



Fire and Evacuation Plan / Emergency Plan

Complying to
Building Fire Safety Regulation 2008 QLD and/or AS3745-2010 Planning for Emergencies in
Facilities

Emergency Procedures Manual

For
Capalaba Greyhound Racing Club



**12 Old Cleveland Rd, Capalaba
4157**

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Scope

This document provides information and guidelines for a range of potential emergencies and includes procedures for the safe response to these emergencies' manual.

Guidelines, procedures and information contained within this document are based upon the Building Fire Safety Regulation 2008 QLD, Work Health & Safety Act and Regulation QLD 2011, and in conjunction with Australian Standard AS3745:2010 Planning for Emergencies in Facilities; The Australian Bomb Data Centre (AFP) Bombs, Diffusing the Threat, Incorporating Mail Bomb Countermeasures; Emergency Management Australia, Flood Action Guide and Severe Storm Guide; Australian Resuscitation Council Guidelines; and Australian Standard AS/NZS 4360:2004 has been superseded by AS/NZS ISO 31000:2009, Risk management - Principles and guidelines.

All terminology used throughout this document is consistent where possible with Emergency Management Australia, Australian Emergency Management Terms Thesaurus.

This document may make reference to, but does not contain procedures for, the comprehensive management of Business Continuity Planning, Business Recovery Processes or Media Policy during Emergencies.

This document, unless otherwise stated, is not intended to satisfy additional planning requirements for Hazardous Chemical Facilities as required by and defined within National and State / Territory legislation. Some States / Territories require that the emergency plan be submitted to the primary emergency service organisation for review and comment. In Queensland, for example, plans must be submitted to: QFRS.EMPlanning@dcsgov.au

Amendment Register

No.	Date	By Whom	QBCC License	Comments
1	06/08/2020	A.Grandfield	1182576	Document issue
2				
3				
4				
5				
6				
7				
8				
9				
10				

Document Control & updates

To ensure this manual is current it is incumbent upon the client to provide information regarding any changes to staff, procedures or to the facility to fire Services Queensland to amend the document.

The manual requires annual review as per section 28 of the Queensland Building Fire Safety Regulation 2008, section 8.1 of AS3745 planning for Emergencies in Facilities, section 14.4.3 of AS 1851 Routine service of fire protection systems and equipment and section 43 of the Work Health and Safety regulation 2011.

It is the responsibility of the Client to ensure proper document control is maintained for the written Fire and Evacuation Plan / Emergency Procedures documentation for this site.

Should copies of this manual be issued to other parties a document control register must be kept that details what version of which document is issued and full details to whom it was issued. Failure to keep this register could lead to obsolete versions of the document being used by tenants or Wardens that may hold non-factual information.

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Introduction

This document reflects a co-operative approach by Fire Safety Queensland to identify, evaluate and treat potential emergency related risks or situations that may arise from an internal or external source. Complying with the Queensland Building Fire Safety Regulation 2008

It is recommended that these procedures be utilised in conjunction with regular training sessions for all persons responsible for responding to emergency situations so as to maintain competency in the prescribed duties and to maintain an awareness of emergency procedures.

It is also the responsibility of building occupants to understand the emergency procedures based on this manual and the particular circumstances of their occupancy. As recommended by AS 3745:2010 and in compliance with Occupational Health and Safety legislation, all building occupants are required to participate in General Evacuation Instruction and evacuation exercises and acknowledge the authority of appointed Evacuation Coordinators / Wardens (Emergency Control Organisation) in emergency situations.

Emergency Contact Details

FIRE BRIGADE	000	
POLICE		
AMBULANCE		
NATIONAL SECURITY HOTLINE	1800 123 400	
CHIEF WARDEN / RESPONSIBLE PERSON	Race Day Manager	07 33902772
BUILDING OWNER/ REPRESENTATIVE	Erin Cameron	07 33902772
CAPALABA GREYHOUND RACING REPRESENTATIVE	Trevor McSherry	0404 709 113
FIRE SERVICES / EQUIPMENT PROVIDER	Fire Services Queensland	1300 306 498
LEAKING GAS (ALL AREAS)	13 27 71	
POISONS INFORMATION HOTLINE	13 11 26	
STATE EMERGENCY SERVICE	13 25 00	




Building profile

BUILDING PARTICULARS - Section 21 (3) (a)	
Building Name:	Capalaba Greyhound Racing Club
Building Address	12-14 Old Cleveland Rd, Capalaba
Name of Building Owner:	Capalaba Greyhound Racing Club
Building Owner Phone:	07 33902772
Building Owner Email:	Enquiries_capgreys@outlook.com
Representative of Building Owner Contact:	Erin Cameron
Representative of Building Owner Contact Phone:	0414 806 295
Representative of Building Owner Contact Email:	Enquiries_capgreys@outlook.com
Site Contact:	Trevor McSherry
Site Contact Phone:	0404 709 113
Site Contact Email:	Enquiries_capgreys@outlook.com
EVACUATION COORDINATION PROCEDURES - Section 21 (3) (c-d)	
Emergency Procedures:	Refer to the section entitled "Emergency Response Procedures"
FIRE FIGHTING EQUIPMENT - Section 21 (3) (e)	
Method of Use:	Refer to the section entitled Additional Information - "Firefighting Equipment Operation"
Types of Equipment:	Refer to the section entitled Additional Information - "Firefighting Equipment Operation"

PROCEDURES FOR PROVIDING INSTRUCTION - Section 21 (3) (f)	
General Evacuation Instructions:	Any person working at the facility shall receive General Evacuation Instruction as per s35 of QBFSR 2008. <ul style="list-style-type: none"> • Within two days of starting work at the facility • At intervals of not more than one year • No later than one month after a building change
First Response Evacuation Instructions:	Any person working at the facility shall receive General Evacuation Instruction as per s36 of QBFSR 2008. <ul style="list-style-type: none"> • Within one month of starting work at the facility • At intervals of not more than two years • No later than one month after a building change or material change
Evacuation Coordination Instructions:	Any person acting in the role of Evacuation Coordinator/ Responsible Person shall receive instruction as per s38 of QBFSR 2008. <ul style="list-style-type: none"> • Within one month before the person becomes responsible for carrying out evacuation procedure • At intervals of not more than one year • No later than one month after a building change or material change
<i>Fire Services Queensland Records of Instruction are stored in electronic format and accessed through FSQs Firemate login.</i>	
PERSONS RESPONSIBLE FOR INSTRUCTION & REVIEW OF FIRE PLAN - Section 21 (3) (i)	
Refer to Appendices:	Section titled <i>Persons Responsible for Giving Instruction & Managing Fire Plan</i>
FACILITIES FIRE SAFETY ADVISER- Section 21 (3) (g)	
FSA Name:	N/A
FSA Phone:	N/A
FSA Email:	N/A
FSA Qualification:	PUAWER001B – PUAWER008B
Issuing RTO	N/A
Date FSA Qualification Issued	N/A
RESPONSIBLE PERSONS / EMERGENCY CONTROL ORGANISATION - Section 21 (3) (h)	
Responsible person / Chief Warden:	Race Day Manager
Responsible person / Chief Warden Phone:	07 33902772
Responsible person / Chief Warden Email:	Enquiries_capgreys@outlook.com
Wardens:	Refer to appendices section titled Training Attendance Records
EVACUATION DIAGRAMS - Section 21 (2) (c)	
Evacuation Diagrams:	See attached Diagrams- Appendixes
TRAINING AND REVIEW - Section 21 (3) (j)	
Fire Safety Adviser:	N/A

BUILDING DESCRIPTION		
Type of Building:	A collection of several small buildings Constructed of brick timber framing and plasterboard construction, with portable demountable buildings used.	
Building Class/Classes:	5, 10, 8 & 9b	
Loading Dock:	No	

Building Fire Systems

FIRE SYSTEMS		
EMERGENCY COMMUNICATION SYSTEMS		
Public Address System	Yes. Main means of raising the alarms for emergencies	
Two-way Radios	Yes. Main means of communication between the Warden team	
Mobile phones	Yes. Available as a means of communication	
Verbal	Yes. Main method to communicate relevant details to all occupants.	
FIRE SERVICES ON SITE		
Dry Chemical Powder Extinguishers Yes		CO2 Extinguishers No
Fire Blankets Yes		Hose Reels No- not installed
		

Assembly Area Location



Emergency Risk Management

Risks identified for Central park Residencies are listed on the table below.

Risk	Likelihood	Consequence	Risk Rating
Minor internal fire	Unlikely	Moderate	Low
Major internal fire	Rare	Catastrophic	Medium
Medical Emergency	Possible	Catastrophic	Medium
Personal Threat	Unlikely	Major	Medium
Bomb Threat	Rare	Catastrophic	Low
Internal emergency-	Possible	Minor	Low
External Emergency- Severe Storm	Likely	Moderate	Medium

Assessing the Risks

The process of identifying and assessing potential risks to a building, may involve many factors, each of which if dealt with in isolation may not be a significant but when viewed as a group, may pose a higher level of risk. Responsible persons/ Emergency Planning Committee Members and Fire Safety Advisors ought to understand the relevance of all the factors likely to influence the identification and assessment of potential risks to ensure to the facility they are in control of, and where appropriate seek advice from more qualified persons.

Risk Matrix

Using the risk matrix is one means of evaluating the possibility of emergencies in the facility. By cross-referencing the likelihood with the consequence the matrix will provide a risk level for the specific risk.

	CONSEQUENCE				
LIKELIHOOD	Insignificant	Minor	Moderate	Major	Catastrophic
Rare	Low	Low	Low	Low	Low
Unlikely	Low	Low	Low	Medium	Medium
Possible	Low	Low	Medium	Medium	Medium
Likely	Low	Low	Medium	High	High
Almost Certain	Low	Low	Medium	High	Extreme

Likelihood

The likelihood of an emergency occurring is one component in determining the outcome of the risk rating. For example, an emergency that has catastrophic consequences but is Rare, results in a Low Risk rating.

Rare	May only occur in exceptional circumstances
Unlikely	Could occur at some time; less than 25% chance of occurring
Possible	Might occur at some time; 25-50% chance of occurring
Likely	Will probably occur; 50-75% chance of occurring
Almost Certain	Can be expected to occur in most circumstances; more than 75% chance of occurring

Consequence

The consequence of an emergency occurring is also taken into account when calculating the risk. For example, an insignificant consequence resulting from an Almost Certain Likelihood results in a Low Risk Rating.

Insignificant	Minimal interruption to normal activities, no injuries, damage to property or no loss of time
Minor	Possible treatable injuries by first aid, superficial damage or minor loss of time
Moderate	Injuries requiring ambulance assistance, structural damage requiring repair and evacuation of area or moderate loss of time
Major	Multiple injuries requiring ambulance assistance, major structural damage requiring evacuation of the building or significant loss of time
Catastrophic	Deaths and critical injuries, structural collapse or significant building damage rendering the building unsafe for occupation

Risk Rating

By the application of the risk matrix each identified hazard will be given a risk rating with which an appropriate response can be developed. It should be noted that the risk rating is a guide only and other factors can apply in how the risk is treated.

Low	Situations that either the outcome poses a minimal impact on the day to day operations or if the outcome could be catastrophic the likelihood of this occurring is extremely rare
Medium	Situations where it is foreseeable that a risk may occur and where the outcome would lead to injuries or building damage
High	Situations where it is quite likely that a risk will occur and where the outcome would lead to major injuries or substantial building damage
Extreme	Situations of high risk where both the likelihood and consequence are significant and the outcome would result in multiple deaths, injuries or overwhelming damage to the building

Types of Emergencies

The following types of emergencies and colour coding are recommended for use by the Australian Standard AS3745 Planning for Emergencies in Facilities.

RED	Fire/Smoke
ORANGE	Evacuation
PURPLE	Bomb Threat
WHITE	Staff search immediate work area
BLUE	Medical Emergency
YELLOW	Internal Emergency (Failure or threat to essential services or hazardous substances)
BLACK	Personal Threat (Armed or unarmed persons threatening injury to others or themselves)
BROWN	External Emergency

Emergency Response Procedures

Fire Emergency- **Code Red**

Chief Warden Responses:

On being notified of Suspect Fire Emergency:

Don white hat, alert and activate the other members (Wardens) of the emergency control organisation.

Investigate the situation, gather information to be able to decide whether situation is a confirmed emergency, false alarm or uncertain.

Inform the wardens to prepare for possible evacuation

Confirmed fire Emergency:

Ensure white identification hat is worn

Raise the alarm ensure the Public Address System is used to alert building occupants

Delegate areas of responsibility to the Warden team to search and clear occupants from the building: Kennels, Canteen, Bar Area, Tab, Toilets and Office betting area

Contact emergency services, Ring 000 request attendance to the site

Gather emergency response kit and documentation

Move to the assembly area to obtain Warden evacuation reports

Receive Warden reports and document information

Conduct a roll call of staff and check with any members of the public for missing persons:

Document any missing persons, refusals to leave and mobility impaired persons

Upon the arrival of the fire brigade provide briefing of relevant information relating to the emergency. Location of fire in the building, any missing persons' or persons unaccounted for and length of time emergency has been underway.

No Emergency Evident/False Alarm

Alert the Warden team to stand down no emergency present

Communicate to building occupants that no emergency present, resume normal duties

Stand down, place emergency response equipment back in nominated locations

Uncertain Fire Emergency

Seek assistance contact the emergency services local fire station or ring 000

Implement evacuation of building occupants, refer to confirmed fire emergency procedures

Have occupants remain at the Assembly Area until it can be determined that it is safe to reoccupy the building

Warden Response:

On being notified of Suspect Fire Emergency:

- *Don Red hat and report to the Chief Warden*
- *Investigate as delegated by the Chief Warden*
- *Report to Chief Warden findings*
- *Implement any further instructions from the Chief Warden*

Confirmed fire Emergency:

- *Implement Chief Wardens instructions, search, and clear occupants from your area of responsibility and direct to the assembly area. Refer to appendixes for specific procedures for the Kennel Area.*
- *Implement any Personal Emergency Evacuation Plans that may be in place*
- *Note / Document any persons refusing to leave and area unable to access*
- *Once completed report back to Chief Warden providing relevant information regarding evacuation of people from your area of responsibility*
- *Implement any other actions requested by the Chief Warden*
- *Report to Assembly Area*

No Emergency Evident/False Alarm

- *Confirm with Chief Warden no emergency present*
- *Stand down*
- *place emergency response equipment back in nominated locations*

Uncertain Fire Emergency

- *report to Chief Warden the situation get direction form the Chief Warden*
- *implement evacuation of occupants*
- *report to chief Warden details of evacuation*
- *remain at the Assembly Area until it can be determined that it is safe to reoccupy the building or the Chief Warden delegates additional duties*

Staff General Occupants Response:

Suspect Fire Emergency

- *move people away from area of suspicion*
- *report immediately any concerns to nearest Warden*
- *follow any instructions issued by the Warden*
- *prepare for evacuation*

Fire Emergency:

- *upon discovery of a fire emergency alert others*
- *direct other staff away from the danger area*
- *activate the nearest air horn available*
- *report to Warden provide information relating to situation*
- *evacuate the building report to the nominated assembly area*

After Hours Response;

- *move away from the immediate area of danger*
- *raise the alarm, either verbally or activate the public address system*
- *alert others if safe to do so*
- *remove yourself from the building using the nearest safe exit, report to the assembly area*
- *ring 000 request the fire brigade*
- *wait for the arrival of the brigade*
- *brief the fire brigade upon their arrival*

Medical Emergency- Code Blue

Staff Response;

- *Alert others, get the first aid officer to attend to the patient as soon as possible*
- *Ring 000 request ambulance provide information*

Name	<i>Your name</i>
Building name <i>if any</i>	<i>Capalaba Greyhound Racing Club</i>
Address	<i>12 Old Cleveland Rd, Capalaba, 4157</i>
Area location in building	
Nearest Cross Street	

- *Notify the closest available Warden of the code Blue situation*
- *Follow any instructions issued by the Warden*
- *If not required to assist in the code blue move away from the area.*

Warden Response;

- *Upon being informed of a Code Blue emergency report to the incident location*
- *If first aid officer not in attending to the patient, delegate a person to locate and bring the first aid officer to the scene*
- *Ensure 000 has been rung or initiate the call*
- *Assist the first aid officer if requested*
- *Move non-essential people and staff away from the incident area*
- *Ensure a warden is delegated to meet the responding ambulance officers at the main entry and bring them to the incident scene.*
- *Notify responsible management of the incident*
- *Complete incident forms*

Personal Threat Emergency- Code Black

Personal Threat Emergency actions- Chief Warden/ Warden Responsible persons Actions

A Personal Threat situation exists when a person or persons are behaving in an aggressive, threatening or violent manner to other persons. Who may or may not be armed with improvised weapons, weapons or firearms.

Aggressive person/s

- *Do not place yourself at risk.*
- *Attempt to de-escalate the situation—avoid getting into an argument with the offender.*
- *Keep a safe distance between yourself and the offender when confronted by the offender*
- *Attempt to persuade offender to leave the Facility, cease behaviour or the police will be notified*
- *Observe continuously the offenders movements.*
- *Take note of exits or other possible escape routes and try to get as close as possible to exits.*
- *If the situation is not deescalating remove yourself from the area seek a secure location*
- *Contact the Police ring 000.*
- *If safe to do so go to the fire control room commence lock down procedures*
- *Record description of offender, complete offenders checklist form as soon as possible.*
- *Brief police upon arrival*

Armed Person/s robbery

- *Do exactly as asked to best of your capability*
- *Stay as calm as possible*
- *Make no sudden movements*
- *Avoid eye contact*
- *Observe offender's physical appearance, clothing worn, shoes, distinguishing features including voice, hair, tattoos, any weapons, anything touched, or taken and escape vehicle*
- *When safe, call 000 provide details of incident*

- Restrict entry to the area until police arrive.
- Request any witnesses to remain and keep separated from each other.
- Do not touch anything within the scene.
- Write down all you observe.
- Brief police upon arrival

Code Black -Evacuate Facility Procedures

- An emergency evacuation of the facility will be implemented in situations of serious personal threat. (armed persons with weapons or firearms)
- The Race Day Manager (chief warden) to issue instruction using the public address system to staff and the public to flee the facility
- Staff and Wardens should encourage members of the public to go to the Capalaba Tavern and seek shelter within the building
- All persons, where safe to do so, ring 000 request police provide relevant information
- Brief the police upon of their arrival
- Adhere to instructions from the attending police

Staff actions Aggressive person/s

- *Do not place yourself at risk.*
- *Attempt to de-escalate the situation—avoid getting into an argument with the offender.*
- *Keep a safe distance between yourself and the offender when confronted by the offender*
- *Attempt to persuade offender to leave the building, cease behaviour or the police will be notified*
- *Observe continuously the offenders movements.*
- *Take note of exits or other possible escape routes and try to get as close as possible.*
- *If the situation is not deescalating remove yourself from the area seek a secure location*
- *Contact the Police ring 000.*
- *If possible alert Race Day managers*
- *Note the description of offender, complete offender's checklist form as soon as possible.*
- *Brief police*

Armed Person/s robbery

- *Do exactly as asked to best of capability*
- *Stay as calm as possible*
- *Make no sudden movements*
- *Avoid eye contact*
- *Observe offenders physical appearance, clothing worn, shoes, distinguishing features including voice, hair, tattoos, any weapons, anything touched, or taken and escape vehicle*
- *When safe, call 000 provide details of incident*
- *Alert building management*
- *Do not touch anything within the scene.*
- *Write down all you observe.*
- *Brief police upon arrival*

Code Black -Evacuate Facility Procedures

- *Upon hearing or receiving notification of a code black emergency evacuation staff and the public should vacate the facility using safest and nearest exit/s identified and seek shelter at the Capalaba Tavern.*
- *Being observant for armed offenders*
- *When safe to do so ring 000 notify the police*

Bomb Threat Emergency- Code Purple

There is no set formula for countering bomb threats; all differ in circumstance, location, motive and time of day. Yet with logic, a realistic and probing threat assessment, and a properly installed and rehearsed procedure, an organisation should be able to develop a strategy to overcome the threat- regardless of its origin or intent. 1

Understanding the bomb threat information contained in the appendixes is critical to the decision making process of the people responding to a bomb threat situation.

It is recommended all building occupants, tenant staff and members of the Emergency Control Organisation read Bombs defusing the Threat 2009 produced by the Australian Bomb Data Centre.

1 bombs – defusing the threat, page 7

Note: an alternative Assembly Location should be identified different to the fire emergency Assembly Area

Suspicious Package / Item Identified:

Person identifying Suspicious Package / Item Actions

- **DO NOT TOUCH**
- *Clear people from the immediate vicinity, of a minimum distance of 25m. (as per Australian Bomb Data Centre recommendation)*
- *Inform Chief Warden*
- *Follow instructions issued by Chief Warden/ Building Management*
- *Restrict access to the area*
- *Contact the police ring 000*
- *If instructed by police or Chief Warden Initiate partial evacuation of the area.*

Responsible person / Chief Warden & Wardens

Upon becoming aware or informed of a bomb threat scenario the chief Warden implement;

- *Assess the threat made*
- *Devise a response plan to the threat.*

- *Contact police ring 000, consider the decision to search and evacuate or evacuate*
- *Devise a safe evacuation plan for potential implementation*
- *Make the decision to evacuate the building upon consultation with police / emergency services*
- *Restrict access to the area of incident, building, carpark areas and main foyer*
- *Liaise with police for further instruction*
- *Conduct a roll call of people at the assembly area*

Staff/ Occupant

- ***DO NOT TOUCH***
- *Clear people from the immediate vicinity, of a minimum distance of 25m. (as per Australian Bomb Data Centre recommendation)*
- *Inform Chief Warden/ Warden team*
- *Follow instructions issued by Chief Warden/ Warden team*
- *Restrict access to the area*
- *If instructed by police or Chief Warden evacuate self from the building*

Internal Emergency- Code Yellow

This section describes an event that impacts the facility and may be caused by an internal event which may adversely affect service delivery and/or safety of persons requiring a response.

Examples include but are not limited to failure of, or disruption to, electricity, m gases, water, Machinery Failure breakdown, information communication and technology systems, damage to structure, or incidents involving hazardous substances.

Responsible person / Chief Warden & Wardens

- Upon becoming aware of a situation where an event is impacting on occupant safety don identification hat and activate the other Warden members*
- Investigate the incident obtaining information so a safety assessment can be determined, and a response plan implemented*
- If it the situation can be contained or limited to small area and not affect occupant's safety or operations, restrict access to the scene implement containment/ response actions. Whilst allowing building activities continue*
- If occupant safety is at risk, the Warden team can determine to implement a partial evacuation of the building or a full evacuation of occupants from the building until the event has been resolved*
- Seek assistance request the assistance of the appropriate emergency service, State Government body, local council or utilities provider*
- Liaise with building management concerning the event and complete relevant incident documentation*

Staff/ Occupant

- Upon becoming aware of a situation where an event is impacting on occupant safety, alert others raise the alarm, move people from the immediate area of danger*
- Alert the Warden team as soon as possible*
- Brief the Warden team*
- Follow any instructions issue from Warden team*

- *Remove yourself from the area if not required to assist in response procedures*
- *Evacuate if directed by a member of the Warden Team report to the nominated assembly area*

External Emergency- Code Brown

Code Brown emergencies can be defined as a situation or event that could or is likely to affect the safety of occupants in a building from a source external to the building.

Some examples are; impending severe storm, flooding, incident in a nearby building, chemical spill

Responsible person / Chief Warden & Wardens

- *Upon becoming aware of a situation where an event is impacting or has potential to impact on occupant safety don identification hat and activate the other Warden members*
- *brief the Warden team to the situation, discuss available information and options available.*
- *Decide and implement an action plan based on one of three choices: Full evacuation, Partial Evacuation or shelter in place*
- *Implement the action plan decided upon, communicate to building occupants the actions to be implemented*
- *Inform building management*
- *Record actions using incident forms*

Staff/ Occupant

- *Upon becoming aware of a situation where an event is impacting or has potential to impact on occupant safety external to the building, alert the Warden team immediately for consideration*
- *Listen for instructions from the warden team*
- *Monitor situation*
- *Implement instructions issued by the warden team*

Code Brown Example:

The bureau of meteorology has issued a severe storm warning and heavy rains for your area to occur in the next few hours into the afternoon. The Chief Warden liaising with management have decided to send staff home at lunch time. So staff can safely get home or not get flooded in and definitely not get home.

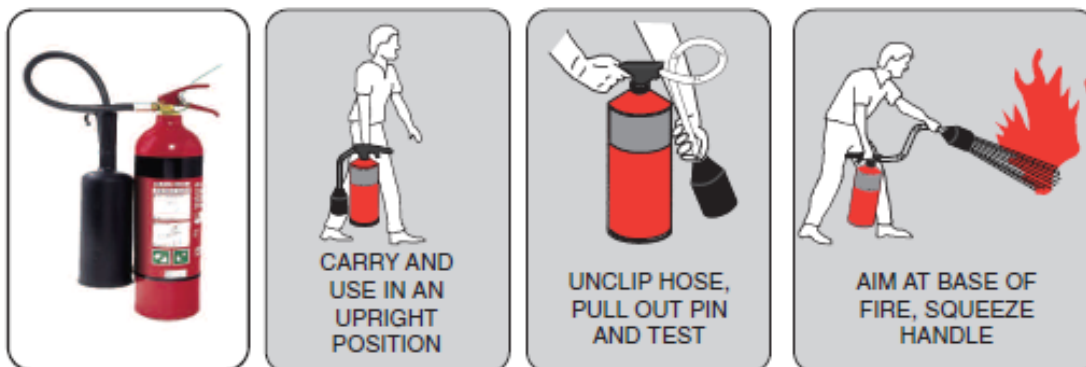
Firefighting Equipment Operation

Fire Extinguisher Operation

FIRE EXTINGUISHER

This is to extinguish small uncomplicated fires

How to operate...



Instructions:

1. Ensure that you use the correct extinguisher.
2. Always keep an Emergency Exit behind you (away from the fire).
3. Stay low to avoid heat and smoke (when entering a hazardous environment).
4. Direct contents across the base of the flames/fire.
5. Move the nozzle/applicator in a side-to-side sweeping motion.
6. If the fire gets to the point where you are no longer able to control it, retreat and close the door (do not lock).

REMEMBER P.A.S.S.

PULL THE PIN AND TEST







AIM NOZZLE/APPLICATOR AT BASE OF FIRE/FLAMES

SQUEEZE THE (TRIGGER) OPERATING HANDLE

SWEEP THE CONTENTS FROM SIDE TO SIDE

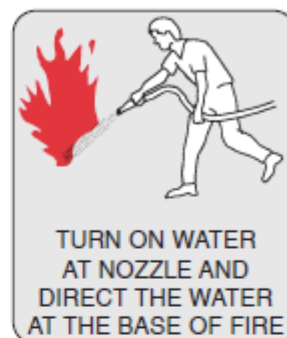
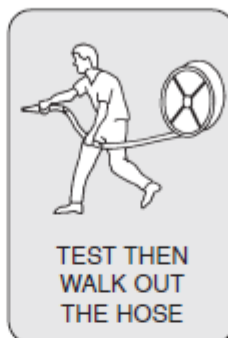
Fire Extinguishers should only be used if safe to do so, and only on small uncomplicated fires

Fire Extinguisher Guide

		CLASS A	CLASS B	CLASS C	CLASS (E)	CLASS F	RISKS
Fire Extinguishers	Content/Agent	Combustible Solids	Flammable & Combustible Liquids	Flammable Gases	Electrically Energised Equipment	Cooking Oils and Fats	
	WATER	YES	NO	NO	NO	NO	Dangerous if used on flammable liquid, energised electrical equipment and cooking oils/fat fires
	CARBON DIOXIDE	LIMITED	LIMITED	NO	YES	NO	Not suitable for outdoor use
	POWDER	YES (ABE) NO (BE)	YES (ABE) YES (BE)	YES (ABE) YES (BE)	YES (ABE) YES (BE)	NO (ABE) YES (BE)	Look carefully at the extinguisher to determine if it is a BE or ABE unit as the capability is different
	FOAM	YES	YES	NO	NO	LIMITED (Shallow cooking fat and oil fires only)	Dangerous if used on energised electrical equipment
	WET CHEMICAL	YES	NO	NO	NO	YES	Dangerous if used on energised electrical equipment
	VAPOURISING LIQUID	YES	LIMITED	LIMITED	YES	NO	Check the characteristics of the specific extinguishing agent
<p>D Class Fires: Fires involving combustible metals, use special purpose extinguisher.</p> <p>LIMITED indicates that the extinguisher is not the agent of choice for the class of fire, but that it will have a limited extinguishing capability. Solvents such as alcohol or acetone mix with water, therefore requires alcohol resistant foam.</p> <p>Green text indicates the class of fires on which agent is most effective.</p>							

Fire Hose Reel Operation

FIRE HOSE REEL How to operate...



Note: Fire Hose Reels should only be used if safe to do so and on small uncomplicated fires.

OPERATION

1. Turn on the stop valve/lever.
2. Test by turning on the nozzle to confirm water flow
3. Run out the length of hose required.
4. Turn on the water at nozzle and direct the stream at the base of fire.

STOW (REWIND HOSE)

1. While still under pressure (ie water turned off at nozzle) rewind on reel in even layers.
2. Turn off the stop valve.
3. Release pressure in the hose (Turn nozzle on briefly).

USE ON CLASS 'A' FIRES

These are fires involving ordinary combustible materials such as wood, paper, textiles, rubber, wood, wool etc.

These fires need primarily to be cooled if they are to be extinguished.



CONSTRUCTION

The hose is 20mm internal diameter, not less than 18m nor more than 36m long, with no joins in the length.

The nozzle will control the discharge of water, with the directions – Clearly marked on and off.

Mobility Impaired Persons

A mobility impairment is one that requires a person to receive personal assistance from other persons to evacuate themselves from the building during an emergency evacuation situation.

A physical, psychological, intellectual or sensory impairment, either temporary or permanent can produce a mobility impairment, which results in a person requiring assistance during an emergency evacuation.

Mobility impaired persons' needs may vary in emergency situations. There may be people who are frail; have a visual or hearing impairment; have mobility problems and use walking aids or wheelchairs; have limited walking or standing ability; are pregnant; have heart conditions or asthma or are prone to panic attacks; or they may get claustrophobic. Whether the disability is of a temporary or permanent nature, it is critical that:

Mobility impaired persons understand their capabilities, needs, expectations of the emergency control organisation and any mobility devices / rescue equipment required to safely respond to an emergency evacuation situation.

The emergency control organisation understands their responsibilities to the Mobility impaired persons and procedures to be implemented in response to an emergency evacuation situation.

Building occupants / residents are strongly encouraged to liaise with ECO members or building management and discuss what assistance (if any) may be required from people during an emergency. Or if a personal emergency evacuation plan should be developed for that individual.

A Personal Emergency Evacuation Plan (PEEP) is a written document that sets out the agreed actions to be undertaken in relation to a person who is unable to self-evacuate due to a permanent or temporary impairment the building in the event of an emergency.

A PEEP is a personalised plan, the contents of which are primarily devised by the mobility impaired person who may be unable to self-evacuate a building/area in a safe or timely manner in an emergency, in consultation with Building management or members of the Emergency Control Organisation.

Wardens / Building management should endeavour to be aware of any people with mobility impairments in their Facility and work collaboratively with mobility impaired persons when developing PEEPs as the mobility impaired person is the best person to determine their individual capabilities when trying to evacuate the building in an emergency situation.

The contents of a PEEP will provide information about how the person requiring assistance is to be informed about the emergency and what assistance may be required to evacuate the building/area.

Refer to the PEEP in the Appendixes.

Appendices

Kennel Area specific evacuation procedures:


Upon identifying emergency or instruction from the Chief Warden requiring the evacuation of the Kennels building. The Area Warden in charge will ensure occupants are removed and remove the greyhounds from kennels whilst safe to do so and relocate the Greyhounds to the catching pen area.

- The Area Warden will request the assistance of the stewards, vet, and any trainers to remove the Greyhounds from the building to the catching pen area*
- Once the dogs have been removed conducting an inspection of all kennels and the area (whilst safe to do so) confirming the area is clear with the Chief Warden.*

Certificate of Classification

Annual Occupiers Statement

Evacuation Diagrams



EVACUATION SIGN

Fire Services
QUEENSLAND

Ph: 1300 306 498

EVACUATION PROCEDURES

- Follow all instructions given by Wardens or Fire Officers.
- Leave immediately by the nearest safe exit.
- Move quickly, do not run.
- If possible, close doors behind you.
- Report to your designated Assembly Area.
- Advise a Warden immediately if you are aware of people trapped in the building.
- Do not leave the Assembly Area until the Chief Warden gives the "All-Clear".
- If any injuries are sustained, notify a Warden.

IN THE EVENT OF FIRE

Remove persons from immediate danger area.

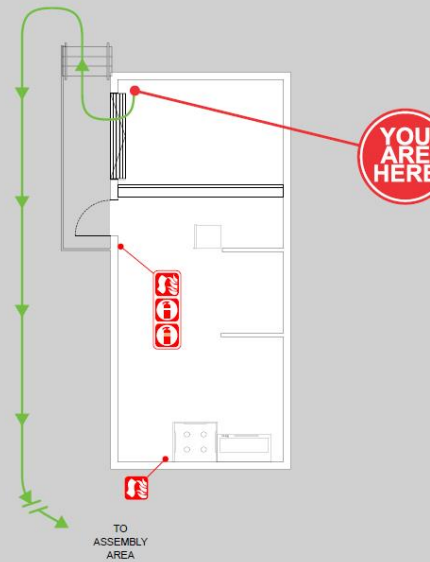
Alert nearby staff and members of the public and call 000.

Confine fire and smoke. Close windows and doors (if safe). Keep low, under the smoke.

Extinguish and control the fire (if safe to do so).

EVACUATION DIAGRAM - NOT TO SCALE

Capalaba Greyhound Racing Club - Canteen




Dry Chemical Powder
Issue Date: 08/2020

Wet Chemical
Review Date: 08/2025

Fire Blanket
Review Date: 08/2025


Evacuation Path

Assembly Area
© QBCC Lic No. 1236767



Capalaba Greyhound Racing Club
12 Old Cleveland Rd, Capalaba, 4157

CSS Ref. AG - 1AH - 1



EVACUATION SIGN

Fire Services
QUEENSLAND

Ph: 1300 306 498

EVACUATION PROCEDURES

- Follow all instructions given by Wardens or Fire Officers.
- Leave immediately by the nearest safe exit.
- Move quickly, do not run.
- If possible, close doors behind you.
- Report to your designated Assembly Area.
- Advise a Warden immediately if you are aware of people trapped in the building.
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IN THE EVENT OF FIRE

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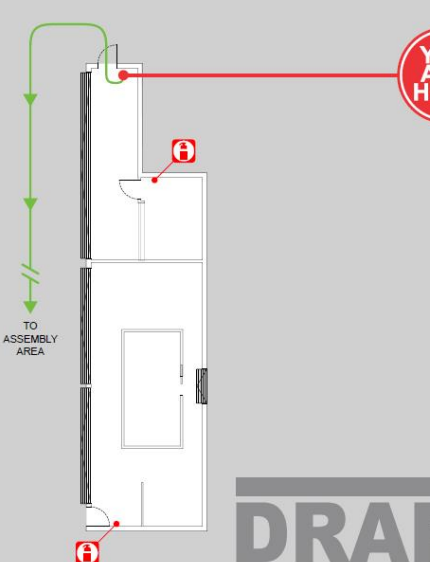
Alert nearby staff and members of the public and call 000.

Confine fire and smoke. Close windows and doors (if safe). Keep low, under the smoke.

Extinguish and control the fire (if safe to do so).

EVACUATION DIAGRAM - NOT TO SCALE


Capalaba Greyhound Racing Club - Bar & Tab



Dry Chemical Powder
Issue Date: 08/2020

Evacuation Path
Review Date: 08/2025

Assembly Area
© QBCC Lic No. 1236767



Capalaba Greyhound Racing Club
12 Old Cleveland Rd, Capalaba, 4157

CSS Ref. AG - 1AH - 2

DRAFT



EVACUATION SIGN



EVACUATION PROCEDURES

- Follow all instructions given by Wardens or Fire Officers.
- Leave immediately by the nearest safe exit.
- Move quickly, do not run.
- If possible, close doors behind you.
- Report to your designated Assembly Area.
- Advise a Warden immediately if you are aware of people trapped in the building.
- Do not leave the Assembly Area until the Chief Warden gives the "All-Clear".
- If any injuries are sustained, notify a Warden.

IN THE EVENT OF FIRE

- R** Remove persons from immediate danger area.
- A** Alert nearby staff and members of the public and call 000.
- C** onfine fire and smoke. Close windows and doors (if safe). Keep low, under the smoke.
- E**xtinguish and control the fire (if safe to do so).

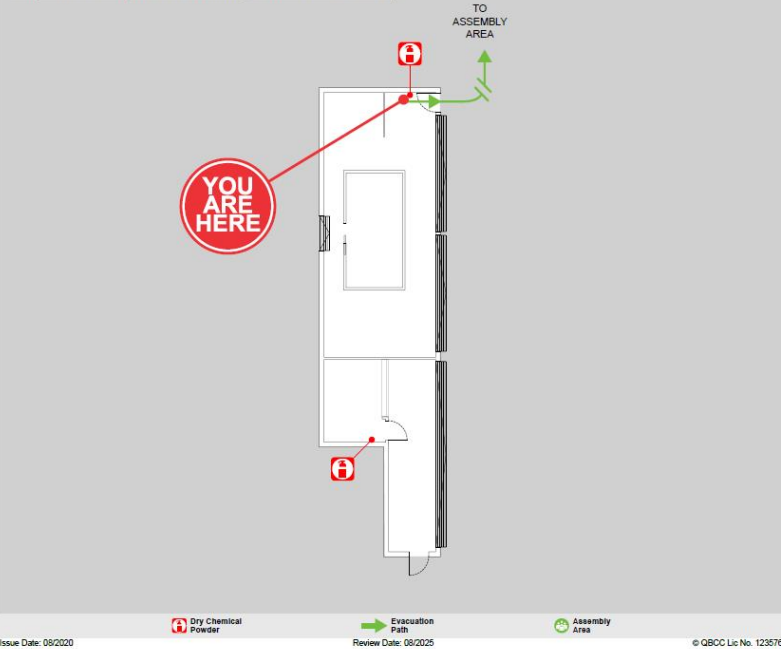
Capalaba Greyhound Racing Club
12 Old Cleveland Rd, Capalaba, 4157



CSS Ref: AG - YAH - 1

EVACUATION DIAGRAM - NOT TO SCALE

Capalaba Greyhound Racing Club - Bar & Tab



EVACUATION SIGN



EVACUATION PROCEDURES

- Follow all instructions given by Wardens or Fire Officers.
- Leave immediately by the nearest safe exit.
- Move quickly, do not run.
- If possible, close doors behind you.
- Report to your designated Assembly Area.
- Advise a Warden immediately if you are aware of people trapped in the building.
- Do not leave the Assembly Area until the Chief Warden gives the "All-Clear".
- If any injuries are sustained, notify a Warden.

IN THE EVENT OF FIRE

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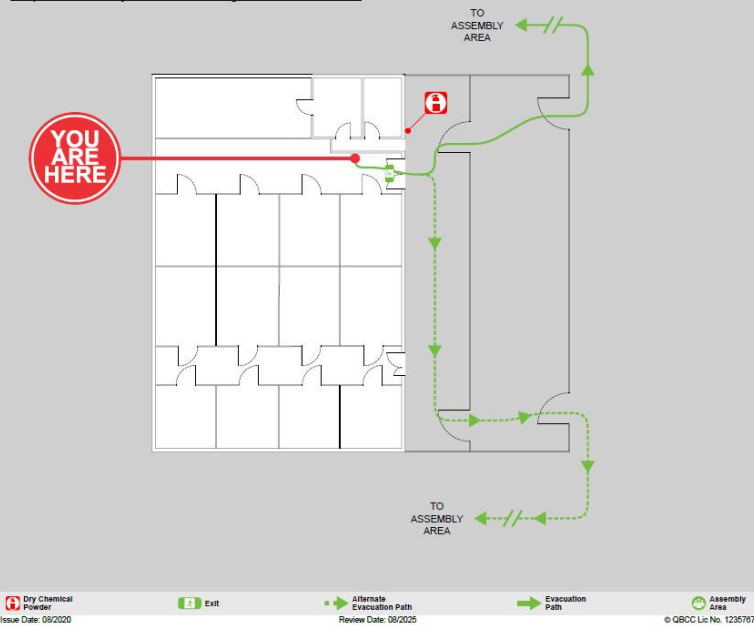
Capalaba Greyhound Racing Club
12 Old Cleveland Rd, Capalaba, 4157



CSS Ref: AG - YAH - 1

EVACUATION DIAGRAM - NOT TO SCALE

Capalaba Greyhound Racing Club - Kennels





EVACUATION SIGN

Fire Services
QUEENSLAND
Ph: 1300 306 498

EVACUATION PROCEDURES

- Follow all instructions given by Wardens or Fire Officers.
- Leave immediately by the nearest safe exit.
- Move quickly, do not run.
- If possible, close doors behind you.
- Report to your designated Assembly Area.
- Advise a Warden immediately if you are aware of people trapped in the building.
- Do not leave the Assembly Area until the Chief Warden gives the "All-Clear".
- If any injuries are sustained, notify a Warden.

IN THE EVENT OF FIRE

- R** Remove persons from immediate danger area.
- A** Alert nearby staff and members of the public and call 000.
- C** onfine fire and smoke. Close windows and doors (if safe). Keep low, under the smoke.
- E** xtinguish and control the fire (if safe to do so).

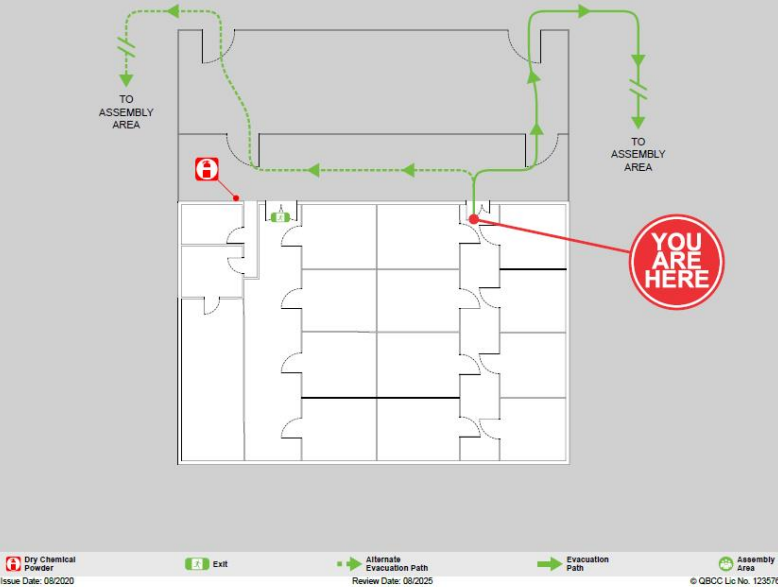
Capalaba Greyhound Racing Club
12 Old Cleveland Rd, Capalaba, 4157



CSS Ref: AG - VAH - 2

EVACUATION DIAGRAM - NOT TO SCALE

Capalaba Greyhound Racing Club - Kennels



EVACUATION SIGN

Fire Services
QUEENSLAND
Ph: 1300 306 498

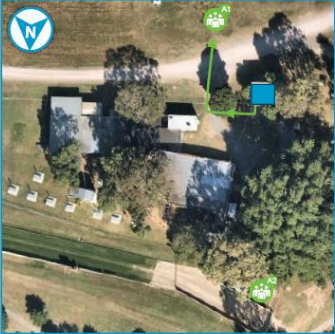
EVACUATION PROCEDURES

- Follow all instructions given by Wardens or Fire Officers.
- Leave immediately by the nearest safe exit.
- Move quickly, do not run.
- If possible, close doors behind you.
- Report to your designated Assembly Area.
- Advise a Warden immediately if you are aware of people trapped in the building.
- Do not leave the Assembly Area until the Chief Warden gives the "All-Clear".
- If any injuries are sustained, notify a Warden.

IN THE EVENT OF FIRE

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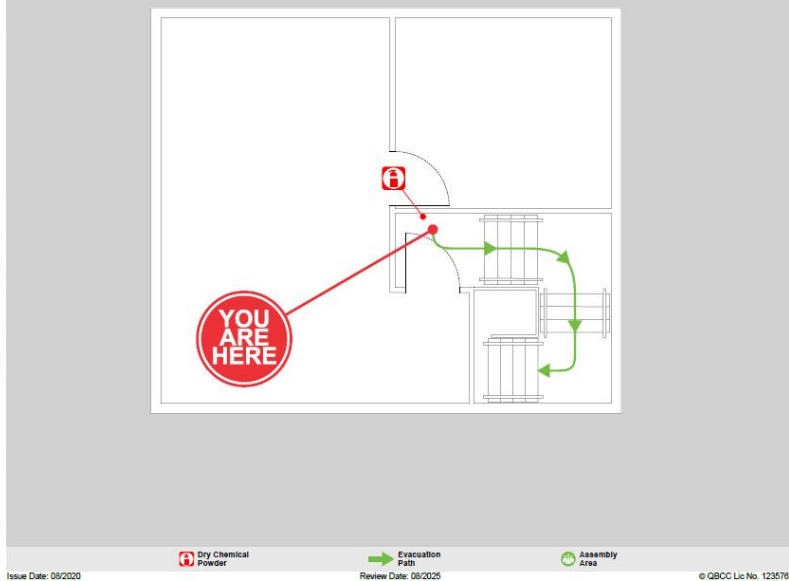
Capalaba Greyhound Racing Club
12 Old Cleveland Rd, Capalaba, 4157



CSS Ref: AG - VAH - 1

EVACUATION DIAGRAM - NOT TO SCALE

Capalaba Greyhound Racing Club - Office



Copy of Fire safety adviser Certificate:

Persons Responsible for Providing instruction & Managing fire Plan

Persons Name:	
Contact Number	
Email Address:	
Date became responsible for instruction	
Persons Name:	
Contact Number	
Email Address:	
Date became responsible for instruction	

Evacuation Checklist

Emergency Evacuation checklist

Property Name:	Capalaba Greyhound Racing Club		
Address:	12 Old Cleveland Rd, Capalaba, 4157		
Name of Responsible Person responding to Emergency:			
Date:	Time:		
Type of Emergency:			
Floor / Area of Incident:			
Emergency Confirmed:	Yes	No	
Has 000 been Rung- request Fire Brigade	Yes	No	
PA announcement to evacuate building made	Yes	No	
Have utilities been shut down:	Yes	No	
Report from Assembly Area Received:	Yes	No	
Checked for PEEPs in place:	Yes	No	N/A
Evacuation Progress- Floors Reported to be cleared- North Tower. Note: abbreviations to use in comments section MIP- Mobility impaired person PRTL- Person refusing to leave IP- Injured person FC- Floor Cleared FNCC- Floor not confirmed cleared RL-Room locked32	Areas	Abbreviation	Comment
Additional Comments:			

Assembly Area Checklist

Assembly area Checklist

[illegible]

Australian Bomb Data Centre- *Bombs Defusing the Threat* Reference Material

Glossary

ATTEMPTED BOMBING

An incident involving the use of one or more improvised explosive devices (IEDs) which have failed to function because of an assembly or design defect, component failure or a successful render-safe procedure.

BOMB

A device of any size or shape which can look obvious or be camouflaged, may vary in its sophistication, and may not necessarily explode (i.e. incendiaries, toxins/noxious substances, sharps, animals/reptiles). Referred to as an IED.

BOMBING

An incident involving the detonation of one or more IEDs. (This definition includes illegally used military explosive ordnance.)

BOMB THREAT

Threats, written or verbal, delivered by electronic, oral or other medium, threatening to place or use an improvised explosive, chemical, biological or radiological device at a time, date, place or against any specific person. It is not necessary for any other action to be taken by the offender.

HOAX DEVICE

An item that is placed, designed or manufactured in a manner intended to cause another person to believe the item is an IED.

IMPROVISED EXPLOSIVE DEVICE

A device placed or fabricated in an improvised manner incorporating destructive, lethal, noxious, pyrotechnic or incendiary chemicals and designed to destroy, incapacitate, harass or distract. It may incorporate military stores but is normally devised from non-military components. Referred to as an IED.

MAIL BOMB

An IED sent through the postal system.

SUSPECT ITEM

An item considered to be suspicious by response personnel (police, military or civilian) and requiring further investigation or specialist inspection. The term 'suspect' applies only to those items that are eventually declared safe and innocuous.

HOT-UP

HOT-UP is a term used to describe a process for making an initial assessment about unattended, doubtful or suspicious items. The 'HOT-UP' principle originated in the UK during 1970s and was used by the British army to address the Irish Republican Army's bomb threats. It has since been used extensively in Australia for awareness training of police, volunteers and employees during significant events, including the 2000 Olympic Games in Sydney.

The HOT-UP principle relies on responses to the following:

Is the item:	Has there been:
H idden?	U nauthorised access?
O bviously a bomb?	P erimeter breach?
T ypical of its environment?	

HOT-UP is an assessment tool to be used by the coordinator/supervisor in conjunction with law enforcement/emergency services to help determine a course of action. Meeting HOT-UP considerations does NOT necessarily mean the item is an IED but it warrants further examination. If the suspect item fails any of the HOT-UP questions it should increase the coordinator/supervisor's awareness and ability to make an informed decision ensuring the ongoing safety of all employees, customers and assets.

The coordinator/supervisor must make an initial assessment of the threat to be able to judge the authenticity of any threats received. Some basic facts may assist the process, namely:

.

Assessing the threat

NON-SPECIFIC AND SPECIFIC THREATS

The following two definitions may help in the assessment of written or oral threats.

Non-specific threat

A simple statement that a device has been placed — generally with scant additional information volunteered. For example:

'... there's a bomb in ya shop and it's gunna go off at three ...'

Specific threat

A more detailed warning statement that might describe the type and placement of a device, the reason or motive and/or additional, specific information. For example:

'... listen, this is the last time you will mess me about and get away with it! I have placed a beer carton full of explosives and petrol under the stairwell on the second floor near the security desk. I have used an alarm clock to make sure that it will explode at noon today: so get out now!!!'

Clearly the specific threat would cause greater concern and generate a need for urgent decisive action whereas the non-specific threat might prompt a '... it's just another crank call ...' assessment, resulting in a limited search and a consequent resumption of operations with only minor disruption to normal routine. Regardless of the type of threat, with an adequate threat profile and the results of a professional external assessment, the coordinator/supervisor can implement contingency plans to resolve either situation.

NOTE: All threats should be treated as serious until proven otherwise.

Evacuation:

THE DECISION TO EVACUATE

The biggest decision to be made by management in the event of a bomb threat is whether to evacuate the building. In many cases, this decision may have already been made during the development of the bomb threat incident plan. Management may implement a policy that in the event of a bomb threat, total evacuation will be affected immediately. This decision avoids any calculated risk and demonstrates a concern for the safety of personnel in the building; however, it can result in costly loss of time. Before any decision is made, all the facts in relation to the threat should be assessed to ensure the response is relative to the threat.

THE ASSESSMENT AND DECISION TO EVACUATE SHOULD BE CONDUCTED IN CONSULTATION WITH LOCAL POLICE/ EMERGENCY SERVICES.

EVACUATION OPTIONS

Basically, there are three alternative courses of action when faced with a bomb threat:

1. Assess and discount the threat

Disregarding the threat completely without any assessment can cause problems. If employees learn bomb threats have been received and disregarded, it could result in morale problems and have an adverse effect on business. There is also the possibility that if the bomb threat caller feels they are being ignored, they may go beyond the threat and actually plant a bomb. However, provided the threat has been given a proper assessment and subsequently determined to be a hoax, no further action may be an option.

NOTE: While statistically not many bomb threats are credible, it should not be overlooked that bombs have been located in connection with threats.

2. Assess and evacuate immediately

Evacuating immediately after a bomb threat is received may be the preferred option; however, there are negatives with this approach too. The obvious result of immediate evacuation is the disruptive effect on business. If the bomb threat caller knows the policy is to evacuate each time a call is made, they can continually call and force the business to a standstill. An employee, knowing the policy is to evacuate immediately, may make a threat to get out of work. A student may use a bomb threat to avoid a class or miss a test. Similarly, a bomber wishing to cause personal injuries could place a bomb near an exit normally used to evacuate and then call in the threat.

3. Assess, search and evacuate

Initiating a search after a threat is received and evacuating a building after a suspicious package or device is found is the third and probably the best approach. It is certainly not as disruptive as an immediate evacuation and will satisfy the requirement to do something when a threat is received. If a device is found, the evacuation can be accomplished quickly while at the same time avoiding the potential danger areas of the bomb.

An evacuation/search team should be selected and trained in conjunction with the development of a bomb threat incident plan. The team(s) should be trained in how best to evacuate and search the building during a bomb threat. It is important to note the evacuation and/or search team should only be trained in evacuation and search techniques.

Evacuation routes should be searched and cleared of any obstructions prior to use by the general public. If a suspect item or device is located, all relevant information should be recorded, i.e. physical characteristics (shape, dimensions — width, height, length, construction, marks and inscriptions, exact position of the item), and characteristics of the place in which it is located. Also, a sketch of the area would help the responding bomb squad. Staff should not expose themselves to excessive risk by spending too much time near the suspect item but leave the area as quickly as possible and then make notes of what was observed once they are in a safe location.

DO NOT TOUCH OR DISTURB THE ITEM.

IMPORTANT NOTES

- Evacuation routes and assembly points must be searched to ensure personnel are not unnecessarily exposed to danger during the evacuation.
- In cases where bomb threats are received the coordinator/supervisor should immediately inform police and advise what actions were taken.

Other Considerations:

OTHER CONSIDERATIONS

There are several other aspects to consider in the evacuation planning process namely:

- Designate a 'safe' assembly area — well away from the threatened structure, out of line-of-sight of the building and well clear of windows. A minimum distance of 150 metres is recommended.

NOTE: Never assemble personnel in front of or directly below glassed areas.

- Employees and visitors should take their personal belongings to eliminate superfluous 'suspicious objects' and to reduce the number of items to be checked.
- Select safe and climactically acceptable assembly areas; the evacuees may be waiting for considerable periods.
- Avoid car parks as assembly areas — be mindful of the potential for car bombs.
- Account for all evacuees — check to ensure everyone has evacuated and install special procedures for people with disabilities.
- Install procedures to ensure escape/evacuation routes and assembly areas are clear. Evacuation routes and assembly areas must be searched before evacuation.
- As evacuees depart the building, if timely and appropriate, consider chocking open the doors they passed through.
- Include a procedure for machinery shutdown. This can include plant and equipment, electronics and computer equipment as well as securing files and correspondence.

Bomb Threat Checklist

BOMB THREAT CHECK LIST

Write down the exact wording of the THREAT

.....
.....
.....
.....
.....
.....

Bomb Threat Checklist - Questions to Ask

1. When is the bomb going to explode ?
2. Where did you put the bomb ?
3. When did you put it there ?
4. What does the bomb look like ?
5. What kind of bomb is it ?
6. What will make the bomb explode ?
7. Did you place the bomb ?
8. Why did you place the bomb ?
9. What is your name ?
10. Where are you ?
11. What is your address ?

Is the Threat, Chemical, Biological or Radiological ?

- What kind of substance is in it ?
- How much of the substance is there ?
- How will the substance be released ?
- Is the substance a liquid, powder or gas ?

Action

Report Call Immediately to Phone Number

DETAILS OF CALLER

Callers Voice

- Accent (specify):
- Any Impediment (specify):
- Voice (loud, soft etc):
- Speech (fast, slow, etc):
- Diction (clear, muffled):
- Manner (calm, emotional, etc):
- Did you recognise the voice ?
- If so, who do you think it was ?
- Was the caller familiar with the area ?

Threat Language

- Well spoken:
- Incoherent:
- Irrational:
- Taped:
- Message read by caller:
- Abusive:
- Other:

Background Noise

- Street Noises:
- House Noises:
- Aircraft Noises:
- Voices:
- Local Call:
- Long Distance:
- STD:
- Music:
- Machinery:
- Other:

Other

- Sex of Caller:
- Estimated age:

Time of Phone Call am pm

Date / / 20.....
Day Month Year

Duration of Call

Number Called

Recipient Details

Name (Print)

Telephone Number

Signature

Remember - Keep calm and don't hang up!

INCIDENT/OFFENDER CHECK LIST

Time of Incident: ☐ am ☐ pm Date/...../20....
Day Month Year

Location of Incident:.....

Nature of Incident:.....

GENERAL DESCRIPTION

Suspect Person:.....
.....

Previously Observed: ☐ Yes ☐ No (Where/When).....

Last Sighted: Direction of Travel:.....

Facial ☐ Moustache ☐ Beard ☐ Scars

Voice ☐ Male ☐ Female ☐ Accent

Hair Colour ☐ Blonde ☐ Fair ☐ Light Brown ☐ Brown ☐ Red ☐ Black

Hair Style ☐ Short ☐ Long ☐ Curly ☐ Straight ☐ Balding ☐ Bald

Eye Colour ☐ Blue ☐ Black ☐ Brown ☐ Green ☐ Hazel ☐ Grey

Build ☐ Thin ☐ Medium ☐ Muscular ☐ Solid ☐ Obese

Appearance ☐ Caucasian ☐ Asian ☐ Sth. European
☐ Negro ☐ Islander ☐ Indigenous (Aust.)

Complexion ☐ Ruddy ☐ Pale ☐ Medium ☐ Olive ☐ Dark

Other Features ☐ Scars ☐ Marks ☐ Tattoos ☐ Piercing/jewellery

Description.....
.....

Approximate Age:.....

Height:.....

Clothing

Upper Garments:.....
.....
.....

Lower Garments:.....
.....
.....

SUSPECTS' VEHICLE DESCRIPTION

Make ☐ Ford ☐ Holden ☐ Toyota ☐ Mazda ☐ Honda ☐ Other....

Type ☐ Sedan ☐ S/Wagon ☐ Coupe ☐ Utility ☐ Van ☐ Other...

Colour ☐ White ☐ Red ☐ Green ☐ Silver ☐ Blue ☐ Other.....

Reg. No.:..... Model..... Approx. Year:.....

Other Vehicle Features

.....
.....
.....

TYPE OF THREAT

Verbal - Wording of threat.....
.....
.....
.....
.....

Physical ☐ Push ☐ Punch ☐ Kick ☐ Other.....

Weapon ☐ Firearm ☐ Knife ☐ Instrument ☐ Other.....

Witness/Victim Details

Signature.....

Name (*Print*).....

Telephone Number.....

**THIS PREMISES HAS BEEN
EVACUATED**

Company Name: _____
FOR FURTHER INFORMATION CONTACT
Contact Name: _____
Phone: _____
Alternative
Contact Name: _____
Phone: _____

Mobility Impaired Register

Personal Emergency Evacuation Plan

Personal Emergency Evacuation Plan (PEEP) Complete this form for any person who has a disability and would require assistance to vacate the building during an emergency evacuation.

General Details			
Persons Name:		Company/Department/Element:	
Phone Number: <i>Mobile:</i>		Work Phone:	
Location:			
<i>Campus:</i>	<i>Building(s):</i>	<i>Floor(s):</i>	<i>Room(s):</i>
Period Onsite:	<input type="checkbox"/> <i>Fulltime:</i>	<input type="checkbox"/> <i>Part-time:</i>	<input type="checkbox"/> <i>Visitor:</i>
<i>Date(s):</i>	<i>Days:</i>	<i>Onsite Hours (Indicative):</i>	
Evacuation Requirements			
Is an assistance animal involved (<i>guide dog etc.</i>)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the person trained in the Emergency Response Procedures?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Preferred method of receiving updates to emergency response procedures? (<i>e.g. email</i>)			
Preferred method for notification of emergency situaation: (<i>e.g. visual alarm</i>)			
Type of assistance required:			
Equipment required for evacuation:			
Egress procedure:			
Designated assistants and contact details:			
Building Warden	<i>Name:</i>	<i>Contact No:</i>	
Assistant	<i>Name:</i>	<i>Contact No:</i>	
Assistant	<i>Name:</i>	<i>Contact No:</i>	
Are the designated assistants trained in emergency and evacuation procedures?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are the designated assistants trained in the use of evacuation equipment?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is a diagram required for preferred route of assisted evacuation?		<input type="checkbox"/> Yes (attach)	<input type="checkbox"/> No
Issue Date:		Review Date:	
Approved:			
<i>Person requiring assistance:</i>		<i>Date:</i>	
<i>Chief Warden:</i>		<i>Date:</i>	

Training Attendance Documents

Insert Training Documents here.