Introduction

This section of the SBMP outlines the requirements for the establishment and implementation of an emergency plan for a facility in order to ensure the safety of its occupants and visitors during an emergency situation.

New Zealand Only - Whilst all JJR facilities require an emergency plan, certain buildings in NZ (those that provide employment facilities for 10 or more persons) require an Evacuation Scheme*. For buildings requiring an Evacuation Scheme, refer to Instruction 15 for additional measures to be implemented.

*This does not apply to buildings with an automatic sprinkler system that is used for providing employment facilities for 10 or more persons.

Emergency Plan Components	The following components of the Emergency Plan, must be available for inspection by authorities on request. You should collate <u>current</u> copies of these documents for presentation if *requested. The instructions below provide further information as required* ▪ *SBMP-14.01-05 Emergency Action (SBMP-14.01-05NZ)* ▪ *SBMP-14.01-13 Emergency Response Instructions* ▪ *SBMP-14.01-02 Emergency Reaction Debriefing* ▪ *SBMP-14.01-11 Personal Emergency Evacuation Plan* (where applicable) ▪ *RA-GEN-002 Site Emergency Identification and Analysis* ▪ Evacuation Diagrams for the site ▪ Occupant Training and Communication - refer Instruction 9, evidence should be accessible on the LMS

Instruction 1	**Establishing an Emergency Team** Establish an Emergency Team which will be responsible for: ▪ Establishing and maintaining Emergency Planning and Response Procedures ▪ Ensuring the training and management of Emergency Team (Wardens) ▪ Arranging for the coordination of evacuation exercises ▪ Reviewing the effectiveness of the evacuation exercises and documentation **Emergency Team Membership and Training** ▪ The Emergency Team must have at least two members, one of which must be part of the site's management team (e.g. depot manager) ▪ *TRN-14.02-01 Emergency Team-Warden* Training provides guidelines on team numbers, and how to plan and develop emergency response procedures ▪ QLD ONLY: For high occupancy buildings (a site with 30 or more people in a single building or with a room where 30 or more staff can congregate) a Fire Safety Advisor (FSA) is required. Contact IMS for assistance

Instruction 2	**Emergency Identification and Analysis** The Emergency Team is required to identify emergency events and scenarios that might affect the site. This should include potential emergencies that are: ▪ Internal to the site ▪ External to the site ▪ Within the site that may affect other sites Potential emergencies likely to impact on the site are identified and analysed using the Risk Assessment Process. Conduct a Risk Assessment using *RA-GEN-002 Site Emergency Identification and Analysis.* Remove any items that do not apply to your site. Add additional site specific emergencies, hazards and risks that have not been incorporated and apply site specific controls.

Instruction 3	**Emergency Planning in Multi-Occupancy Buildings**
	This applies to JJR sites occupying a building that is occupied by at least one other entity.
	Where JJR is the managing entity of a site, the Emergency Plan must take into account the emergency response procedures for all parts of the building occupied by secondary occupiers.
	Where JJR is the secondary occupier of a site, the Emergency Plan for JJR's part of the building must complement the emergency response procedures of the managing entity's Emergency Plan.

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Instruction 4	**Emergency Plan and Emergency Response Procedures**
	Complete *SBMP-14.01-05 Emergency Action or SBMP-14.01-05NZ for New Zealand* to document information about:
	▪ The facility ▪ Structure of the Emergency Team ▪ Internal and External Contacts ▪ First Aid Officers, and ▪ Alarm systems
	Ensure *SBMP-14.01-05 or SBMP-14.01-05NZ* is available to all staff.

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Instruction 5	**Personal Emergency Evacuation Plans**
	SBMP-14.01-11 Personal Emergency Evacuation Plan is required in order to document evacuation procedures for persons who may need assistance (e.g. a person with a physical or mental impairment) in evacuating a site during an emergency event. This form is utilised when required and contains a pre-filled example which can be edited.

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Instruction 6	**Emergency Response Instructions**
	Utilise *SBMP-14.01-13 Emergency Response Instructions to* document the evacuation procedure, including listing the roles and specific responsibilities of the members of the Emergency Team in order to enable them to carry out their duties effectively during an emergency situation. This document is to be used in conjunction with *TRN-14.02-01 Emergency Team/Warden Training* or external fire warden training when conducting training for members of the Emergency Team.

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Instruction 7	**Visitors (compulsory)**
	All visitors to JJR sites are required to sign in using *SBMP-14.01-08 Visitor Logbook* and be issued with a *SBMP-14.01-07 Visitor Pass*. This ensures that in the event of an emergency, that visitors in a facility can be accounted for.
	Develop Roll Call Sheets to Assist in Accounting for Staff (optional)
	Roll calls may be conducted to ensure that all occupants in a facility are accounted for. Roll calls are considered a secondary measure, and are therefore **optional.** *SBMP-14.01-12 Emergency Roll Sheet* is available for sites wishing to conduct a roll call.

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Instruction 8	**Evacuation Sign and Diagrams**
	Evacuation Signs and Diagrams are required for all buildings. Contact IMS or an external contractor to discuss options regarding development. Evacuation diagrams should be prominently displayed in the workplace.

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Instruction 9	**Occupant Training and Communication**
	Occupants must receive General Evacuation Instructions and First Response Evacuation Instructions. These instructions are incorporated into the induction process (*SBMP-07.01-01 Site Orientation*) and *TRN-14.01-01 Fire and Emergency-Truck* and *TRN-14.01-02 Fire and Emergency-Site* which covers items such as:
	- Procedures for evacuating the building safely - Exits within the building/s - Alarms in the building/s - Fire Fighting Equipment in the building/s - The emergency assembly point/s
	The training must be provided within 2 days of commencement at that site and must be refreshed annually. Refresher training can be achieved by conducting a team brief to adequately refresh occupants of the key points as listed above. It is recommended that the team brief be held after the annual evacuation practice. The following should be used to assist in adequately providing the relevant instructions:
	SBMP-14.01-05 Emergency Action (SBMP-14.01-05NZ) - Evacuation diagrams
	Note: Occupants must be provided with updated general evacuation instructions if there have been changes to the instruction. This is to occur as soon as possible after a change.

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Instruction 10	**Evacuation Practice**
	Evacuation practices must be carried out at intervals of not more than 1 year.
	The practice should be carried out at a time in which the majority of employees of the site are present and should simulate evacuating persons from all areas of a building/facility.
	Record all outcomes on *SBMP-14.01-02 Emergency Reaction Debriefing*.

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Instruction 11	**Post Emergency Debriefings**
	The Chief Warden must arrange a debriefing session immediately after the evacuation practice.
	- Debrief the Emergency Team and implement a "Lessons Learned" system to improve upon the emergency response procedures following debriefings and incident investigation. - Utilise *SBMP-14.01-02 Emergency Reaction Debriefing* form during this process.
	Review documentation, procedures and communicate any necessary changes internally and externally as required.

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Instruction 12	**Amendment, Expiry and Review of Emergency Planning Documentation**
	An annual review of all Emergency Planning documentation must take place. Sites must ensure previous versions of documentation are archived.
	QLD Only
	For buildings requiring a Fire Safety Advisor (FSA), forward all Emergency Planning documentation for the building to the FSA for review. Note: Queensland Only - a site with 30 or more people in a single building or with a room where 30 or more staff can congregate will require a FSA. Contact IMS for further assistance.
	Managing Entity and Secondary Occupier Notification
	JJR must provide written notification about the change/s to each secondary occupier/ managing entity in the building and the FSA of the building (if building is a high occupancy building) as soon as practicable.

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Instruction 13	**First Aid**
	As part of annual review of *SBMP-14.01-05 Emergency Action or SBMP-14.01-05NZ*, consider the resources required to sustain life or treat injuries until Emergency Services arrive (travel distances, on-site risks, workplace layout etc.). Further information on First Aid requirements can be found in the Safe Work Australia – Code of Practice for First Aid in the Workplace *or* NZ First Aid for Workplaces
	Ensure that first aid kits are available to all staff – both onsite and off (e.g. drivers).
	When a first aid injury occurs (i.e. no medical treatment required), details should be entered into *SBMP-13.01-05 Self Treatment First Aid and Usage Register*.

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Instruction 14	**Key Register**
	From both a security and emergency perspective, it is imperative that all keys for JJR sites are accounted for. *SBMP-14.01-09 Key Register* should be completed upon any occasion where keys are issued to a staff member or contractor.

Instruction 15 (New Zealand Only)	**Evacuation Schemes**
	For buildings requiring an evacuation Scheme, submit online application via the NZFS Online Services website. The application will require JJR to select a preference of completing evacuation trials or training programs at 6 monthly intervals.
	Evacuation Trials
	Where Evacuation Trials are selected, conduct trials at 6 monthly intervals and complete relevant notifications prior to and after the trial via NZFS Online Services website.
	Training Programs
	Where a training program is selected, provided training to staff at 6 monthly intervals. This should include re-training in the following: ▪ For Wardens, *SBMP-14.01-13 Emergency Response Instructions* and any relevant Personal Emergency Evacuation Plan ▪ For staff, Refer to instruction 9 An online notification providing information relating to the training program will need to be completed via the NZFS Online Services website