

1. POLICY CERTIFICATION

Policy title:	Emergency Evacuation Policy
Policy number:	008
Category:	Policy
Classification:	WS
Status:	Approved

2. PURPOSE

The emergency evacuation policy has been developed to ensure a safe and efficient evacuation in the event of a fire, or any other emergency. It provides the framework to ensure all staff of Roper Gulf Regional Council are informed of the emergency evacuation procedures and their role in emergencies.

3. RATIONALE

Evacuation may be necessary in the event of a fire, chemical spill, bomb scare, earthquake, gas leak, siege, flood or any other emergency. Planning, preparing staff and understanding emergency evacuation procedures is critically important to ensure the safety of all.

4. ORGANISATIONAL SCOPE

This policy applies to Roper Gulf Regional Councillors, Local Authority Members, Council Committee Members, contractors, visitors, and employees using or working within the Council offices, facilities, vehicles, services and grounds.

5. POLICY STATEMENT

Roper Gulf Regional Council is committed to providing a safe and healthy environment for all of its employees, contractors, volunteers and visitors. Roper Gulf Regional Council seeks to ensure that all stakeholders involved in RGRC operations will be protected from harm in the event of an emergency and that due diligence will be observed with respect to protection of the stakeholders and that evacuation procedures will be in place.

6. DEFINITIONS

Emergency	Sudden, unexpected event or situation that requires immediate action to prevent injury to individuals or damage to the environment
Hazard	A source or situation with a potential for harm in terms of human injury or ill health, damage to property, damage to the environment or a combination of these.
RGRC	Roper Gulf Regional Council

7. PRINCIPLES

7.1 Movement around Workplaces

All employees and contractors are to ensure that persons are able to move safely within the workplace by keeping passages free of obstructions at all times, especially those that are used for evacuations. RGRC will ensure that the emergency exits are suitable for evacuation of people using wheelchairs.

7.2 Emergency Exits

The RGRC will ensure that all emergency exits are available for use at all times and are not secured closed or locked when employees are still located within the workplace. All emergency exits will be clearly marked within the workplace and that the emergency exit signs are visible when a power failure occurs.

7.3 Flammable Goods/Materials

- The RGRC will ensure that no person introduces a naked flame (or smokes) into that part of the workplace where there are goods, chemicals or materials which in the event of a fire are likely to burn with extreme rapidity, emit poisonous fumes or cause explosions, and there is a risk of harm or injury to a person at the workplace resulting from the goods or materials being ignited. All persons in these areas will comply with signage prohibiting naked flames or verbal instructions not to smoke or introduce a naked flame.
- Where the storage of these types of materials is frequent then the Council may consider installing fire reticulation systems, emergency alarm buttons, smoke detector alarms and/or fire extinguishers.
- The type of fire extinguisher which is used will be suitable to the type of material or substance stored.
- If a fire does occur, employees are expected to take responsible steps to try and contain the fire but should not do so if they believe that doing so may cause them harm or injury and containment should be attempted only if it is believed that the fire may be contained by them taking such actions.

7.4 Access to Emergency Services

The RGRC will ensure that all employees have access to communication facilities to contact emergency services in case of emergency in any work area including for those who work in remote locations.

7.5 Fire Wardens

- All RGRC staff will undertake take fire awareness training.
- Each office/site of RGRC will have its own Fire Wardens for controlling evacuation in the event of an emergency.
- Fire wardens are recruited from among RGRC staff members by WHS. WHS calls out for Expressions of Interest from staff members who wish to become appointed Fire Wardens. WHS subsequently appoints Fire Wardens who become active upon completion of applicable Fire Training.
- All wardens will be trained in their responsibilities
- All employees will be notified of who are their designated warden.
- The warden will be aware of the evacuation procedure and location of safety devices with the work area.

7.6 Evacuation procedures

- The RGRC will ensure that there is an evacuation procedure to be followed in the event of a fire or other emergency at the workplace, and that the evacuation procedure will be clearly and prominently displayed at the workplace.
- A diagram showing the locations of exits and the position of the diagram in relation to the exits will be clearly and prominently displayed at the workplace.
- The evacuation procedure will be practised at the workplace at reasonable intervals.
- Persons at the workplace who would be required to help control or extinguish a fire at the workplace shall be appropriately trained and provided with appropriate protective clothing and equipment.
- Every staff will be explained on the emergency evacuation procedure of the building of the Council at the induction before starting work.
- In the event where an evacuation of buildings has occurred, an incident report must be completed.

8. CONSIDERATION OF ISSUES RELATING TO FIRE AND PREVENTION

8.1 Stay Alert for Hazards

- Overheating equipment.
- Accumulated rubbish (poor housekeeping).
- Cracked, faulty electrical insulation.
- Spilled flammable material.
- Overloaded equipment/circuits.
- Storage of flammable material near a heat source.
- Electrical wiring defects.
- Explosive dangers (flammable vapours, dust etc.).
- Failure to switch off equipment when not being used.

8.2 Prevent Fire Hazards by Ensuring

- Exits remain clear of obstructions
- Everyone is aware of evacuation procedures
- Fire extinguishers are available and clearly marked
- Personnel know how to identify extinguisher and fire types
- Faulty and overheating equipment is not used
- Equipment is switched off at the end of the workday
- Circuits are not overloaded
- Rubbish does not accumulate
- Heaters are placed away from flammable materials
- “No Smoking” signs are obeyed
- Regular fire hazard inspections are conducted.

9. REFERENCES

Acknowledgements (original author/source documents)	NT Work Safe : www.worksafe.nt.gov.au
Related Policies	WS003 – Work Health and Safety Policy
Related Publications	<i>Work Health and Safety (National Uniform Legislation) Act</i> <i>Work Health and Safety (National Uniform Legislation) Regulations</i>
Relevant Form	<i>107-007 Incident Report Form</i>

10. DOCUMENT CONTROL

Policy number	008
Policy Owner	Work Safe
Endorsed by	OCM
Date approved	26/06/2013
Revisions	July 2017
Amendments	23 August 2017
Next revision due	June 2021

11. CONTACT PERSON

Contact person

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