

# Emergency Management Checklist

Australian standards provide clear guidelines for emergency management preparation. Dynamiq recommends following AS3745:2010 Planning for Emergencies in Facilities at a minimum.

## AS3745:2010 PLANNING FOR EMERGENCIES IN FACILITIES

AS3745:2010 Planning for Emergencies in Facilities outlines the minimum emergency management requirements for organisations in Australia. The standard is widely used across multiple industry sectors. AS3745:2010 suggest the following minimum activities for emergency preparedness:

- Formation of an Emergency Planning Committee (EPC) of a minimum of two competent persons
- Conduct of an annual EPC meeting
- An emergency plan created for each facility outlining organisational arrangements, systems, strategies and procedures relating to emergency response
- Evacuation diagrams displayed throughout the site to provide occupants and visitors information on the site emergency procedures and locations and routes to evacuation assembly areas
- Tailored emergency response procedures aligned to site-specific risks including after-hours activities
- Establishment of an Emergency Control Organisation (response team) appropriate to the facility size, complexity and operational focus
- Training conducted for at least one member of the EPC to provide the necessary base to competently execute the obligations of the EPC
- Annual training for all ECO members to develop skills and knowledge to effectively implement site response procedures with six-monthly skills refresher sessions
- Where a Chief Warden or Communications Officers are permanently identified members should undertake additional training in the strategic management of emergency response activities including communications, command and control elements
- If first attack firefighting capabilities are included in the responsibilities of the ECO training should be undertaken on necessary equipment at intervals no greater than two years
- Training for all occupants should be conducted annually to enable occupants to respond in accordance with the site emergency response procedures
- All areas of a facility shall participate in at least one emergency response exercise involving an evacuation annually
- Annual review of plan, diagrams and training program by the EPC

## ADDITIONAL EMERGENCY RESPONSE ACTIVITIES

In addition to meeting the minimum standards of AS3745:2010, Dynamiq recommends that organisations implement programs that exceed the requirements of the Australian Standards. Examples of a more mature emergency management program include:

- Annual security incident-based exercises including lockdown or active armed offender exercises
- Development, implementation and testing of emergency management communications infrastructure
- Conduct of fire equipment training for all occupants
- Development of Active Armed Offender Response plans
- Conduct of regular medical response exercises