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| DOCUMENT NUMBER | EM003  |
| TYPE            | Procedures   |
| SUBJECT         | Diocesan Office Emergency Preparedness & Response Procedures |
| AUTHORISED BY   | David C. Ray CA, Registrar                                   |
| DATE AUTHORISED | 18 <sup>th</sup> August 2021                                 |

### *Preamble*

Staff of the Diocesan Office will be instructed in the procedure in the case of emergency. For other persons attending the Diocesan Office, these procedures will be displayed on a noticeboard. Evacuation diagrams are placed in prominent positions and the name and contact number for the Fire Warden, First Aid Officer and Workplace Health & Safety Officer is displayed. The certificate of accreditation of the First Aid Officer as well as key contractors is located with the materials handling sheets under the sink in the kitchenette.

### *Overview*

Diocesan Office emergency response procedures includes the actions required in case of the need for evacuation. The following provides information as to:

- How the emergency should be managed
- How to notify the relevant authorities in the case of emergency
- Who is to take immediate responsibility for the management of an emergency

### *Fire Evacuation Procedures*

In an emergency all staff, volunteers and visitors will be evacuated to a safe place, taking all due care for the wellbeing of all concerned. Everyone will be accounted for while taking all reasonable steps to protect life and property.

At regular intervals, determined by the Fire Warden and the Work Health Safety Officer, there will be an evacuation drill. These drills will be documented in the register REL001 Emergency Tests Maintenance Training Register, DNTShare/Registrar/Registers/Current.

The prime concern of staff during evacuation is to ensure that all persons are safely removed from the building and assembled in the designated assembly area. Diocesan Office evacuation assembly area is the frangipani tree in the driveway facing Smith St. A sign clearly indicates the location. If fire is minor and it is safe to do so, the Fire Warden and those assisting can attempt to extinguish the fire with extinguishers. These are found at the turn of the stairs and the wall adjacent to the safe.

Do not under any circumstances risk the safety of staff or volunteers. Withdraw if unable to contain the fire. Staff to contact Fire Brigade – 000. On arrival the Fire Brigade officers will



need to know **if everyone is accounted for, where anyone unaccounted for may be** and the **location of the fire.**

Staff and volunteers are to stay together while they proceed in an orderly brisk manner to the designated Assembly Area (the Frangipani tree). If possible and it is safe to do so, turn off all power outlets, close windows and doors and collect **visitor, staff and volunteer attendance records** and **external backup hard drive.**

The designated Fire Warden to account for all personnel. Remain in the assembly area and wait for clearance to be given. If the evacuation is a fire drill only, evaluate the efficiency and effectiveness of each drill with staff after it is completed. A register (REL001 above) of all fire extinguishers and fire hoses is kept with the location, type, date that they were checked by an authorised contractor. All fire equipment is checked each 6 months.

### *Fire Safety Training*

Induction training (and annual refresher training) should be logged in REL001 above and include the following:

- Employees were instructed on fire evacuation route from the premise to the pre-determined evacuation assembly location;
- Employees given instruction on the location of the firefighting equipment in the building (fire extinguisher/fire hose reel);
- Employees were shown the method of use of firefighting equipment (fire extinguisher/fire hose reel) – sighted information on the side of the fire extinguisher & fire hose reel; and
- Employees given instruction on the location of the warning apparatus in the premise and method of use.

### *Key Personnel & Contacts*

|                         |  |                               |
|-------------------------|--|-------------------------------|
| Fire Warden             | Lee Walton 0416 265 222/David Ray 0418 689 170 |                               |
| First Aid Officer       | David Ray 0418 689 170                         |                               |
| WH&S Officer            | David Ray 0418 689 170                         |                               |
| Fire, Police, Ambulance | 000  |                               |
| Top End Medical Centre  | 8930 4900                                      | 44 Stuart Highway STUART PARK |
| Royal Darwin Hospital   | 8922 8888                                      | 105 Rocklands Rd TIWI         |

*For completion when document supersedes and existing policy, procedure or protocol.*

| VERSION NUMBER OF THIS DOCUMENT | DATE OF PREVIOUS DOCUMENT | SUMMARY OF CHANGE                | REASON FOR CHANGE  |
|---------------------------------|---------------------------|----------------------------------|--------------------|
| v2                              | 5 <sup>th</sup> May 2021  | Addition of fire safety training | Omitted previously |
|                                 |                           |                                  |                    |