

## 1. Purpose

To provide an emergency evacuation procedure that will protect the safety and security of personnel, visitors and property at Picton.

## 2. Review

The site emergency response plan shall be reviewed every 12 months, or in the event of a substantial change to the Workplace Layout, by the Site Management in consultation with site workers. Reviews shall be conducted by personnel responsible for the activities outlined in this document.

## 3. Responsibilities

All Site Management must ensure that the Site Emergency Response plan and actions comply with the requirements of WHS-019 Emergency Management, to ensure that the evacuation is carried out effectively.

The Chief Warden and the Wardens on site shall have the responsibility for the safe evacuation of their designated area. Wardens on site may be required to evacuate more than their area, due to availability of Wardens. All employees shall be responsible for ensuring they follow the procedure in the event of an emergency.

## 4. Method

### 4.1 Definitions

<b>Emergency</b>	Any event, which arises internally or from external sources which, may adversely affect the safety of persons in a building or the community generally and require immediate response by the occupants. An incident in which control is lost to some extent and which requires immediate action to prevent or minimise injury, damage or loss. An incident which escalates with: <ul style="list-style-type: none"> <li>- attention by national media, financial situations, authorities, etc.;</li> <li>- the potential for major loss of asset value;</li> <li>- the potential for public outrage;</li> <li>- the presumption that the Company is not fit to operate;</li> <li>- the inability to delivery product.</li> </ul>
<b>Emergency Management Team</b>	A group of nominated Allied Pinnacle Managers and employees assembled according to the nature of the Emergency.
<b>Site Emergency Response Plan</b>	Site based emergency response plan, which sets out the procedures to manage site specific emergency scenarios.

### 4.1 Emergencies:

The four (4) elements of emergency management must be followed.

Prevention – the implementation of all appropriate prevention measures will minimise the possibility of an emergency.

Preparedness - measures are implemented against the possibility that an unforeseen event may occur, originating on the site or elsewhere.

Response- measures involve the implementation of evacuation procedures, activation of the emergency control centre and the issue of warnings to neighbours.

Recovery- many measures will be carried out in parallel with response actions during emergencies.

## 4.2 Signing In and Out of the Site

All employees, visitors and contractors must sign in on their arrival and sign out on their departure using the appropriate sign in measures.

Visitors and contractors must sign in/out by using the guest sign in through Rapid Visitor at the computer reception in the main office building. After hours or on weekends visitors must sign in /out in the control room.

All salaried and wage employees, as well as long term casuals, must use the Kronos finger scan system, as well as the in/out board located in the reception area in the main office building.

All train drivers must sign in / out using the guest sign in book that is located in the intake office.

It is the responsibility of all company employees to ensure that any visitors or contractors are escorted to the assembly area in an emergency (if safe to do so).

## 4.3 Entry Times to the Site

Visitors and contractors should only be on site between standard working hours and if required out of hours they must make prior arrangements with the Site Manager or the Supervisor responsible.

Employees should only be onsite during their rostered times.

## 4.4 Unmanned Site

In the case where no employees are present on site, a security guard will be present. This is to provide greater ease of access for emergency personnel if they require entry to the site when no employees are available.

## 4.5 Wardens:

### 4.5.1 Chief Warden

- Must ensure that all area wardens are trained and informed of their responsibilities
- Organises 12 monthly evacuation drills
- Ensures that site/floor plans are kept up to date and are legible
- Assumes overall control of the emergency until the emergency services arrive
- Determines the nature and the extent of the emergency
- Informs and confirms the Wardens of the emergency and delegate a liaison officer
- Contact emergency services to confirm or scale down emergency
- Confirm or locate the emergency via the fire control room
- Brief emergency services on their arrival of the emergency location situation
- Direct Wardens to search the floors for any missing or unaccounted staff and or contractors/Visitors

### 4.5.2 Fire Wardens

A list of Fire Wardens must be displayed in all work areas so employees are aware of who their contact person is.

Fire Wardens must remain calm at all times. Procedures to follow should a fire occur (and if safe to do so)

**A – Alert** others (staff in vicinity) reception/switchboard operators, Fire Brigade (000)

**C – Contain** fire – close doors, windows

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**E – Extinguish** fire (if safe to do so); use correct equipment – hose reel, fire blanket, fire extinguisher. Provide back up equipment. Work in pairs (safety and efficiency). Keep low (beneath smoke and heat) and keep an escape route at your back.

### 4.5.3 Area Wardens

All wardens are responsible for the safe evacuation of their designated area. All Area Wardens should be able to identify the emergency evacuation alarm.

### 4.5.4 Admin Area Warden

- Ensure all Administration staff, contractors and visitors are evacuated to the assembly point
- Advise Head office of evacuation
- Obtain the in/out board and Bundy cards
- Check amenities for any remaining staff
- Shut all doors and windows
- Report any missing or injured staff, contractors and visitors to the Chief Warden

### 4.5.5 Mill Area Warden

- Ensure all Mill, Intake and Lab staff, contractors and visitors are evacuated safely from the building and proceed to the assembly point
- Turn off any electrical equipment if safe to do so
- Shut all doors and windows
- Report any missing or injured staff, contractors / visitors to the Chief Warden

### 4.5.6 Warehouse Area Warden

- Ensure all warehouse and maintenance staff, contractors and visitors are evacuated to the assembly point
- Ensure all warehouse staff have turned off relevant equipment e.g. forklift
- Ensure that the gas is shut off
- Close all doors and windows
- Report any missing or injured staff, contractors / visitors to the Chief Warden

### 4.5.7 Maintenance Area Warden

- Ensure all maintenance staff, contractors and visitors are evacuated to the assembly point
- Ensure all maintenance staff have turned off relevant equipment e.g. forklift
- Ensure that the gas is shut off
- Close all doors and windows
- Report any missing or injured staff, contractors / visitors to the Chief Warden

### 4.5.8 Traffic Warden Area Warden

- Evacuate all trucks from the outloading bays once instructed by Chief Warden
- Stand guard at the front gate and only allow emergency vehicles to enter the site

### 4.5.9 First Aid Warden

- Administer First Aid to any staff, contractors or visitors to the site following from the evacuation e.g. smoke inhalation, burns, shock etc.

**To be noted, that a Warden for each designated area may not be on shift at all times. In which case, any Wardens present in the Mill can cover the rest of the production area.**

## 4.6 Evacuation:

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## 4.6.1 Emergency Evacuation Alarm

It is the responsibility of DA Design to check the alarm system on a weekly basis. Operators are to report any malfunctions of the evacuation alarm. All employees, visitors and sub contractors on site must be made aware of when the test is being carried out.

## 4.6.2 Emergency Evacuation Procedure

If an emergency occurs due to Fire, Chemical Spill, Bomb Threat etc the following procedure must be carried out and a fire report must be completed so an investigation is carried out on the cause – (refer to SAP 10000041).

- Ascertain the nature of the emergency and determine appropriate action;
- Ensure that the appropriate emergency service has been notified;
- Advise staff of the situation;
- During hours 7:00 a.m. and 4:30 p.m. advise Reception at Head Office of the emergency;
- Meet emergency services at the site fire control building and advise them of the location, status, number of injuries, number of missing persons and any other relevant information they request;
- Fire Wardens are to walk through their area of responsibility, including toilets (if safe to do so) to ensure all areas are vacated;
- Ensure all visitors / contractors in their area of responsibility are evacuated to assembly areas (if safe to do so);
- After search of their area of responsibility move briskly (do not run) via their exit path;
- Report to the fire evacuation area for roll call.

### Employees should know at all times

- Know the names of all employees working in their area;
- That a check occurs each week that the alarm is audible;
- Ensure all egress areas are kept free of obstruction or materials;
- Ensure employees, visitors and contractors working in their area are aware of the emergency procedures and evacuation area (refer to the general site 'Emergency Evacuation Plan').
- How to use fire fighting equipment.

### Media

In the event of a disaster involving loss of life, serious injury or the requirement of the emergency services to attend to the site, the media may seek information. If this occurs and the media arrive on site or make contact by telephone, no staff is to comment but is to advise Media to consult with the Site Manager.

## 4.6.3 All Clear and Re-Entry Back onto Site

When feedback is given to the Chief Fire Warden or representative by the Fire Brigade, they will give the direction that the area is all clear and employees may re-enter site.

Once the facility has been deemed safe to re-enter, the following steps are to be followed:

- HACCP team to assess any ingredients, packaging, equipment or finished product that could have been affected by the incident and which may result in a food safety or quality issue. All assessments shall be recorded.
- All affected areas must be brought back to a sanitary standard following an incident. This may include repairing, washing, cleaning or ventilating the affected area. Actions must be documented.
- Entry procedures into medium or high areas shall be followed, including a full change of PPE prior to entry.

## 4.7 Emergencies

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Some of the emergency situations that could confront us are:

- Fire, refer to 4.7.10
- Explosion, refer to 4.7.13
- Bomb Threat / Suspect Package, refer to 4.7.12
- Hazardous Substance Spill, refer to 4.7.7
- Security Threat, refer to 4.7.5
- Environmental Pollution (dust, odour), refer to 4.7.7
- Motor Vehicle accident, refer to 4.7.15
- Storm, refer to 4.7.14
- Medical Emergency, refer to 4.7.4
- Flood, refer to 4.7.11

The following emergency procedures are not applicable to the site due to a risk assessment being carried out identifying the likelihood and severity as low.

- Civil disturbance
- Bush Fire
- Aeroplane crash

Control measures identified in the risk assessment will address these situations if they occur.

The following procedures have been developed to respond appropriately to these emergencies;

#### 4.7.1 Emergency Procedures Updating

By controlling this procedure through the Site Quality System in SAP and audited as stated in section 2 of this document.

#### 4.7.2 Evacuation Procedures

Ring **000** for Police, Fire Brigade or Ambulance or 112 (if using a mobile phone).

Origin Energy (Integral) – 24 hour Emergency Phone Number:	131-003
BOC Gas – 24 hour Emergency Phone Number:	1-800-624-006
Orica (Chlorine Gas) – 24 hour Emergency Phone Number:	1-800-033-111
Sydney Water – 24 hour Emergency Phone Number:	132 090
EPA – 24 hour Emergency Phone Number:	9995 5000
Workcover NSW Phone Number:	131 050
Civil Aviation Services Authority Phone Number:	131 757
Wollondilly Shire Council Phone Number:	4677 1100

#### **And advise the type of emergency**

- Obtain the bundy cards (if possible), the attendance board and the visitor / contractor sign in book located at reception.
- Evacuate site to the Emergency Evacuation Area

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- Ensure front gates are opened to allow emergency services access to site
- All employees, visitors and contractors are to report to the Emergency Evacuation area for a roll call

### 4.7.3 Conditions of Entry to Site

Employees, visitors and sub contractors should only be on the premises during normal working hours.

Any person requiring entry to the site outside normal working hours should:

- Make prior arrangements with the Supervisor to be on site outside normal working hours;
- Sign the visitors in / out book;
- Report immediately to Supervisor(s) or Milling Staff;
- Conduct business, notify Supervisor or Milling Staff when leaving and leave site.

### 4.7.4 First Aid and Medical Emergencies

First Aid for Minor Injury (require first aid treatment)

- Advise a First Aid Warden;
- First Aid Warden to administer basic first aid;
- After first aid treatment employee resumes work if fit to do so;
- Appropriate staff completes the Accident / Incident report.

Serious Injury (require doctor/ hospital treatment)

- Shut off or remove source of danger / or remove person(s) to safety;
- Summon First Aid attendant and Supervisor and/or Operators;
- First Aid attendant administers basic first aid treatment;
- Supervisor(s) and / or operator(s) to phone ambulance (000);
- Appropriate staff to complete Injury Report (Accident and Incident Report);
- Site Manager or designate to notify next of kin if appropriate / Site Manager to contact Senior Management.

Critical Injury (Requires urgent on site attention by qualified person / ambulance)

- Shut off or remove source of danger;
- Summon First Aid attendant and Supervisor(s) and/or operator(s);
- Supervisor(s) and/or Operator(s) to call ambulance (000);
- Apply cardio-pulmonary resuscitation or other treatment if required and competent to do so. First Aid attendant administers basic first aid until ambulance arrives;
- Do not remove / transport patient unless eminent further danger;
- Notify site Manager and/or Senior Management;
- Management to notify next of kin, Police and / or Workcover Authority as necessary;
- Appropriate staff to complete Injury Report (Accident / Incident Report).

### 4.7.5 Security Emergencies

- All employees are responsible for all aspects of security on site;
- All cases of theft must be reported immediately to the Supervisor(s) who will advise the Site Manager;
- Suspected / actual cases of drunkenness, drug abuse, fighting, malicious damage, and tomfoolery shall not be tolerated and must be reported to Supervisor(s) who will advise the Site Manager;
- All matters such as intruders, unlocked security gates or doors, tampering with employee vehicles, or any other unusual occurrence must be reported to the Supervisor(s) who will advise the Site Manager;
- When a total plant close down occurs visiting security services to the site are responsible for all security.

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## 4.7.6 Burns

There are three types of burns:

**Superficial** – reddening (like sunburn) – outer layer of skin only;

**Partial Thickness** – blistering – damage to deeper layers of skin;

**Full Thickness** – whitish or blackened areas – damage to layers of skin plus underlying structures and tissues.

Fast action is essential.

- Cool only with clean water if possible and resist using other substances up to 20 minutes for thermal or radiation burns, up to 20-30 minutes for chemical burn;
- Cover with a clean non adherent burn dressing (or plastic wrap);
- Remove tight clothing and objects e.g. jewellery (if possible);
- Call (000) for an ambulance;
- Treat for shock if burn is severe

**NOTE: Burns to the face may have an effect on the casualty's breathing and these effects may take some time to appear. It is important that any casualty who has inhaled smoke fumes or superheated air, or has been burnt on the face obtains medical aid as soon as possible after the incident.**

- Ensure that contaminated clothing is removed unless it is adhering to the burn;
- If chemical burns, flush chemicals from the skin, pay attention to the eyes;
- Follow the Material Safety Data sheet;
- DO NOT BREAK BLISTERS;
- Ensure the cooling process does not become excessive and cause shivering.

## 4.7.7 Chemical Spills

### Emergency Procedures for Infringement in Spillage's and Fumes Emission

Note: Chemical spill refers to liquid, gas or both.

All Supervisory staff must be familiar with the procedure for handling chemicals and dealing with spills and using spill kits.

All plant operators must be familiar with the safe handling instructions for chemicals used in their areas. This applies particularly to protective clothing and equipment used.

Material Safety Data Sheets that detail the hazards, safe handling and clean up instructions for all chemicals used on site are located on the Chemwatch Database and Material Safety Data Sheet Folders, located in the Laboratory, Maintenance, Warehouse, Packing and Mill areas.

### Minor Chemical Spills

- Minor spills should be dealt with immediately as detailed in the Material Safety Data Sheets;
- If a spill has occurred due to a plant problem or failure the Supervisor(s) or Operator(s) are to be advised so the problem can be contained and remedied.

### Major Chemical Spills

- In the event of a major chemical spill the following procedure is to be adopted;
- Notify all personnel in the area that a spill has occurred. Where danger exists from spread of corrosive liquids or fumes the area should be evacuated immediately;
- One person to be detailed (if safe to do so) to notify the Supervisor(s) or Operator(s) who will immediately assess the need for outside assistance;
- Personnel dealing with chemical spills must wear the designated protective clothing, breathing apparatus etc. and have knowledge in using spill kits;
- Initial action in controlling the spill should be directed towards closing off the source of the spill;
- Secondary action should be directed towards preventing the spread of liquid or fumes to other parts of the plant or outside the plant boundaries or into council drains;

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- Once the spill is contained the material should be neutralised and then disposed of as detailed in the Material Safety Data Sheet.

#### 4.7.8 Fire Extinguisher Usage

- Ensure the correct type of fire extinguisher is selected for use, refer to chart.
- In the event of a fire extinguisher being used, notification must be given within 24 hours of usage. Extinguisher should not be replaced on hanging pin but laid on its side on the ground.

### ***FIRE EXTINGUISHER SELECTION CHART***

<b><i>TYPE of EXTINGUISHER</i></b>		<b>WATER</b> 	<b>FOAM</b> 	<b>WET CHEMICAL</b> 	<b>CO2</b> 	<b>DRY CHEMICAL</b> 	<b>VAPORISING LIQUID</b> 
<b>CLASS</b>	<b>TYPE OF FIRE</b>						
<b>A</b>	Ordinary Combustibles (wood, paper etc)	✓ YES Most Suitable	✓ YES	✓ YES	✓ YES Not Very Suitable	✓ YES B(E) Powders Not Suitable	✓ YES
<b>B</b>	Flammable Liquids	× NO	✓ YES Special Foam Required for Alcohol-Type Fire	× NO	✓ YES	✓ YES	✓ YES
<b>C</b>	Flammable Gases	× NO	× NO	× NO	✓ YES	✓ YES	✓ YES
<b>D</b>	Combustible Metals	× NO	× NO	× NO	× NO	× NO	× NO
<b>E</b>	Fire involving live Electrical Equipment	× NO	× NO	× NO	✓ YES	✓ YES	✓ YES
<b>F</b>	Oils and Fats	× NO	× NO	✓ YES	✓ YES	✓ YES AB(E) Powders Not Suitable	× NO

(Australian Standard 2444)  
POST 1999

#### 4.7.9 Site Emergency Response Equipment Inspections

Equipment provided for Emergency Procedures shall be checked as per the monthly site hazard inspection – refer to SAP doc. 10000073.

All emergency equipment shall be serviced and inspected at regular intervals as prescribed by Australian Standards and local regulatory bodies and is the responsibility of Site Managers to identify inspection requirements for their sites

#### 4.7.10 Fire Alarm

Fire Wardens, Supervisor(s) and / or Operators

When a fire alarm sounds this means that a sprinkler head in our sprinkler system, or break glass alarm sensor, or pressure drop has occurred. The alarm will also sound in the local Fire Brigade via a direct feed from our fire control room.

**Note: Refer to SAP document 10000040 – Fire Protection Impairment Notice.**

The Site Manager shall be responsible to ensuring this form is completed and forwarded to the relevant Allied Mills Insurance Company after notification of the impairment from relevant site personnel.

#### Small Fire

If practicable and safe to do so, Operators, Fire Wardens and / or Supervisors will fight fire with the correct extinguishers.

Advise the Site Manager and Fire Brigade of the problem.

#### Large Fire

Fire Wardens Procedure

- Evacuate site;
- Call the Fire Brigade if not already done;
- Advise the Site Manager;



- Shut down the plant of machinery if necessary;
- Advise Fire Brigade on arrival of all known details;
- Secure area for safety / security after fire is out;
- Contact emergency service assistance if required;
- Ensure the roll call has been completed, and everyone has been accounted for.

## Fire Outside

The Fire Wardens, Supervisor(s) and / or Operators will proceed with caution (only if safe to do so) to the location of concern.

When the Fire Wardens, Supervisor(s) and / or Operators arrive at the area where the fire is she / he will do one of the following;

### Within the Range of Fire Hydrants

1. Phone 000 with details of fire;
2. Pull out fire hose fully;
3. Hold nozzle securely and turn on tap;
4. Direct water above fire to dampen site, rather than at the base of the fire (which may spread the fire);
5. Assess the need to vacate the area.

### Beyond Range of Fire Hydrants

1. Phone 000 with details of fire;
2. If plant / site threatened, proceed as per the evacuation plan.

**Note: Under no circumstances are employees to place themselves or anyone else at risk.**

### On Hearing the Alarm

- Immediately check with Supervisors and / or Fire Wardens regarding the emergency;
- Fire Wardens to walk through their area of responsibility (if safe to do so) including toilets, to ensure all areas are vacated;
- Ensure all visitors / contractors in their area of responsibility are evacuated to the assembly area (if safe to do so);
- After search of their area of responsibility move briskly (do not run) via their exit path;
- Report to assembly area and report their area clear of occupants;
- Know the names of all employees working in their area;
- Check each week that the alarm is audible;
- Ensure all egress areas are kept free of obstruction or materials;
- Ensure employees working in their area are aware of the emergency procedures.

Note: Should any employee accidentally cause the fire alarm to go off (e.g. by accidentally hitting a sprinkler head) that employee should advise the Supervisor who will advise the Fire Brigade of a false alarm. The Fire Brigade will still have to attend in any case.

#### 4.7.11 Internal Flooding

- Switch off all machinery (if safe to do so) and turn off appropriate power boards and at no time enter the flooded areas;
- Notify all staff including Site Manager of the flooding and inform them of the action taken so far;
- Management or appointed person will then contact the electrician so he can evaluate the situation and determine the course of action to be taken in conjunction with management;
- People in charge of each shift should ensure that staff do not enter the effected area unless advised by management and must not leave the premises unless it is change of shift.

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## 4.7.12 Bomb Threat Procedure / Suspect Package

Bomb and suspect package check sheet located at the end of this document. This form must be completed when contacted about a bomb or suspect package on site.

Outside Normal Working Hours

On receiving bomb threat, notify the Shift Supervisor immediately.

Shift Supervisor will

- Will notify all areas by alarm or verbal;
- If time allows, conduct orderly shutdown of main operating plants; conduct orderly evacuation of all personnel to Assembly area and from there be escorted to a safer distance;
- If time does not allow, instruct all personnel to evacuate site immediately and report to evacuation assembly area;
- Shift Supervisor / Fire Warden will carry out roll call;
- After evacuation Shift Supervisor / Fire Warden to inform Management of actions;
- Complete Bomb Threat Checklist
- Contact emergency services e.g. police

Note: When evacuating ensure doors are left open

## 4.7.13 Explosion

If an explosion occurs e.g. dust explosion, if possible and safe to do so follow this evacuation procedure.

- The Chief Fire Warden / Shift Supervisor shall complete a head count on all employees, contractors and visitors;
- If all have been accounted for, inspect area (if safe to do so) for structural and environmental damage and carry out appropriate action;
- If all have not been accounted for organise a search and rescue;
- Contact emergency services e.g. Police, Fire Brigade.

## 4.7.14 Storm

Storms can happen anywhere, at anytime of the year, severe storms may cause major damage. They may be accompanied by torrential rain, strong winds, large hailstones and lightning and can cause flash flooding, unroof buildings and damage trees and powerlines.

- While storm is passing stay indoors and away from windows;
- After storm has passed check site for damage;
- Notify Supervisor or any damage and inform Site Manager;
- Refer to 4.7.11 if there is any internal flooding.

## 4.7.15 Motor Vehicle Accident

Most vehicles on site are trucks coming on site to load or unload product.

If an accident occurs:

- Check for any injured people;
- Assist if necessary;
- If fuel is leaking, use the emergency spill kit located at in the outloading bay or warehouse to contain the fuel.

## 4.7.16 Hearing the Alarm

### Duty Specification – Chief Warden

- Proceed to the Fire Control Room and ascertain the nature of the emergency and determine appropriate action.

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- He / she must also ensure that the appropriate Emergency Services have been notified and then co-ordinate the evacuation;
- Advise Area Wardens of the situation;
- Direct the people to meet in the emergency evacuation area;
- Pass on relevant information regarding the status of the Emergency and evacuation to the responding Emergency Services e.g. Location of emergency / Number of injured persons / Number of missing persons / any other relevant information.

### **Duty Specification – Area Wardens**

- Immediately check with Chief Fire Warden regarding the type of emergency;
- Walk through their area of responsibility, including toilets, to ensure all areas are vacated;
- Ensure all visitors / contractors in their area of responsibility are evacuated to the assembly area;
- After search of their area of responsibility, move briskly (do not run) via their exit path;
- Report to the Chief Warden that their area is clear of occupants.

### **Other Duties**

- Know the names of all employees working on their floor;
- Ensure all egress areas are kept free of obstruction or materials;
- Ensure employees working on their floor are aware of the emergency procedures.

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