Emergency Procedures

What to do in an evacuation?

1. Remove yourself from immediate danger
2. Raise the Alarm
3. Listen for directions from Emergency Wardens or via the PA
4. Only if instructed, evacuate the building via the Fire Stairs
5. Confirm with your People Leader that yu are safe and out of the building.

Emergency Responses

There are 3 response types:



An emergency may require all 3 responses to ensure safety of building occupants.

Your floor may be given different instructions to other floors.

Notifications & Actions

Building PA System	• Announcements may be given using this system • Follow all directions provided
Alert Tone **"Beep Beep Beep"**	• Prepare personal belongings • Log-off your PC, secure classified material • Wait for instructions • Do not gather at the exits • Do not evacuate - the threat may be outside
Evacuation Tone **"Whoop Whoop Whoop"**	• Gather your personal belongings • Go Immediately to the nearest safe emergency exit • Do not use lifts • Do not re-enter the building until ALL CLEAR

In a life-threatening situation, the building management emergency system can be activated.

Be aware of the different emergency alert and evacuation tones of the building emergency warning systems and follow the directions of the chief warden. Don't ignore alarms and never assume it's a false alarm or a test.

When you hear the alert tone, usually a repetitive "beep, beep" tone, get ready to evacuate by packing up your desk and collecting your valuables. Use this time to access valuables from your locker if required. Do not exit the building until instructed to do so or until you hear the evacuation tone (usually a rising Note: building alert and evacuation tones might sound different in your building.

Evacuation Response

When you hear the evacuation tone, move calmly towards the emergency exit and go down the stairs. Follow the instructions of floor wardens and wardens at all times. Do not stop on the stairs or attempt to go back up the stairs. Do not take food or drink or large bags into the stairwell.

Once you exit the building, move away from it quickly and go straight the evacuation assembly point. Go to the area where people from your floor are assembling, and make sure you are accounted for. Stay at the evacuation assembly point until you are given further instructions.

Shelter in Place

'shelter in place' scenario involves you being asked to shelter in the building when a threat is identified outside of the building.

When could we shelter in 'shelter in place'?

We may shelter in place when a threat is identified outside the building.

This could be a bomb threat, active shooter, hostage situation or chemical threat.

In these circumstances, building management (or emergency services) may advise staff to remain in the building, rather than evacuating.

Depending on the incident, building management may use the public announcement system to provide directions, unless it is unsafe to do so. They will also provide instructions to the wardens, so it is important to follow their directions.

In the case of a potential external threat, the direction may be given to shelter away from one side of the building or away from windows.

Recommended areas of your office to shelter may include:

- Inner corridors near the exits and toilets
- Windowless meeting rooms
- Inner corridors outside VC rooms

In some circumstances, wardens may also have staff shelter in place in:

- Emergency exit stairs and/or
- Lift lobbies

Lockdown

If the threat is more serious, emergency authorities may place the building into lockdown, meaning occupants will not be allowed to enter or leave the building. In these situations, all authority rests with the emergency personnel who will communicate through the building management and our Incident Management Team.

Accounting for Team Members

The Accounting for Team Members process aims to provide assurance that ASIC team members are safe and accounted for in an emergency situation, with activation reasons including:

- building evacuation,
- shelter-in-place scenario,
- severe weather event.

In an activation, Executive Directors, Senior Executive Leaders and SEL nominated Alternates will receive an SMS advising them of the emergency situation, asking them to account for their team members and to provide advice once all are safely accounted for.

Business areas will have a cascade system in place to allow for a quick and efficient accounting process.

Personal Emergency Evacuation Plan [PEEP]

All Building Managers are required to keep a record of individual permanent occupants who may require assistance in case of an emergency, such as an evacuation. This information is kept in a secure location in the building's Fire Control room and is the first point of information for the Fire Brigade in the event of an emergency. These are called PEEPs.

PEEPs allows a team member, their people leader, nominated assistants, wardens and emergency services to provide appropriate assistance in an emergency.

If you require assistance for any reason, you should complete a PEEP.

First Aid, Incidents and Risk Assessments

Incidents

An **incident** is an event in which a team member suffers an injury or accident at work. In some instances, no injury occurs, this is called a near miss and is also identified as an incident as it was caused by a hazard that we need correct.

If you have suffered an injury at work or wish to report an incident or near miss, you need to complete an Incident and Investigation Report (link to the left). Any Property related issues please directly email: woag.propertyhelpdesk@broadspectrum.com

A **notifiable incident** means: the death of a person, or a serious injury or illness of a person, or a dangerous incident.

DUTY TO NOTIFY OF NOTIFIABLE INCIDENTS: ASIC must ensure that Comcare is notified immediately after becoming aware that a notifiable incident arising out of the conduct of the business or undertaking has occurred.

DUTY TO PRESERVE INCIDENT SITES: If a notifiable incident has occurred, ASIC must ensure, so far as is reasonably practicable, that the site where the incident occurred is not disturbed until an inspector arrives at the site or any earlier time that an inspector directs.

For more information see Work Health and Safety Incident Notification guide (comcare.gov.au)

Risks

A risk arises when a hazard has the potential to cause harm. The level of risk will depend on factors such as how often the job/task is done, the number of employees exposed and how serious any injuries that result could be.



Risk management involves identifying and controlling risks before an injury occurs for example manual handling risks. To control risks in the workplace, we must assess the risk associated with the underlying hazard and apply an appropriate control to reduce or eliminate it. This is done using the hierarchy of controls: Elimination, Substitution, Isolation, Engineering Controls, Adoption of Safe Work Practices and PPE (Personal Protective Equipment).

Please contact WHS@asic.gov.au or call to discuss.