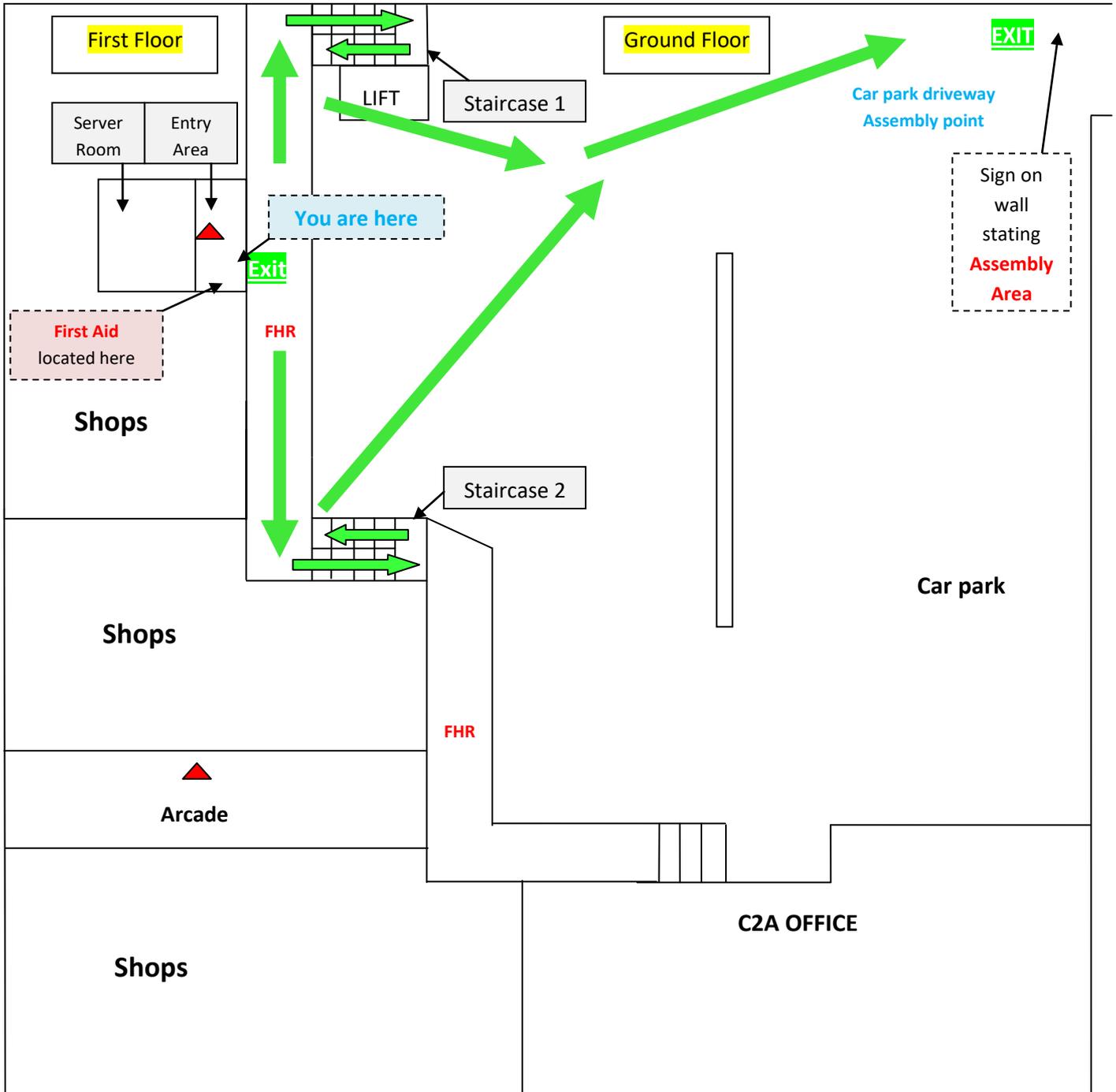
*There is a lift near <u>staircase 1</u>. Ensure you go down staircases during a fire/emergency

Storage Shed Evacuation

Not to scale

Ground Floor

LIFT

EXIT

Car park driveway
Assembly point

Sign on wall stating **Assembly Area**

FHR

Shops

Shops

Car park

FHR

▲
Arcade

Shops

Storage Shed

Exit

First Aid
located in car parked near Shed

You are here
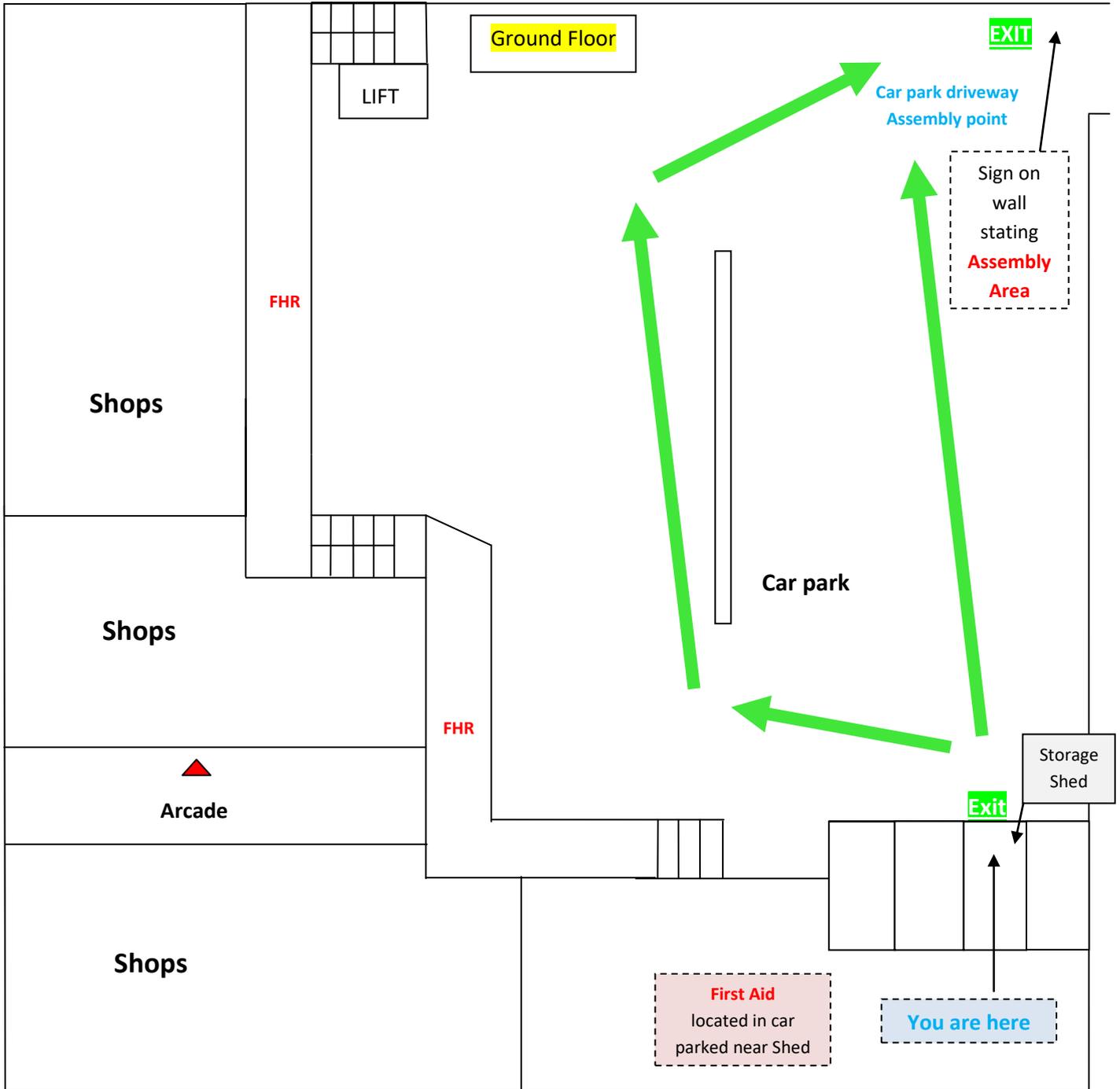
9.2 Access to Evacuation Plans

Copies of the Emergency Evacuation Procedure is conspicuously displayed in common areas of the building to allow empolyees to become familiar with the fire and evacuation procedures.

Plans are placed in visible areas in the office (next to door), Server Room (next to door) and Facility Storage Shed (next to the roller door). This is to ensure that workers can easily access plans and are aware of what to do.

The full policy and procedure is available in Policy Folder in Office and on OwnCloud.

9.3 Fire and Evacuation Drills

Fire Evacuation Drills are to be done and reviewed regularly. The Fire Evacuation Procedure will be practised 4 times a year – every three months. A Record of the Emergency Drill will be kept with the date and the time taken to evacuate buildings. Also with correct procedures, areas that need work on and follow up plan. Each area - Office, Server Room and Facility Storage Shed will be practiced.

Communication is important to share what areas need work and what has been done well.

9.4 Fire, Emergencies and evacuations when off-sites

 In the case of fires and evacuations when off-site, for example, Installs or meetings with businesses. Workers are to meet at the letter boxes or front of buildings at residential houses. If this is not safe there is to be a tool box meeting saying otherwise to ensure safety.

When at business premises ensure you follow the fire plans at each place to remain safe. Look for the evacuation plans on walls and follow fire wardens/leaders.

Emergency Drill Form

Person Completing Form: Title:	Date

Time Drill Started:	Time Drill Concluded:	Time to Evacuate:

Type of Drill:	Notification/alert method:	Weather Conditions:
Situation at start of Drill:	Conditions simulated:	Who was involved:
e.g. Time		

Problems encountered:	Plans of improvement:
e.g. people unsure what to do	<u>Follow up</u> How issues can be Resolved: e.g. additional training

Outcomes and other notes here:

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[2] Linked to Fire safety, Emergency and Evacuation plan

10. Fire fighting devices

Only try to put out <u>MINOR FIRES</u>. Do not put yourself at risk!!

Fire fighting device	Location	Use
Fire Alarm	Office Located on Entry. (ALL AREAS ARE PROVIDED WITH WHISTLES)	
Fire Extinguishers	Office Located on wall near kitchen area. Server Room Located in Entry area.	**CO2 fire extinguishers** (red with black band) are for all fires including electrical and flammable liquid. Never use the fire extinguisher on a person!! Be familiar with the operation of a fire extinguisher. To Activate: • Remove pin. • Squeeze handle and test it is working properly. • Use at a safe close distance. • Ensure the fire is smothered. • Contact Manager/ Team leader or WHS Coordinator
Fire Hose	Office Located outside door on left side. Server Room Located first floor level with the shops on top/left in the plan provided above	Water should not be used on electrical fires except for water-soluble substances such as alcohol or acetone.
Fire Blanket	Office Located on wall near kitchen area.	• If a person's clothing catches fire push them to the ground and wrap them in a fire blanket or roll

		them to smother the flames quickly. • Contact a First-Aid Officer as soon as possible. Call 000.

11. Checklists

A number of checklists will take place to ensure WHS Standards by providing a safe environment for all people on the premises of sites. This includes managing possible risks and managing emergencies.

1. WHS Workplace Expectation Checklist – whole work place

2. Emergency Management Plan Checklist

3. Emergency Debrief Form - after emergency

4. Emergency Drill Form - Drills

Checklist follow in same order

WHS Workplace Expectation Checklist located at end of Policy (27 pages).

Emergency management plan – checklist[3]

Responsibilities
☐ Is there a plan on emergency response
☐ Has the plan been approved by management
☐ Has the plan been distributed to all who need to know
☐ Who/which people can declare a full evacuation:
☐ Who/which people can declare an emergency over:
☐ Is the emergency plan for the workplace reviewed to ensure it remains effective
☐ Has someone with appropriate skills been made responsible for specific actions in an emergency (e.g. appointment of an area warden)
☐ Is there someone responsible for making sure all workers and others in the workplace (e.g. contractors, customers and visitors) are accounted for in an evacuation? You may use attendance records for this purpose
☐ Are specific procedures in place for critical functions such as power or gas isolation

Emergency Contact Details
☐ Are emergency contact details (relevant to the types of possible risks, e.g. the Ambulance Service of NSW, Fire and Rescue NSW, the NSW Rural Fire Service, the NSW Police Force, the State Emergency Service, the NSW Volunteer Rescue Association Inc, displayed at the workplace in an easily accessible location
☐ Are contact details updated regularly
☐ Who will notify emergency service organisations:

Work Environment
☐ Have you considered what type of emergencies might occur in your workplace when preparing the emergency plan? Consider emergencies arising from your workplace, and also from outside your workplace
☐ Have HSRs, workers, neighbouring businesses (if relevant) been consulted in the development of the plan

[3] WorkCover NSW Advisory Service on 13 10 50. WorkCover NSW Advisory Service on 13 10 50

- ☐ Is there a mechanism, such as a siren or bell alarm, for alerting staff of an emergency:

- ☐ Is there a site plan that illustrates the location of fire protection equipment, emergency exits and assembly points

- ☐ If there is a site plan, is it posted in key locations throughout the workplace

- ☐ Are the following documents displayed in the workplace: evacuation plan, emergency contacts, first aid equipment locations

- ☐ Are all exits, corridors and aisle ways kept clear of obstructions and does the workplace have illuminated exit signs

- ☐ Are procedures in place for assisting mobility impaired people

- ☐ Are emergency procedures regularly tested as per requirements in the plan

Information, training and instruction

- ☐ Are relevant workers informed, trained and instructed in relation to implementing the emergency procedure

Fire Protection and Fire fighting Equipment

- ☐ Does the workplace have fire protection and fire fighting equipment

- ☐ Is the fire protection and fire fighting equipment suitable for the types of risks at the workplace (e.g. foam or dry powder type extinguishers for fires that involve flammable liquids)

- ☐ Is equipment regularly tested by a local fire authority or fire equipment supplier

- ☐ Is equipment kept clear of obstructions

- ☐ Are workers trained to use fire extinguishers where required and do they know what type of extinguisher to use for different types of fires

Hazardous chemicals

- ☐ Are current safety data sheets available for all hazardous chemicals on site

- ☐ Are all hazardous chemicals labelled and stored in a safe manner

- ☐ Is appropriate equipment available to initially respond to a hazardous chemical incident, such as absorbent material to contain a liquid spill

- ☐ Is appropriate personal protective equipment (PPE) and training provided to protect workers who are called on to deal with a hazardous chemical release

Bushfire Danger Ratings

☐ If your business is located in a bushfire danger area, have you reviewed your existing fire risk controls to ensure they will be effective in bushfire danger conditions

☐ Have you reviewed your workplace emergency evacuation procedures for days of declared fire ratings (e.g. code red catastrophic, extreme etc) to include matters such as:

- safe exit routes (i.e. which roads are open and closed)

- the closest designated 'safe place'

- consistency with the evacuation procedures of the relevant local authorities
  (e.g. Rural Fire Service and police)

- employee access to reliable communication equipment

☐ Have your workers been trained in the bushfire emergency evacuation procedures

☐ If your workers are required to travel into areas where fire ratings such as code red or extreme may be declared, have you developed appropriate policies and procedures for when such declarations are made

First Aid

☐ Has first aid equipment been provided for the workplace

☐ Does each worker at the workplace have access to the equipment, and access to facilities for the administration of first aid

☐ Have an adequate number of workers been trained to administer first aid at the workplace, or do workers have access to an adequate number of other persons who have been trained to administer first aid

☐ Have you conducted a first aid assessment

Neighbouring Businesses

☐ Have you considered neighbouring businesses and how you will let them know about an emergency situation should one arise

☐ Have you considered the risks from neighbouring businesses (eg fire from restaurant / takeaway food outlets; Q fever from cattle yards; truck accidents on major roads etc)

Post Incident Follow-Up

☐ Are there procedures to notify WorkCover NSW about an incident where necessary (go to workcover.nsw.gov.au to see if incident is notifiable)

☐ Are there procedures to ensure the cause of the emergency is determined and action is taken

	to prevent a similar incident occurring again
☐	Are there procedures to ensure the welfare of workers after an emergency or an incident, such as medical treatment or trauma counselling

Testing and Review

☐	Are emergency practice runs (eg evacuation drills) undertaken to assess the effectiveness of the EMP
☐	Is someone responsible for documenting and retaining results of EMP practice runs
☐	Is someone responsible for reviewing the EMP and informing staff of any revisions

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[4] Linked to Fire safety, Emergency and Evacuation plan Policy

Emergency procedure checklist

1.

In the event of fire, or upon the smoke alarms activating, residents should leave the building with due haste and gather at apredetermined assembly area. The Manager is usually always in attendance in the Manager's residence. On the odd occasion that the Manager is absent, an agent of the Manager will be present.

In the event of the smoke alarms activating, the Manager will:

- ☐ Investigate the fire situation

- ☐ If there is a fire, ensure the Fire Service has been called. If there is any doubt regarding whether there is a fire situation, the Fire Service should still be called.

- ☐ Ensure the safe evacuation of all residents from the building

- ☐ Ensure the Fire Service has been notified and provided with information regarding the incident

- ☐ Account for all occupants at the assembly area

- ☐ If required and safe to do, conduct a search for any missing residents

   Meet the Fire Service and advise them of any information relevant to the emergency

2.

In the event of a fire being located, the manager will:

- ☐ Ensure the evacuation of the building - alert all occupants without further compromising life

- ☐ Attempt to extinguish the fire if safe to do so –
  If the fire is small enough, use a nearby fire extinguisher to control and extinguish the fire. Do not fight the fire if the following conditions exist:

  - *You have not been trained or instructed in using a fire extinguisher*

  - *You don't know what's burning*

  - *The fire is spreading rapidly*

- *You don't have the proper equipment*
- *You cant do so with your back to an exit*
- *The fire might block your means of escape*
- *You might inhale toxic smoke*
- *Your instincts tell you not to do so*
- *If the first attempts to put out the fire do not succeed, evacuate the building immediately*

Meet the Fire Service on arrival & inform them of the situation. If the fire has been extinguished the Fire Service will still attend.

3.
If no fire is found, the Manager should:

☐ Inform residents of the situation

☐ If the Fire Service has been called, ring the Fire Service to advise them of the situation

☐ Meet the Fire Service on arrival and inform them of the situation

The Manager is responsible for;

☐ all personnel and procedures until the arrival of the Fire Service

☐ the maintaining of an up-to-date list of the employees

☐ nomination of a person to assume the emergency duties of the Manager in his absence (Maintenance Officer)

☐ arrangement and coordination of practice evacuation exercises

☐ the accurate logging of the performance, any problems encountered, the conduct of a debriefing with everyone involved, and the continual improvement of the effectiveness of the evacuation plan

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[5] Linked to Fire safety, Emergency and Evacuation Plan Policy

Emergency Debrief Form

Time: _____ Date _____ location: _____

Manager/Team leader: _____ Fire Warden: _____

Was this emergency a planned exercise ☐ Yes ☐ No

Emergency	Response
Tick the relevant check box:	Tick the relevant check box:
☐ Fire Smoke Alarm	☐ Full Evacuation
☐ Medical Emergency	☐ Partial Evacuation
☐ Bomb Threat	☐ Shelter In Place Procedure
☐ Internal Emergency	☐ Lockdown Procedure
☐ Fire Smoke	☐ Armed intruder, Evacuation, Hide or Other Appropriate Action
☐ Personal Threat	☐ Other
☐ External Emergency	

Emergency Evacuation Details (only complete this section if full or partial evacuation was used in an emergency response)	Yes	No	NA
Was the alarm system audible in all parts of the building?			
Were there enough building wardens to initiate the evacuation?			
Did all building wardens wear a vest?			
Were Emergency Evacuation Plans initiated accordingly?			
Have any other issues been discussed and noted? (if yes list in notes)			

Notes
(list any issue that arose during the emergency)

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[6] Linked to Fire safety, Emergency and Evacuation plan Policy

12. Training
12.1 <u>Initial Instruction</u>

The Manager/Team leader will instruct workers at the time they commence employment concerning the action to be taken by them in the event of an evacuation through, for example, fire threatening the building in order to ensure their own and other persons safety.

These points will be clearly explained:

- The procedure to follow in an emergency
- The location of emergency exits
- The paths of travel to exits
- The location of fire fighting equipment and how to use if trained
- The method of raising the alarm if the smoke alarms do not activate
- The location of the assembly area

12.2 <u>Workers</u>

1. Permanent Employees (workers) must receive instruction <u>within 1 month</u> of commencing work, and repeated at intervals of no more than 12 months.
2. The instructions given are the procedure to be followed in the event of fire, emergency and/or evacuation (as written above)
3. A record of worker instructions will be retained with the original Fire Safety Management Plan signed by worker.

Workers must be trained in emergency procedures. Training is presented through practising evacuations, identifying assembly points, location of emergency equipment and first aid arrangements. During induction Workers are shown emergency plans and posters with information so that they are aware and can refresh if needed. Drills are to be done <u>four times</u> a year to ensure Workers are aware of their responsibilities within a fire, emergency or evacuation.

13. Reviewing Plans

After a fire/evacuation an Emergency Debrief Form is filled out and also after drills an Emergency Drill Form is filled out to ensure correct procedures are done.

These will be stored in checklist folder in the Office.

Fire and evacuation plans are reviewed when:

- there are changes to the workplace such as re-location or refurbishments
- there are changes in the number or composition of staff including an increase in the use of temporary contractors
- new activities have been introduced, and
- after the plan has been tested

The Emergency Debrief Form and Emergency Drill Form are reviewed and followed up to provide changes and improvements to the procedures in place.

14. Keeping Records

The records keep are:

1. WHS Workplace Expectation Checklist – whole work place
2. Emergency management plan Checklist
3. Emergency debrief form - after emergency
4. Emergency Drill Form – Drills

These are kept in Office checklists folder.