

Form 18 – Emergency Management Plan

The following checklist is intended to assist parishes/agencies in the development of an emergency plan. Formulating an Emergency Management Plan will help ensure that the parish/agency is well prepared.

Responsibilities

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|  | Is there a plan on emergency response? |
|  | Has the plan been approved? |
|  | Has the plan been distributed to all who need to know? |
|  | Does the plan indicate who can declare a full evacuation? |
|  | Does the plan indicate who can declare an emergency over? |
|  | Is the emergency plan reviewed to ensure it remains effective? |
|  | Has someone with appropriate skills been made responsible for specific actions in an emergency (e.g. appointment of an area warden)? |
|  | Is there someone responsible for making sure all workers & others are accounted for in an evacuation? Attendance records made used. |
|  | Are specific procedures in place for critical functions such as power or gas isolation. |

Emergency Contact Details

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|  | Are emergency contact details (ambulance, fire, police, SES) ddisplayed? |
|  | Are contact details updated regularly? |
|  | Is it detailed who will notify emergency services? |

Work Environment

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|  | Has consideration been given to the types of emergencies that might arise within the workplace and outside the workplace? |
|  | Have workers & neighbouring businesses (if relevant) been consulted? |
|  | Is there a mechanism for alerting workers of an emergency? |
|  | Is there a site plan that illustrates the location of the fire protection equipment, emergency exits & assembly point? |
|  | If there is a site plan is it posted in key locations throughout the workplace? |
|  | Is the evacuation plan, emergency contacts & first aid equipment on display? |
|  | Are all exits, corridors & aisles kept clear of obstructions & does the workplace have illuminated exit signs? |
|  | Are procedures in place for assisting mobility impaired people? |
|  | Are emergency procedures regularly tested? |

Information, Training & Instruction

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|  | Are relevant workers informed, trained & instructed in relation to implementing the emergency procedure? |

Fire Protection & Fire Fighting Equipment

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|  | Does the workplace have fire protection & firefighting equipment? |
|  | Is the equipment suitable for the types of risks at the workplace? |
|  | Is equipment regularly tested by a local fire authority or fire equipment supplier? |
|  | Is equipment kept clear of obstructions? |
|  | Are workers trained to use fire extinguishers where required & do they know what type of extinguisher to use for different types of fires? |

Hazardous Chemicals

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|  | Are current safety data sheets available for all hazardous chemicals on site? |
|  | Are all hazardous chemicals labelled & stored in a safe manner? |
|  | Is appropriate equipment available to initially respond to a hazardous chemical incident, such as absorbent material to contain a liquid spill? |
|  | Is appropriate personal protective equipment & training provided to protect workers who are called on to deal with a hazardous chemical release? |

Bushfire Danger Ratings

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|  | Have the existing fire risk controls with respect to bushfires been reviewed? |
|  | Have the emergency evacuation procedures for days of declared fire ratings been reviewed – safe exit routes – the closest designated ‘safe place’ – consistency with the evacuation procedures of the relevant authorities – worker access to reliable communication equipment. |
|  | Have workers been trained in the bushfire emergency evacuation procedures? |
|  | Are there appropriate procedures in place for those occasions when workers may be required to travel into areas where fire ratings have been declared? |

Neighbouring Businesses

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|  | Is there a procedure in place for advising neighbouring businesses should an emergency situation arise? |
|  | Has consideration been given to risks arising from neighbouring businesses? |

Testing & Review

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|  | Are emergency practice runs undertaken to assess the effectiveness of the EMP? |
|  | Is someone responsible for documenting the results of the EMP practice runs? |
|  | Is someone responsible for reviewing the EMP & informing others of revisions? |