State Netball Centre

Emergency Plan

Contents

Introduction

The primary objective of this Emergency Response Plan (ERP) is to detail the procedures for the safety of all people both guests and staff in or near the State Netball Centre (SNC). All staff shall recognise that an emergency can occur at any time despite their best intentions and actions in prevention. The ERP has been developed using the process identified within AS3745-2010 – Planning for emergencies in facilities.

This document aims to provide a framework for staff to appropriately respond in an emergency, no matter how unique and minimise personal injury, danger and/or damage to guests, staff and buildings. All members of the Emergency Planning Committee (EPC) and Emergency Control Organisation (ECO) shall receive a copy of this document. Sufficient information from the emergency response procedures be shall be distributed to the stadium occupants. It is the responsibility of the EPC to ensure the emergency plan and its content remains relevant and up to date.

The ERP is organised into 5 sections. Sections 1 and 2 are designed to provide a framework for the effective and detailed emergency response in sections 3-5.

> Sections
> 1   Describes the role of the groups responsible for the maintenance, management and implementation of the emergency plan; Outlines the roles and responsibilities of the personnel involved in the emergency response; Outlines the 3 different types of emergencies; Describes the fire safety and emergency features on site, including directions on operation.
> 2   Training Schedule.
> 3   Detailed emergency contact information.
> 4   Specific Emergency Response Procedures.
> 5   Evacuation Diagrams.

Sections 4 is colour coded according to AS3745-2010 to represent the emergency category and can be applied in situations of:

CODE BLUE	**Medical Emergencies**
CODE RED	**Fire / Smoke Emergencies**
CODE YELLOW	**Internal Emergencies (failure of essential services, gas leak etc)**
CODE BROWN	**External Emergencies (fire, storm, adjoining facility chemical spill, etc)**
CODE PURPLE	**Bomb Threats / Suspicious Packages**
CODE BLACK	**Personal Threat (workplace violence, armed intrusion, civil disturbance) & Terror Threat**
CODE ORANGE	**Evacuations Emergencies (any other incident requiring an ECO Response)**

Facility Operating Hours

Public

Mon-Fri   8.30am – 5.30pm

Outside of business hours the State Netball Centre will be open to bookings only.

Protection and Indemnity

No one has an obligation to assist during an emergency, unless they already have a duty of care over people affected by the emergency. Wardens should be volunteers, and as such are protected from liability by the *Civil Liability Act (WA) 2002*. AS 3745 - 2010 states that Wardens should also be indemnified by their employer against any internal action.

"A Good Samaritan does not incur any personal civil liability in respect of an act or omission done or made by the Good Samaritan at the scene of an emergency in good faith and without recklessness in assisting a person in apparent need of emergency assistance."
Excerpt – Civil Liability Act (WA) 2002, Section 1D, Paragraph 5AD

This protection is provided unless an action is considered negligent. To find negligence it is likely that all of the following will need to be proven: that an injury, damage or loss occurred; that the injury loss or damage was a direct result of an action on the part of the Warden; and that a normal person in the same situation would consider the course of action imprudent.

SECTION 1

Emergency Planning Committee

The Emergency Planning Committee (EPC) is responsible for the development, implementation and maintenance of the ERP, Emergency Response Procedures and related training. The committee will be appointed by the person/s responsible for the facility or its occupants and visitors and shall consist of 2 or more people deemed to be competent and suitably qualified in the operation of emergency equipment.

It is essential that all levels of management and staff at the State Netball Centre accept and participate in the implementation and maintenance of the emergency procedures. Emergency procedures are of no value if they are not understood and accepted.

State Netball Centre EPC Composition
1. VenuesWest Asset Planning Coordinator
2. Netball WA Operations Manager
3. VenuesWest Risk, Safety and Wellbeing Manager

Duties

The EPC shall meet at least annually, to;

- Identify events that could reasonably produce an emergency situation.
- Establish and implement ERP and emergency procedures.
- Ensure appropriate resources available for the effective implementation of the emergency plan and procedures.
- Determine the validity period of the emergency plan (shall not exceed 5 years).
- Establish the Emergency Control Organisation (ECO) to operate according to the ERP with succession plans in place and maintain accuracy of ECO contact details.
- Determine the number of ECO personnel consistent with the nature and risk of the buildings, structures and workplaces.
- Ensure that the personnel are appointed to all positions on the ECO but particularly, the chief warden.
- Establish Emergency Response Team if necessary.
- Arrange for the training of personnel and ensure awareness of ERP.
- Arrange for the conduct of emergency procedures and evacuation exercises at intervals not greater than 12 months and skill retention sessions at intervals not greater than 6 months (see Section 2 Training Schedule).
- Review the effectiveness of evacuation exercises and arrange for procedure improvements.
- Ensure a permanent record exists for each emergency.
- Ensure minutes of EPC meetings are recorded.

Emergency Control Organisation

The primary role of the Emergency Control Organisation is to prioritise the safety of staff, and visitors to the State Netball Centre. Life safety takes precedence over asset protection. It is the responsibility of all employers and wardens to disseminate emergency documentation and instruct and advise staff of the procedures to be taken in the event of an emergency

State Netball Centre ECO

Chairperson	Netball WA Centre Human Resources Manager
Chief Warden	Netball WA Manager Operations and Programing
Area Wardens	1. Netball WA employee
	2. Netball WA employee
	3. Netball WA employee
	4. Netball WA employee

The Netball WA Manager Operations and Programing (if on site) is in charge of the operation of State Netball Centre. As such the Netball WA Manager Operations and Programing shall assume the responsibilities of the Chief Warden. If the Netball WA Manager Operations and Programing is not on site then the role of Chief Warden must be undertaken by whichever Netball WA staff member is deemed to be an area warden and is utilising the Centre when the alarm is activated. A Defibrillator is located in the 1st aid room on the ground floor.

Roles and Duties of ECO Members

Chief Warden –Netball Manager Operations and Programing   High-Vis Vest / White Helmet

Pre-Emergency

- Maintain current ECO register and ensure all positions filled.
- Conduct regular training and emergency exercises as required by the EPC and ensure all procedures remain appropriate and up to date.
- Maintain all specialised equipment according to manufacturer's specifications.
- Ensure ECO identification is available and readily accessible.

During Emergency

- Assume control of emergency.
- Don warden equipment (vest, helmet, checklist, procedures, amplified megaphone).
- Ascertain the nature of the emergency and determine appropriate action.
- Ring/notify appropriate emergency service if required/or delegate.
- Initiate communications with area wardens and advise of the situation and action to be taken.
- If necessary, initiate evacuation and control entry to the affected areas.

- Organise for all allocated exit doors and external gates to be opened.
- Co-ordinate and monitor evacuation from the control point at main reception.
- Maintain communications with area wardens and ensure all staff and visitors are accounted for.
- Ring/notify neighboring sites if required/or delegate.
- Make final check to ensure facility is empty in the event of an evacuation.
- Brief the emergency services personnel upon arrival on type, scope and location of the emergency and the status of the evacuation and, thereafter, act on the senior officer's instructions.
- Ensure the progress of the evacuation and any action taken is recorded in an incident log.

Post-Emergency

- Initiate building re-occupation when appropriate.
- Complete all reports as required after the incident.
- Replace, re-fill and/or service any specialised equipment as required.
- Organise debrief with ECO and emergency services where appropriate.

Zone/Area Wardens   **High-Vis Vest / <mark>Yellow Helmet</mark>**

Pre-Emergency

- Familiarise self with allocated area including emergency exits and alternate evacuation routes.
- Familiarise self with all emergency equipment locations and use.
- Be aware of personal emergency evacuation plan (PEEP) for disabled persons.
- Attend emergency training and exercises as directed by the EPC.

During Emergency

- Responsible for the group under their control (ensure group stays together at all times).
- Don Warden equipment (vest, helmet, evacuation checklist, radio communications).
- Assist in evacuation from allocated exit.
- Consideration for mobility - impaired persons. This may include special supervision / accompaniment by a staff member. Area Wardens can delegate this task to another staff member.
- Notify the chief warden when all staff and guests have left the zone.
- Assemble at Assembly Area and stay with group.
- Attend to any injuries.
- Ensure no-one re-enters centre.

Post-Emergency

- Attend debrief as required.

Wardens   **High-Vis Vest/ <mark>Red Helmet</mark>**

<u>Pre-Emergency</u>

- Familiarise self with allocated area including emergency exits and alternate evacuation routes.

- Familiarise self with all emergency equipment locations and use.

- Be aware of personal emergency evacuation plan (PEEP) for disabled persons.

<u>During Emergency</u>

- Don Warden equipment (vest, helmet, evacuation checklist).

- Assist in evacuation from allocated exit.

- Consideration for mobility - impaired persons. This may include special supervision / accompaniment by a staff member. Area Wardens can delegate this task to another staff member.

- Assemble at Assembly Area and stay with group.

- Attend to any injuries.

- Ensure no-one re-enters centre.

Types of Emergencies

Emergency Procedures CODE System

State Netball Centre staff use a CODE system when controlling emergency situations. The purpose of the CODE system is to allow communication between staff (and emergency services) without causing undue panic or concern amongst the general public.

CODE BLUE	Medical Emergencies
CODE RED	Fire / Smoke Emergencies
CODE YELLOW	Internal Emergencies (failure of essential services, gas leak etc)
CODE BROWN	External Emergencies (fire, storm, adjoining facility chemical spill, etc)
CODE PURPLE	Bomb Threats / Suspicious Packages
CODE BLACK	Personal Threat (workplace violence, armed intrusion, civil disturbance) & Terror Threat
CODE ORANGE	Evacuations Emergencies (any other incident requiring an ECO Response)

Minor Emergency

A minor emergency can be defined as "non-life threatening". An emergency of this type will require prompt actions to ensure that a potentially more serious outcome does not occur. Examples include -

- cuts/minor bleeding
- lost child
- stubbed toe
- bee sting
- sprain, strains and broken bones
- exhaustion/effects of exercise

A minor emergency is one to which the nearest staff member responds.

If the incident will result in a staff member not being able to perform their duties (e.g. continue surveillance of gates) immediate assistance should be gained from the Chief Warden.

Responsibilities of Staff

- Respond to incident as required
- Secure safety of other guests and seek assistance from Chief Warden if required
- Complete appropriate reports and log books

Major Emergency (Non Evacuation)

A Major Emergency can be defined as any situation which provides an immediate threat to life and will require an urgent response.

Each Emergency will have its own peculiarities and must be dealt with on an individual basis. At times, emergencies may occur simultaneously or one emergency may result in a number of related incidents. As such the Chief Warden must be able to remain calm and analyse each emergency as they arise and take appropriate and immediate action.

The most likely scenario is thought to be a Medical Emergency. Examples include -

- sudden unconsciousness
- heart attack
- life threatening blood loss

A Major Emergency – non evacuation is implemented when there is no threat to the whole building or all guests.

Major Emergency – Evacuation

A Major Emergency can be defined as any situation which provides an immediate threat to life and will require an urgent response.

Should it seem likely that the Major Emergency will damage the health of people in the facility the Chief Warden will order the full or partial evacuation of the SNC and is responsible for implementing the **Evacuation Plan**.

Each emergency will have its own peculiarities and must be dealt with on an individual basis. At times, emergencies may occur simultaneously or one emergency may result in a number of related incidents. As such the Chief Warden must be able to remain calm and analyse each emergency as they arise and take appropriate and immediate action.

The most likely scenario is thought to be:

- fire within the centre
- fire in the surrounding natural bushland
- bomb threat
- road traffic accident at the entry to the centre

Partial evacuation may also be used if the Chief Warden is of the opinion that the whole centre does not need to be evacuated.

There are four 'zones' located within the SNC. Each 'zone' has been provided with a 'evacuation pack' containing a yellow and red hard hat, high-vis vests, and a zone checklist. When the alarm sounds which ever employees or tenants are in a specific zone must report to the 'evacuation pack' and don the yellow (zone warden) or red (fire warden) hardhats and a hi-vis vest.

The Zone Warden is responsible for ensuring that the zone is cleared safely and maintains contact with the chief warden. The Fire Warden is responsible for assisting the Zone Warden in clearing the area of all employees and patrons in a safe and orderly manner.

Fire Emergency Equipment Operation and Location

Fire Behaviour

What is Fire?

FIRE is COMBUSTION.

COMBUSTION is the rapid oxidation of a substance with the evolution of Heat Energy and Light Energy; it is a Chemical Chain Reaction.

To start and maintain this reaction, three basic factors are essential. These are:

FUEL - Any substance or material, the vapours of which will combine with oxygen to burn. (Fuel can be a solid, liquid or gas).

OXYGEN (AIR) - Normally from the atmosphere.

HEAT - Sufficient heat to cause combustion

How does Fire spread?

Fire spreads by the transmission of heat. There are three methods by which fire spreads. These are:

1. CONDUCTION. Heat will travel through the body of a solid substance which is in contact with the source of heat.

2. CONVECTION. As air comes in contact with a source of heat, it becomes less dense, rises, and is replaced by cooler air. This cooler air is then heated, it rises and the cycle continues.

3. RADIATION. Heat travels in the same manner as light, therefore is capable of being blocked, reflected or focused.

Fire Extinguishment of Fires

To extinguish a fire, removal of one (or more) of the three basic factors (FUEL, OXYGEN and HEAT) must occur. This can be done by the following:

1. STARVING the FUEL. Removal of the fuel from the fire (if safe to do so).

2. SMOTHERING or REPLACING the OXYGEN. Either by smothering the fuel preventing oxygen "feeding" the fire; or replacing the oxygen with another gas (specifically in the form of a carbon dioxide extinguisher).

3. COOLING the HEAT. Reducing the temperature of the fuel to below its ignition temperature.

Classes of Fire

CLASS A – Combustible solids such as paper, wood and plastics etc.

CLASS B – Combustible liquids such as petrol, oil and paint etc.

CLASS C – Combustible gases such as LPG, acetylene and butane etc.

CLASS D – Combustible metals such as aluminium and magnesium etc. – emergency services required.

CLASS E – Energised electrical equipment.

CLASS F – Cooking oils and fats such as lard, vegetable oil and canola oil etc.

Fire Extinguishers

Extinguisher Type	Band Colour	Fire Class				
		Class A Wood, Paper & Plastic	Class B Flammable & Combustable Liquids	Class C Flammable Gases	Class E Energised Electrical Equipment	Class F Cooking Oil & Fats
Water	Red	✓	✗	✗	✗	✗
Wet Chemical		✓	✗	✗	✗	✓
Foam	Blue	✓	✓	✗	✗	Limited
Powder ABE		✓	✓	✓	✓	✗
Powder BE		✗	✓	✓	✓	✓
Carbon Dioxide (CO₂)	Black	Limited	Limited	✗	✓	✗
Vaporising Liquid	Yellow	✓	Limited	Limited	✓	✗
Fire Blanket		Limited	Limited	✗	✗	✓
Fire Hose Reel		✓	✗	✗	✗	✗

How to operate a fire extinguisher			
	P	**Pull the pin** - Break seal and test extinguisher	
All fire extinguishers operate in a similar manner	A	**Aim at the base of fire** - ensure you have a means of escape	
	S	**Squeeze the operating handle** - Discharge the agent	
	S	**Sweep from side to side** - Completely extinguish the fire	

How to Fight a Fire with a Fire Extinguisher

1. Do not panic – remain calm and think clearly

2. Warn everybody in your zone

3. Ensure the Chief Warden and DFES have been alerted

4. Determine the type of fire and the exact location

5. Select the correct type of extinguisher

6. Employ the **PASS** method for correct operation (illustrated above)

Fire Blankets

Fire blankets are made out of fire-resistant fabric and are used to smother flames caused by cooking or clothing fires. They should be located in the kitchen away from the stove. Once used to extinguish a fire they must be replaced with a new unit.

How to Fight a Fire with a Fire Blanket

1. Ensure the source of the fire has been turned off (eg. gas) if safe to do so

2. Pull the tabs to release the fire blanket

3. Shake it open whilst holding the tabs, and ensure hands are covered with the fire
   Blanket near the edge

4. Place the fire blanket carefully over the edge of the container to contain the fire

5. Do not remove the fire blanket until the container is completely cool

6. In the case of a clothing fire, the casualty should be wrapped in the blanket and rolled on the ground

Fire Hose Reels

Fire hose reels are located in fire equipment cupboards and/or specified locations around the building. The locations of the fire hose reels are such that all areas of the building are protected by the fire hose reel network.

How to Fight a Fire with a Fire Hose Reel

1. Open water valve, which will release fire hose reel nozzle

2. Unwind the hose by pulling it in the direction of the fire. Only unwind as much hose as is required to fight the fire

3. Operate the fire hose reel nozzle by twisting it to the ON direction

Note: Do not use on electrical fires

Whenever possible, two people should be used to run out a fire hose reel – one person to run out the hose reel; and one to ensure that the hose runs freely to the required location

DO NOT use fire hose reels or hydrants for cleaning or any other purpose other than fire fighting.

Communications Equipment

The SNC is equipped with a multi-modal communication system to ensure continuity of communication even in the event of a failure in the primary communication system. The system consists of:

- Public Address (PA) System reception
- Emergency Warning and Information System
- Telephones (internal and external lines)
- Two way radios – Event mode only

- CCTV (main entrance area)
- Emergency Exit and Safety Signs
- Amplified Megaphone

All staff should be made aware of the communication system and instructed on the operation of specific equipment. Conducting regular tests will provide the opportunity for staff to practice and identify any system faults.

Emergency Alarm and Emergency Signal Systems
The SNC has a number of emergency alarm and emergency signal systems in place.

Emergency Warning and Intercom System (EWIS) and Fire Indicator Panel (FIP)
The EWIS and FIP are located in the event control area (fire room) and operated by the Chief Warden in case of emergency.

Manual and automatic activated alarm system is located at the EWIS Panel.
- Alert tone – "beep, beep, beep" stop and wait for further instructions from staff.
- Evacuation tone - "whoop, whoop, whoop" evacuate and follow instructions of staff members. The evacuation tone is accompanied by an automated speech message "**emergency evacuate now**" and occurs every four signal bursts.

Approximately 3 minutes following activation of the alert (beep, beep, beep) tone the evacuation tone will activate. Upon sounding, immediate evacuation is required. ECO members will conduct specific tasks.

Communication methods in order will be:
- Chief Warden alerts all staff and visitors with the PA function **'All Page' on** the PA system.
- ECO members will use phones or 2-way radios to communicate with the Chief Warden.

The Public Address Panel has 4 Zones (which are different to the Fire Detection Zones). They are:

Zone 1:   WA Netball Office Level 1
Zone 2:   Reception Foyer & Kiosk
Zone 3:   Change Room Corridor
Zone 3:   Courts & Grandstand

Manual Alarms
Should the EWIS P.A. System be inaccessible or out of action, any emergency will be signaled by the amplified megaphone repeated at intervals and is located in the site office.

Smoke and Thermal Alarms

There are a number of smoke and thermal alarms operating throughout the SNC that are monitored and if activated will trigger an audible alarm and will automatically alert the Department of Fire and Emergency Services (DFES).

Operation of Front Desk PA Procedure

- The public address system at reception should be used for important announcements to everyone in the SNC.
- Select the Zone you want to broadcast a message.
- To broadcast to ALL zones press the ALL button (bottom right in each section)
- To activate the microphone hold down the PTT button and talk:
- Announcements should be brief.
- Speak slowly and clearly.
- Repeat message if necessary.

Crisis Communication Checklist;

1. Most senior person available establishes and tells the truth as soon as possible.
2. Centralise and control flow of information- so it leaves through one source only, diminishes confusion, information remains factual and accurate.
3. At no stage are staff to liaise with the media, unless they are nominated as a spokesperson.
4. Crisis team to have contact numbers readily available.
5. Keep channels of communication open.
6. Inform significant stakeholders of crisis and keep them up to date.
7. Establish your own communication arrangements to stakeholders.
8. Communicate regularly with the media- give them what they want: 'what is the story? Who is going to rectify/repair the situation?'
9. Prepare factual messages in advance.

   (prevent media creating own bias opinion, more favourable to organisation).

Spokespersons

1) VenuesWest CEO
2) VenuesWest Corporate Communications Manager
3) Netball WA CEO

Spokesperson statement to media:

- Have more than one spokesperson should one become unavailable.

- Spokespersons never say 'no comment'.

- Spokesperson statement must be accurate, factual and honest.

- Spokesperson must not apologise, instead empathise i.e. Netball WA regrets the crisis, is extremely concerned and all is being done to contain the effects of the emergency.

- Existing emergency / safety / environmental procedures are in place.

- All relevant details are not at hand at present, but investigation is underway.

- An update will be given at (give specified time).

Operation of EWIS PA System Procedure

Turn the fire system key to Manual mode (yellow).

Zone 1:   WA Netball Office Level 1

Zone 2:   Reception Foyer & Kiosk

Zone 3:   Change Room Corridor

Zone 4:   Courts & Grandstand

Emergency Warning Information System

SYSTEM OPERATION

Under normal conditions the Fire Indicator Panel should have only one green light showing (Power on). The LCD display should read as follows.

During normal operation the panel LCD default screen will display a name, the day and the time.

To access the Main Menu press **Enter**.

Abbreviations: SU - SUNDAY
MO - MONDAY
TU - TUESDAY
WE - WEDNESDAY
TH - THURSDAY
FR - FRIDAY
SA - SATURDAY

2.1 Responding To An Alarm

1. Indicators
- **Zone Alarm** Indicator (flashing)
- **Common Alarm** Indicator (flashing)
- First **Zone In Alarm** is Displayed on LCD.

2. To Isolate External Bell　　or　　**To Isolate Warning System**

Press 👉 　　　　Press 👉

3. To Acknowledge Alarm

ALARM LED goes steady

Press 👉

4. To Isolate Alarm

ISOLATED LED will be illuminated

Press 👉

5. To Reset Panel

　　Press 👉 　　

1ˢᵗ RESET LCD Screen Displayed　　　　2ⁿᵈ RESET LCD Screen Displayed

2.1 ALARM: RED FLASHING LIGHT

1. Fire Brigade will be on the way.

2. Press the alarm acknowledge button directly below the red flashing light. Inspect the area in which alarm is located. This can be determined by matching the zone number or detector number on the mimic plan located adjacent to the Fire Indicator Panel. There will also be a written description of the area on the LCD display.

3. After locating the fire effected area, evacuate the area if required but have someone wait at the Fire Panel for the Fire Brigade.

4. Fire Brigade will isolate the alarm zone after they have inspected the area.

5. Call Protection Engineering service technicians or local agent if required

     OFFICE HOURS: (08) 9272 4388
     AFTER HOURS: (08) 9482 5760

NOTE :   Before carrying out any testing first advice staff of impending tests.
- Then insert the key in the Fire Brigade isolating end of line (red box) located in the bottom of the Fire Panel and turn to the test position.
- Also isolate the evacuation system by turning it's key switch to the manual position.
- After testing is complete the key switch on the Fire Brigade isolating end of line (red box) located in the bottom of the Fire Panel must be turned back to the operate position and the key removed.
- The Evacuation System key switch must be turned back to the automatic position.

2.2 RESET ALARM

1. Open panel door, alarm bell will stop automatically.
2. Press Alarm Silence button to silence the buzzer.
3. Press alarm acknowledges button directly below the red flashing alarm light.
4. Press System Reset button.

NOTE: do not carry out step 4 of this procedure until the fire brigade has given the all clear to do so.

2.3 FAULT - YELLOW FLASHING LIGHT

1. Fire Brigade will not turn out to a fault but will ring you to make sure it is attended too.

2.   Open the fire panel door then insert the key in the Fire Brigade isolating end of line (red box) located in the bottom of the Fire Panel and turn to the test position.

3.   Press Trouble Acknowledge button this will silence the sounder and the LCD display will give a written description of the fault location and a zone number.

4.   Press Buzzer Isolate button to silence the buzzer.
        (buzzer is activated when a zone is isolated)

5.   Press the corresponding isolate toggle switch located in the lower half of the Main Fire Indicator Panel this will isolate the fault effected zone.

6.   Call Protection Engineering or local agent on the above phone number for service.

7.   After procedure is complete the key switch on the Fire Brigade isolating end of line (red box) located in the bottom of the Fire Panel must be turned back to the operate position and the key removed .

2.4   ISOLATE

1.   Open the fire panel door then insert the key in the Fire Brigade isolating end of line (red box) located in the bottom of the Fire Panel and turn to the test position.

2.   Press Buzzer Isolate button to silence the buzzer.
        (buzzer is activated when a zone is isolated)

3.   To isolate an area of the building to enable work to be carried out, locate the correct area on the mimic panel. This will give you the zone number. Press the corresponding isolate toggle switch located in the lower half of the Main Fire Indicator Panel this will isolate the zone.

4.   After procedure is complete the key switch on the Fire Brigade isolating end of line (red box) located in the bottom of the Fire Panel must be turned back to the operate position and the key removed .

2.5   IN THE EVENT OF AN ALARM
In the event of an alarm the following will occur

1   A signal will be transmitted to the fire brigade.
2   The main fire alarm bell will be activated.
3   Security Coded exit doors will unlock and sliding doors will hold open.
4   The air-conditioning system will be shut down.
5   The EWIS Panel will begin an Alert tone and after two(2) minutes the evacuation tone will begin to sound.

FIRE BRIGADE RESPONSE GUIDE

1. INDICATION (INCOMING FIRE ALARM CONDITION)

🔴 **ALARM**

ALARM LED FLASHING

```
Loop X sensor X                  TYPE
LX SX ZX        STAT:ALARM
DATE & TIME
ACKED ZONE ALARMS X OF XX
```
LCD DISPLAY of
DESCRIPTION TYPE, ADDRESS,
DATE & TIME
and No of ACKNOWLEDGED ALARMS

2. ACKNOWLEDGE ALARM

☞ **ACKNOWLEDGE**   PRESS ACKNOWLEDGE KEY

☞ **NEXT ▼**   PRESS NEXT TO SCROLL TO NEXT ALARM

3. REPEAT THE ABOVE STEPS TO ACKNOWLEDGE ALL ALARMS

```
Loop X sensor X                  TYPE
LX SX ZX        STAT:ALARM
DATE & TIME
ACKED ZONE ALARMS X OF XX
```
LCD DISPLAY of
DESCRIPTION TYPE, ADDRESS,
DATE & TIME
and No of ACKNOWLEDGED ALARMS
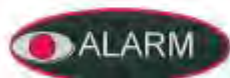
🔴 **ALARM**

ALARM LED STEADY

4. ISOLATE BELL

🟡

☞ **EXTERNAL BELL ISOLATE**   PRESS TO ISOLATE BELLS INDICATOR WILL TURN ON

5. RESET ALARMS

☞ **RESET**   PRESS TO RESET ALL ACKNOWLEDGED ALARMS

6. ACKNOWLEDGE RESET

☞ **ACKNOWLEDGE**   PRESS ACKNOWLEDGE KEY

Bomb Threat / Suspicious Object

Introduction

A bomb threat is a situation where an explosive device or an object of unknown contents has been placed or threatened to be placed in the SNC. It could be a hoax or someone committed to harming the centre and the individuals within it.

Suspicious objects are those that have been left in traffic areas, not immediately recognisable or appear to have been hidden. It is more probable that a bag has been left for no good reason, however all unattended packages or backpacks should be treated with suspicion.

Bomb Threats

The threats may be in one of the following forms:

1. **Written threat.**

    Letter/note should be kept, including envelope or container. Once a message is recognised as a bomb threat, further handling should be avoided. Every possible effort has to be made to retain evidence such as possible fingerprints, handwriting or typewriting, paper and postmarks. All material should be protected by placing it in an envelope (preferably a plastic envelope).

2. **Telephone threat.**

    An accurate analysis of the telephone threat can provide valuable information on which to base recommendations, action and subsequent investigation. The person receiving the bomb threat will not disconnect the call and, as soon as possible, will complete the information required on the Bomb Threat Checklist. The Bomb Threat Checklist is held by reception and administration who regularly accept incoming telephone calls.

3. **Suspect object.**

    A suspect object is any object found on the premises and deemed a possible threat by virtue of its characteristics, location and circumstances.

Evaluation

Categories of bomb threats:

1. **Specific threat.**

    The caller will provide more detailed information, e.g. describing the device, why it was placed, location, time of activation and other details.

2. **Non-specific threats.**

    The caller may make a simple statement, e.g. that a device has been placed. Generally very little, if any, additional detail is conveyed before the caller terminates the conversation.

The non-specific threat is the more common, but neither can be immediately discredited without investigation. **In other words, every threat has to be treated as genuine until proven   otherwise.**

Evaluation involves assessing one of four possible alternatives:

- take no further action
- search without evacuation
- evacuate and search
- evacuate (without search)

Each of these options will have advantages and disadvantages related to safety, speed of search, thoroughness, productivity and morale, and have to be assessed against the potential risk.

Search

The aim of the search is to identify any object which is not normally to be found in an area or location, or for which an owner is not readily identifiable or becomes suspect for any other reason e.g. suspiciously labeled - similar to that described in the threat - unusual size, shape and sound - presence of pieces of tape, wire, string or explosive wrappings, etc.

If the decision to evacuate and search is made, persons should be requested to remove all personal belongings, e.g. handbags, brief cases, bags, clothing, etc., when evacuating. This will facilitate the identification of suspect objects.

General priorities for searching follow a set sequence as follows:

1. Outside areas including evacuation assembly areas.
2. Centre's entrances and exits and particularly, paths of travel people will use to evacuate.
3. Public areas within the centre.
4. NOTE: These are areas in most buildings, which are accessible for the placements of an 'object'. Also they usually provide a means of exit which evacuees have to pass through, or be in proximity to, during an evacuation.
5. Other areas. Once external and public areas have been cleared, a search should be conducted beginning at the lowest levels and continuing upwards until every floor including the roof, has been searched. Once a floor or room has been searched, it should be distinctively marked to avoid duplication of effort.

ON LOCATING A SUSPECT OBJECT, SEARCH PERSONNEL SHOULD NOT TOUCH OR MOVE IT

The location should be conspicuously marked e.g. a paper trail to the nearest exit is most suitable. Ensure there are no other suspect objects in the vicinity; then evacuate and isolate the area. Search of other areas should continue to ensure that there are no other suspect objects.

Evacuation Options

Limitations of total evacuation.

At first thought, immediate and total evacuation would seem to be the most appropriate response to any bomb threat, as it is in the case of fire. However, the evacuation procedures in response to a bomb threat do not necessarily follow those for a fire, e.g. doors and windows should be opened and not closed as in the case of fire. Additionally, there are significant safety and economic factors associated with a bomb threat that may weigh against an immediate evacuation as follows:

(a)   Risk of injury

As a general rule, the easiest area in which to plant an object is in the shrubbery sometimes found outside the centre, the car park or in an area to which the public has the easiest access. Immediate evacuation through these areas might increase the risk of injury and the car park should not normally be used as assembly areas.

(b)   Response impairment

Total and prompt evacuation will remove personnel who may be required to make a search.

(c)   Panic

A sudden bomb threat evacuation may cause panic and unpredictable behavior, leading to unnecessary risk of injury.

(d)   Loss to business services

While the protection of life should outweigh any economic loss, repeated threats may increase loss of business and interruption of services to an unacceptable level.

Thus, there are some conditions which make immediate total evacuation an undesirable response to the bomb threat. Further, total and immediate evacuation, whilst risky, is the easy decision. After taking the easy way, the hard decision of when to return still has to be made.

Partial Evacuation

One alternative to total evacuation is a partial evacuation. This response is particularly effective when the threat includes the specific or general location of the placed object or in those instances where a suspicious object has been located without prior warning.

Partial evacuation can reduce risk of injury by removing non-essential personnel. Personnel essential to a search can remain, critical services can be continued and in cases of repeated threat, loss of output is minimised. However, partial evacuation requires a high degree of planning, training, supervision, co-ordination and rehearsal.

Notification

Upon receipt of a threat or discovery of suspect object, the local police should immediately be advised, but it should not be assumed that local police will conduct bomb searches.

SECTION 2

Training

General

The EPC should assess the risks inherent to their site and where required the tenant must provide the following additional training:

- o First attack fire fighting
- o First aid
- o Telephone and reception/customer service areas
- o Mail handling areas
- o Staff required to be working alone or after hours
- o After hours communications and emergency procedures

There shall be sufficient personnel trained in all positions to allow for absences.

NOTE: Re-training should be conducted following a revision of the emergency response procedures.

Content

The training shall address, but not necessarily be limited to, the following:

- The duties of staff as described in the emergency response procedures and ERP. ECO must be aware of their roles and responsibilities in the emergency plan and be aware of the duties of the EPC.
- Procedures for the specific emergencies contained in the ERP.
- Responding to alarms and reports of emergencies.
- Reporting emergencies and initiating the installed emergency warning equipment.
- Communication during emergencies.
- Pre-emergency activities.
- Emergency activities.
- Post-emergency activities.
- Occupants and visitors with disabilities.
- Human behaviour during emergencies.
- The use of installed emergency response equipment.
- The performance of the building and its installations during a fire or other emergency.

    NOTE: Examples include fire doors, emergency lights, exit-signage, sprinklers, ventilation and smoke control systems and fire-rated stairs.

The training shall include exercises and assessment.

Emergency Response Skills Training

Response skills training shall address but not necessarily be limited to the following:

- Command and control.
- Safe, effective actions to take control of workplace emergencies.
- Pre-emergency planning.
- Reacting safely to emergencies.
- Emergencies that may occur.
- Procedures for specific emergencies.
- Specialised equipment use.
- Pre- and post-emergency servicing requirements.
- Responding to identified emergencies.

Skills Retention

- ECO and staff members shall attend a skills retention activity at intervals not greater than 6 months.
- Regular practice of the communication system (PA) should be carried out, either at monthly intervals, or as determined by the EPC.
- Records shall be retained.
- Skill retention can include (but not be limited to) the following:
  1. Emergency evacuation exercises.
  2. Reviewing of ECO roles and responsibilities.
  3. Reviewing of Communications system operation.

Emergency Response Exercises

- ECO and staff members will participate in at least one emergency response exercise at intervals not greater than 12 months.
- A program of site-specific emergency response exercises shall be developed by the EPC. These may be conducted either as partial emergency response exercises or a total emergency response exercise covering the entire facility.
- All area(s) involved in the emergency response exercise shall take part, unless the EPC grants a written exemption prior to conducting the emergency response exercise.

ECO Training Requirements

Chief Warden

Where a staff member has been nominated to fill the role of Chief Warden, the staff member must undergo the following training:

1. Confine Small Workplace Emergencies Training (Fire Extinguisher Training) Nationally-

Accredited course code – PUAWER008A.

2. Operate as part of an Emergency Control Organisation (Fire Warden Training) Nationally-Accredited course code – PUAWER005B.

3. Lead an Emergency Control Organisation (Chief WardenChief Warden Training) Nationally-Accredited course code – PUAWER006B.

The Chief Warden must participate in ECO meetings at intervals not greater than 6 months and in EPC meetings at intervals not greater than 12 months.

<u>Warden</u>

Where a staff member has been nominated to fill the role of Fire Warden, the staff member must undergo the following training:

1. Confine Small Workplace Emergencies Training (Fire Extinguisher Training) Nationally-Accredited course code – PUAWER008A.

2. Operate as part of an Emergency Control Organisation (Fire Warden Training) Nationally-Accredited course code – PUAWER005B.

Minimum training and workplace induction requirements for general building tenants:

- Process for reporting an emergency
- Evacuation points, Assembly Areas.
- Location of firefighting equipment.
- Alibility to identify warning and evacuation alert tones.

SECTION 3

Emergency Contacts

EMERGENCY	PHONE NUMBER	MOBILE NUMBER
Ambulance/ Fire / Police emergency	000	
Police non-emergency	13 14 44	
Police (Central)	9222 1111	
Police (Wembley)	9387 6777	
DFES Emergency Alert	1300 657 209	
DFES Daglish Station	9381 1222	
DFES State Emergency Service (SES)	13 25 00	
National Security Hotline	1800 1234 00	
UTILITY SERVICES		
Electricity (Western Power)	13 13 51	
Gas Emergency (Alinta Energy)	13 13 52	
Gas – Non emergency (Alinta Energy)	13 13 58	
Water and Sewerage (Water Corporation)	13 13 75	
Telstra	13 29 99	
Main Roads	13 81 38	
Orica – Chemical safety incidents	1800 033 111	
Air Liquide – Carbon Dioxide	1800 812 588	
Department of Mineral and Petroleum Resources	9358 8001	
MEDICAL SERVICES		
Royal Perth	9224 2244	
Princess Margaret	9340 8222	
Sir Charles Gardiner	9346 3333	
King Edward Memorial	9340 2222	
Poisons Information Centre	13 11 26	
Health Department of WA	9222 4222	
Health Direct (24hr)	1800 022 222	
Mental Health Emergency Response Line	1300 555 788	
Dental Emergency (24hr)	9382 8266	
STATE NETBALL CENTRE		
Netball WA Manager Operations and Programming		0404 833 134
State Netball Centre Reception	9380 3700	
NEIGHBOURING SITES		
Perth Netball Association	9387 7011	
OTHER		
Town of Cambridge	9347 6000	
City of Nedlands	9273 3500	
Lakes Security	6399 8550	
Telephone Interpreter Service	13 14 50	

Emergency Control Organisation Members

Chairperson   Netball WA Centre Human Resources Manager

Chief Warden   Netball WA Manager Operations and Programing

Area Wardens
1. Netball WA employee
2. Netball WA employee
3. Netball WA employee
4. Netball WA employee

Emergency Control Area

The Emergency Control Area (ECA) is located at the main fire panel on the ground floor (primary point).

The Chief Warden shall co-ordinate the emergency from this location. If the ECA is inaccessible or unusable, the Chief Warden may control the situation from another location.

Liaison with Emergency Services

1. When the emergency operator answers, state clearly which service is required.
2. Stay calm and speak clearly to convey the message. Be ready to answer any questions.
3. State the following:

   - The exact address is 200 Selby Street, Jolimont.
   - An outline of the emergency
   - The number of casualties involved
   - Any information about the condition of the casualty(s)
   - Any hazards relevant to the area, such as fire, chemical, spill, fumes
   - The telephone number where the caller can be contacted in case further information is needed

4. Wait until the operator tells you to hang up.
5. Ask someone to stay in a prominent position to direct emergency services to the correct area.

Access Roads

Emergency services shall be advised to access the State Netball Centre:

- Enter via Selby Street

A staff member should be sent to greet the emergency services personnel upon arrival and direct them to the designated control point. In the event the bollards required being lowered keys will be provided to the employee responsible for this task.

On Arrival - Information for Emergency Services

Emergency Services will expect the following:

- Map of facility.

- Master key.

- Location of switch board.

- Update on type, scope and location of the emergency and the status of the evacuation.

Major Emergency Checklist

- RECOGNISE the emergency quickly

- CHECK for dangers

- ASSESS the emergency

- RESPOND with action

- ACTIVATE the emergency procedure

- CLEAR the area if possible and practical

- COMPLETE the initial assessment of the person

- TREAT the person for injury, illness and/or shock as appropriate

- MAINTAIN control of others

- COMMUNICATE with Chief Warden

- COMPLETE appropriate reports

- UNDERGO appropriate debriefing

Medical Emergency

First Person on the Scene

- Signals to second staff member via phone **(or Channel 1 if the Medical Emergency occurs during an event).**

- Responds to incident as required (e.g. implement DRSABC)

  Danger – Check for danger

  Response – Check for response ➡ Response = make comfortable and monitor

  ⬇

  No Response

  Send for Help – CALL 000 - contact emergency services

  Airway – Check the airway, if foreign object seen, roll onto side and scoop out. Roll back.

  Breathing – Check for breathing ➡ Normal breathing = recovery position and monitor

  ⬇

  Not normal breathing (2 recognised breaths in 10sec) – Start CPR

  CPR – 30 compressions 2 breaths. Continue until help arrives

  Defibrillation – attach AED as soon as possible

- Ensure continued monitoring and support of victim

Second Person on the Scene

- Assists first staff member in providing support and first aid of victim if required

- If necessary signals to third staff member for assistance

- If second person is responsible for a group they must ensure their group is secured prior to assisting

Third Person on the Scene

- Obtains information on victim's condition from first and second staff member

- Telephones for assistance from emergency services (e.g. ambulance) **-** bring first aid equipment to the scene and sets up for use

- Monitors the big picture, clears bystanders from the scene, and ensures all other guests are secure

- If third person is responsible for a group they must ensure their group is secured prior to assisting

In the event that other staff members are not in the direct vicinity of the incident, staff may be required to send a bystander to seek further assistance. **Remember: Always ensure bystander returns to the scene to advise the task has been completed.**

In the event that only two staff members are on duty in the whole facility, the responsibilities of the **Third Person on the Scene** must be implemented by the **Second Person on the Scene**. Bystanders may be used to assist where

appropriate.

Remember: First person on the scene must not be diverted from the monitoring and support of the victim.

<u>**Chief Warden Duties**</u>

1. Advise all Wardens of a **"CODE BLUE"** situation and co-ordinate emergency response.
2. Ensure ambulance service have been notified on 000.
3. Ensure first aid response staff have been advised and are responding.
4. Liaise with wardens in the affected area and update situation status.
5. Conduct an immediate area evacuation in conjunction with wardens.
6. Determine whether the casualty can be relocated to the designated first aid room or an area for ambulance transport.
7. Liaise with ambulance staff and assist where required.
8. Liaise with OH&S staff, first aid response staff and wardens to ensure report forms are completed.

<u>**Warden Duties**</u>

1. Co-ordinate immediate first-aid response.
2. Manage the casualty and the casualty area in conjunction with first aid staff.
3. Ensure that Chief Warden and ambulance service have been notified.
4. Conduct an immediate area evacuation in conjunction with Chief Warden.
5. Assist the movement of the casualty to designated first aid room or an area for ambulance transport.

Fire / Smoke Emergency

Remember to keep calm:

Raise the alarm If the **FIP** system has not triggered the alarm, activate the break glass alarm. Ensure the immediate safety of anyone within the vicinity of the fire.

Call 000 (Fire) In all incidents of fire or suspicion of fire (e.g. smell of smoke). There should be no criticism of any person who uses initiative in this respect nor should such action need another person's permission.

NOTE: Where the fire brigade has been called by automatic means or by breaking the manual call point, a telephone call should follow to confirm receipt of alarm and provide further information.

There are 2 types of alarms:

BEEP/BEEP: Warning (investigates and assess)

WHOOP/WHOOP: Alarm (evacuate the building)

On hearing the **BEEP/BEEP** tone:

- Check your area and prepare to evacuate
- **During an event switch 2-way radio to channel 1 and listen for Chief Warden and course of action.**
- **Do not speak unless spoken to – the channel needs to remain clear.**
- If the problem is in your area, advise chief warden, investigate and advise of outcome.

  Investigate the fire/smoke.

    Minor – Partial Evacuation – Not severe, safe to commence fire fighting.

      No life threatening conditions present.

    Major – Full Evacuation – Severe, un-safe to commence fire fighting.

      Life threatening conditions present.

- If the alarm is genuine advise chief warden if you can:

    Resolve problem yourself

    You need help to resolve

    Problem cannot be resolved and evacuation necessary

On hearing the **WHOOP/WHOOP** tone:

- Evacuation is necessary.
- Follow Chief Warden's instructions. Exit the building through the safest exit and make your way to the assembly area.
- **During an event listen on 2-way radio channel 1 to chief wardens instructions on safest exit and assembly area.**

- Check your area and ensure all staff/visitors evacuate calmly and quickly.
- When your area is clear, advise chief warden and make your way to assembly area. Account for all staff/visitors at the assembly location. Keep communication clear and quick.

Evacuation plan   An assessment should be made of escape paths, and normal exits and the effect that smoke may have on these. The air is freshest close to the ground, avoid ridge tops (fires travel "uphill" up to 4 times faster than on flat ground).

IF IN DOUBT COMMENCE FULL EVACUATION

Fire Fighting   The State Netball Centre has portable fire extinguishers. Where these are installed, information is provided to cover their selection, use and operation. However, immediately it becomes obvious that there are unnecessary risks associated with attempts to control a fire, occupants should withdraw, closing but not locking doors behind them.

Chief Warden Duties

1. Don emergency equipment located in **Venue Managers Office**.
2. Proceed to emergency control area (ECA) located on the ground floor in the Fire Room. If ECA not accessible designate new location. You have 3 mins from when the alarm sounds before it automatically goes into Evacuate mode.
3. **During an event make sure your two-way is set to channel 1.** Contact all wardens and advise situation and that you are at the panel.
4. Unlock Fire Panel.
5. Switch **MASTER CONTROL Panel Key from AUTO to MANUAL.**
6. Check panel display to identify location of alarm, and if possible, delegate a staff member to investigate DO **NOT TOUCH FIRE PANEL.**
7. Chief Warden identifies which evacuation area is the safest based on the location and type of emergency. Contact all wardens and advise action to be taken.
8. If evacuating: using the PA hand set **advise all patrons** to vacate the building to the appropriate evacuation area in an orderly manner through the nearest EXITS.
   - Partial evacuation – consider evacuation adjacent areas.
   - Full evacuation warranted – ensure full evacuation order given over PA system.

SYSTEM OPERATION

Under normal conditions the Fire Indicator Panel should have only one
green light showing (Power on). The LCD display should read as follows.

During normal operation the panel LCD default screen will display a name, the day and the time.

To access the Main Menu press **Enter**.

Abbreviations: SU - SUNDAY
MO - MONDAY
TU - TUESDAY
WE - WEDNESDAY
TH - THURSDAY
FR - FRIDAY
SA - SATURDAY

2.1 Responding To An Alarm

1. Indicators
- **Zone Alarm** Indicator (flashing)
- **Common Alarm** Indicator (flashing)
- First **Zone in Alarm** is Displayed on LCD.

2. To Isolate External Bell   or   **To Isolate Warning System**

Press   Press

3. To Acknowledge Alarm   **4. To Isolate Alarm**

ALARM LED goes steady   *ISOLATED LED will be illuminated*

Press   Press

5. To Reset Panel

Press

1st. RESET LCD Screen Displayed   2nd RESET LCD Screen Displayed

Use handset to broadcast instructions

"Attention all guests, we have an emergency situation. Please follow the directions of the staff in your area. Stay calm. Proceed to nearest exit as directed by State Netball Centre staff. Please remain calm.

Warden   Duties   -   On   discovery   of   smoke/fire,   or   hearing   the   fire   alert   tone:
In the AFFECTED area

1. Activate the Manual Break Glass Alarm or contact Chief Warden via phone **(or by two-way radio Channel 1 during events)** and advise of incident. Don the hi-vis vest and white helmet.
2. Evacuate staff / visitors via nearest exit. If an emergency exit is unusable, this exit should be excluded from evacuation routes. Assist mobility impaired persons.
3. Communicate with Chief Warden and advise status of situation and all personnel evacuated and accounted for at Assembly Area. Follow Chief Warden directives.
4. Initiate first-aid response and fire fighting where appropriate and/or directed
5. Re-occupy building and assume normal duties when given the 'All Clear" by emergency services or Chief Warden.

In the UNAFFECTED area

1. Don the hi-vis vest and white helmet.
2. Wait to be contacted for instructions from the Chief Warden via phone or (or 2-way during events).
3. Co-ordinate with other Wardens in preparation for possible evacuation. Consider mobility impaired persons.
4. Evacuate staff / visitors via nearest exit. If an emergency exit is unusable, this exit should be excluded from evacuation routes
5. Communicate with Chief Warden and advise status of situation and all personnel evacuated and accounted for at Assembly Area. Follow Chief Warden directives.
6. Initiate first-aid response and fire fighting where appropriate and/or directed.
7. Re-occupy building and assume normal duties when given the 'All Clear" by emergency services or Chief Warden.

Gas Leak Procedure

Chief Warden Duties

1. Don emergency equipment.

2. Proceed to emergency control area (ECA) located in Fire Room. If ECA is not accessible designate new location.

3. Determine the cause and location of the leak/emergency (if safe to do so) and wind direction.

4. Ensure Emergency Services have been notified.

5. Contact all Wardens and advise situation and advise action to be taken.

6. If evacuating:

    a. Activate evacuation alert tone and evacuate affected area. Notify by PA Handset. Evacuate across-wind until clear of gas laden air and then upwind.

    b. Partial evacuation – consider evacuation adjacent areas.

    c. Full evacuation warranted – ensure full evacuation order given over PA Handset.

7. Communicate with Wardens on 2-way radio and obtain situation/evacuation status.

8. Monitor wind direction throughout emergency.

9. Liaise with Emergency Services.

10. Contact neighboring facilities and advise of situation.

11. Ensure Wardens have evacuated and can account for all staff and visitors at Assembly Areas.

12. When all clear is given by emergency services, advise all ECO members "All Clear" has been be given and SNC is safe for re-occupation.

13. Re-occupy building and assume normal duties.

14. Reset all equipment and complete reports.

If it is impossible to evacuate the area

- Advise personnel to remain indoors, with doors and windows tightly closed. Gaps under doors and windows should be blocked with wet towels and all ventilation or air conditioning systems, or gas heaters, should be turned off. **The Master Gas Control switch is external to the building, nearest to the Bin Store on Selby Street.**

Warden Duties

On discovery of gas leak, or hearing the warning alert tone:

In the AFFECTED area

1. Contact Chief Warden and advise of incident **(during an event contact the Chief Warden via 2-way radio Channel 1).** Don high-vis vest and helmet.

2. If evacuation required or WHOOP WHOOP sounds, evacuate staff / visitors via nearest exit. If an emergency exit is unusable, this exit should be excluded from evacuation routes. Assist mobility impaired persons.

3. Communicate with Chief Warden and advise status of situation and all personnel evacuated and accounted for at Assembly Area. Follow chief warden directives.

4. Initiate first-aid response and fire fighting where appropriate and/or directed.

5. Re-occupy building and assume normal duties when given the 'All Clear" by Emergency Services or Chief Warden.

In the UNAFFECTED area

1. On hearing the BEEP BEEP alert tone, don high-vis vest and helmet.

2. Wait to be contacted for instructions from the Chief Warden. Co-ordinate with other wardens in preparation for possible evacuation. Consideration given to mobility impaired persons.

3. Evacuate staff / visitors via nearest exit. If an emergency exit is unusable, this exit should be excluded from evacuation routes.

4. Communicate with Chief Warden and advise status of situation and all personnel evacuated and accounted for at Assembly Area. Follow Chief Warden's directives.

5. Initiate first-aid response and fire fighting where appropriate and/or directed.

6. Re-occupy building and assume normal duties when given the 'All Clear" by Emergency Services or Chief Warden.

NOTE: Highlight the importance for not exposing naked flames, no smoking, no maintenance work (welding etc.) and no vehicular movement near the leak.

As with other chemicals, generally gas can be smelt long before it reaches concentrations that are dangerous. So whilst evacuating, people should move away from the smell of any gas, preferably UP-WIND and UP-HILL.

Essential Services Failure

Essential services failure, whilst not usually catastrophic, can have a serious impact on the day-to-day operations of the facility.

Essential Services include:

1. Electricity

2. Water Supply

3. Air-Conditioning

4. Sewerage

5. Communications infrastructure

Any failure in any of them could cause physical damage, discomfort, or disruption to one area or the whole building.

- Notify appropriate Emergency Services (s) should be notified immediately. The fault will be investigated and a decision made by the building engineers as to the severity or likely impact. If deemed appropriate, the Chief Warden will co-ordinate with Area Wardens regarding the safety of their areas.

Likely scenarios include:

1. Extended power failure. This may be because of a local fault or a Western Power fault. Depending on the duration of the problem, the building may have to be closed for a period.

2. Loss of water supply or a major internal leak. A major leak can cause considerable damage and should be reported as soon as possible. It may be necessary to evacuate the immediate area until the leak can be contained. Special care must be taken with electrical equipment. Loss of water supply is less critical: however a lack of fire protection from isolated fire hydrants and hose reels will require special consideration.

3. Loss of air-conditioning. Whilst this is only an inconvenience, in the warmer months the workplace can quickly become uncomfortable and possibly lead to a rise in medical incidences.

4. Failure of sewerage system. Again in the inconvenience category (most notably no toilets) the major safety issue will be the strong odour that can cause medical incidences and also require part or total building evacuation.

In the event of an Essential Services failure, it is unlikely that the ECO will play a large role. However, if any coordinated response is required then the ECO provide an ideal resource for communications.

Air-Conditioning Contamination

- Air-conditioning in the building is fully ducted.
- Contamination may be through the deliberate or accidental release of a substance, or through an external event such as a traffic accident, major spill or bushfire.
- It may be necessary to evacuate the area until the contamination can be contained.

External Emergency

Adjoining Land Bushfire

In the event of adjoining bush land fire, the Chief Warden will need to assess level of risk to staff/visitors and advise wardens of course of action.

If in doubt commence full evacuation to area up-wind from fire and preferably on flat ground.

Building Damage

Generally, buildings in Australia can withstand a certain amount of damage without placing their occupants at risk. Experience has shown that a range of potential causes exist including severe weather, motor vehicle collision into the building, explosions and internal failure.

All Occupants

1. Take immediate refuge under desks, benches or doorframes etc.
2. DO NOT USE LIFTS.
3. Stay clear of filing cabinets, shelves and bookcases etc.
4. Maintain refuge until structural safety checks are complete.
5. DO NOT SMOKE, USE MATCHES OR LIGHTERS.

Chief Warden Duties

1. Notify Emergency Services.
2. Contact Wardens and advise of **"CODE BROWN"** situation. Wardens to carry out injury and building safety checks and report back as soon as possible.
3. Organise relevant authorities such as Alinta Gas, Western Power and the Water Corporation to isolate the appropriate utilities.
4. When safe to do so commence evacuation.

Warden Duties

1. Organise assessment of injury and damage in your area/floor.
2. Provide injury and damage report to the Chief Warden and be prepared to commence evacuation.
3. Commence evacuation when directed by the Chief Warden. Check Emergency Exits and stairwells for damage.
4. Assist people to the evacuation assembly area(s).

Bomb Threat / Suspicious Object Procedure

Chief Warden Duties:

1. Proceed to Fire Room EWIS panel.

2. Don/obtain Chief Warden equipment.

3. Evaluate threat.

   Specific threat – caller will provide more detailed information.

   Non-specific threats **-** may make a simple statement, "bomb has been placed" then hang up.

   Every threat has to be treated as genuine until proven otherwise.

4. Contact Emergency Services and in consultation and evaluation one of four options will result:

   - take no further action.
   - search and evacuate if required.
   - partial evacuation and search.
   - evacuation (without search).

5. Advise all wardens of **"CODE PURPLE"** via phone **(or 2-way radio Channel 1 during events)** and action to be taken.

   - **Take no further action.**

     Low risk event, most likely hoax or prank – NO evacuation required.

   - **Search and evacuate if required.**

     Low risk event, believed no explosion to occur.

     Advise wardens and visitors via EWIS and to conduct search in affected area.

         NO object found – proceed to step 9.

         Object found – proceed to step 6.

   ON LOCATING A SUSPECT OBJECT, DO NOT TOUCH OR MOVE IT – mark location if possible

   - **Partial evacuation and search.**

     Moderate risk event, believed no explosion to occur.

     Advise fire wardens **"CODE PURPLE"** in affected areas to evacuate staff/visitors via the nearest exit and conduct a basic search of exits, evacuation routes only. All unaffected areas remain on standby.

         NO object found – proceed to step 9.

         Object found – proceed to step 6.

   ON LOCATING A SUSPECT OBJECT, DO NOT TOUCH OR MOVE IT – mark location if possible

   - **Immediate Evacuation.**

     High risk event, imminent explosion.

     Advise all wardens, staff and visitors on the EWIS, **"CODE PURPLE"** to evacuate staff / visitors via nearest exit. If the device is located, co-ordinate fire wardens to isolate area as much as is practicable and evacuate. If the device is in an emergency exit, this exit should be excluded from evacuation routes.

6. Contact neighboring facilities and advise of situation.

7. Ensure Wardens have evacuated and can account for all staff and visitors at Assembly Areas.

8. When all clear is given by Emergency Services, advise all ECO members "All Clear" has been be given and SNC is safe for re-occupation.

9. Re-occupy building and assume normal duties.

Zone Warden and Warden Duties

1. Don/obtain Warden equipment.

2. Act according to Chief Wardens instructions.

- **Take no further action.**

   Low risk event, most likely hoax or prank – NO evacuation required.

- **Search and evacuate if required.**

   Low risk event, believed no explosion to occur.

   Conduct basic search in designated area (emergency exits and evacuation routes).

   NO object found – proceed to step 4.

   Object found – contact Chief Warden.

ON LOCATING A SUSPECT OBJECT, DO NOT TOUCH OR MOVE IT – mark location if possible.

- **Partial evacuation and search.**

   Moderate risk event, believed no explosion to occur.

   Evacuate affected area staff/visitors via the nearest exit and conduct a basic search of exits, evacuation routes only. All unaffected areas remain on standby.

   NO object found – proceed to step 4.

   Object found – contact Chief Warden.

ON LOCATING A SUSPECT OBJECT, DO NOT TOUCH OR MOVE IT – mark location if possible.

- **Immediate Evacuation.**

   High risk event, imminent explosion.

   Evacuate staff / visitors via nearest exit. If the device is located, isolate area as much as is practicable and evacuate. If the device is in an emergency exit, this exit should be excluded from evacuation routes.

3. Communicate with Chief Warden and advise status of situation or if evacuated - all evacuated and can account for all staff and visitors at Assembly Areas.

4. Re-occupy building and assume normal duties when given the 'All Clear" by Emergency Services or Chief Warden.

Code Purple Scenarios

The following terror threat scenarios are to be followed in response to a security incident or security-related emergency including a terrorist attack.

1. Personal Improvised Explosive Device (IED) - An attack involving personally carried IED
   - Evacuate immediately and away from the blast area
   - If evacuation is not possible drop and take cover
   - Cover ears, tuck elbows in, close eyes and open mouth to protect lungs

2. Vehicle IED - An attack involving person(s) in control of a vehicle carrying an IED
   - If evacuation is not possible drop and take cover
   - Be aware secondary devices may be detonated
   - Remain low to the ground
   - Cooperate with all police instructions

The above is a summary on what actions to take. Please refer to Security and Terror Risk Management Plan for full terror threat scenario procedures.

Security and Terror Risk Management

VenuesWest's security requirements vary by site and venue, as well as across time (event and non-event periods). For this reason it is important to be familiar with each venue/site's specific security and terror risk procedures.

The national terrorism threat level for Australia is currently PROBABLE. Credible intelligence, assessed to represent a plausible scenario, indicates that individuals or groups have developed both an intention and capability to conduct a terrorist attack in Australia. It is important to be aware of the current threat level and to report suspicious incidents to the **National Security Hotline 1800 123 400**

If you would like to report a crime or have information about possible criminal activity, you should contact your local police.
Life-threatening situations should be reported to the police by calling Triple Zero (000)

Phone Threat Checklist

KEEP CALM

Recipient

Name (print)	
Telephone Number	
Signature	

General Questions

1. What is your name?

2. What is it and what does it look like?

3. When is the bomb going to explode?
OR

4. When will the substance be released?

5. Where has it been placed?

6. When did you put it there?

7. How will the bomb explode?

Caller's Voice

Accent			
Any impediment?			
Voice	LOUD	NORMAL	SOFT
Speech	FAST	NORMAL	SLOW
Diction	CLEAR	NORMAL	MUFFLED
Manner	CALM	NORMAL	EMOTIONAL

Did you recognise the caller?

If so, who do you think it is?

Was the caller familiar with the area?

Chemical/Biological Threat Questions

1. What kind of substance is it?

2. How much of the substance is there?

3. How will the substance be released?

4. Is the substance a liquid, powder or gas?

Threat Language

Well Spoken	YES	NO
Incoherent	YES	NO
Irrational	YES	NO
Taped	YES	NO
Message read by caller	YES	NO
Abusive	YES	NO
Other		

Bomb Threat Questions

1. What type of bomb is it?

2. What is in the bomb?

3. What will make the bomb explode?

Background Noises

Street Noises	
House Noises	
Aircraft	
Voices	
Music	
Machinery	
Other	
Local Call STD Call	

Exact Wording of Threat

Sex of Caller: M/F

Estimated Age of Caller:

Call Taken

Date:	
Time:	
Duration of Call:	
Number Called:	

Notes

Action Required

Call Reported Immediately to:	
Phone Number	

Personal Threat Emergency

Civil Disorder Procedure

GENERAL

There have been many examples where unrest, an emotional situation or an unpopular decision have led to civil disorder.

Chief Warden Duties:

1. Notify the Police and request assistance.

2. Alert other members of staff/wardens **"CODE BLACK"** situation.

3. Initiate action to—

   (i) restrict access to and egress from the building;

   (ii) confine presence to the ground floor; and

   (iii) restrict contact between the demonstrators and the building occupants.

Warden Duties

1. Ensure the withdrawal of their staff/visitors where necessary, supervising the locking up of offices, securing records, files, cash and other valuable property while at the same time promoting an air of confidence and calm.

Armed Hold-Up Procedure

2. In the event of an Armed Hold-Up or Physical Threat the personal safety of staff is and must remain the first consideration.

3. Try not to panic and do not attempt to defy the law-breaker in any way. Hand over requested items.

4. Try to observe as much as possible about the law-breakers appearance to assist the Police later.

5. As soon as practicable after the event, fill in the checklist.

6. Should you observe a situation occurring in a different part of the complex or depending on its nature, you should attempt to contact the Chief Warden immediately via phone or two-way radio.

Armed Hold-Up Checklist						
Recipient						
NAME OR NICKNAME USED:					SEX:	
APPROX AGE:		NATIONALITY:		HEIGHT:	WEIGHT	
COMPLEXION:	fair	dark		BUILD:	thin	stout
	fresh	pale			medium	nuggetty
	ruddy	sun-tanned		WALK:	quick	slow
VOICE:	clear	loud			limp	springy
	thick	slangy		EYES:	colour	
HAIR:	colour				starry	squint
	curly	wavy		GLASSES:	colour	
	thick	straight			shape	
	bald	long		NOSE:	size	
	crew				shape	
EARS:	size			GLOVES:	type	
	shape				colour	
LIPS:	size			SCARS:	tattoos	
	shape				scars	
TEETH:	good	uneven		HANDS:	size	
	spaced	bad			callused	soft
	missing	protruding			hairy	missing
JEWELLERY:						deformed fingers
				BEARD:	colour	
					type	
DISGUISE:						
MOUSTACHE:	colour					
	type					
CLOTHING	hat	tie	shirt	coat	trousers	
	dress	skirt	shoes	sweater	shoes	
DIRECTION OF TRAVEL			VEHICLE TYPE/COLOUR			

Loitering Procedure

Staff need to be vigilant in relation to people behaving suspiciously in or around the SNC. In the end the process of dealing with a suspicion is straightforward:

1.   SEE SOMETHING

What to look for?

- Keep in mind that the SNC has a large physical area, with multiple "blind spots". If you hear unusual noises, such as glass breaking or banging noises, this might mean people are up to no good.

- Watch for groups "hanging around" the SNC grounds. This should not occur and can be one of the starting points for crime to occur.

- Look for vehicles parked at the centre at unusual times (particularly when opening/closing the venue).

- Look for person(s) behaving strangely, doing something unexpected, or someone whom you don't know somewhere that only people you know should be.

- Be aware of any person who appears to be taking photographs or video of competitors which might be considered 'unwarranted or obtrusive'.

2.   TELL SOMEONE

- Within the SNC there may only be one staff member on duty at reception. **Consideration should be given to gaining assistance from Netball WA employees (located on the 1st floor) or Police (see Emergency Contacts) rather than approaching a suspicious person alone.**

- Management need to be informed if 'actual' criminal activity has occurred so that a decision made as to whether or not Police are notified.

3.   DO SOMETHING

- Staff should not endanger themselves and care should be taken in approaching a suspicious character.

- If you decide to approach the person to enquire what they are doing you should at all times behave courteously in these situations and not make presumptions.

- If person refuses to leave premises after being requested to do so then notify the Centre Manager who may call Police (not 000 unless it is an emergency).

Active Shooter Procedure

VenuesWest's strategic approach to counter-terrorism is to:

- Prevent,
- Prepare for,
- Respond to, and;
- Recover (PPRR) from terrorist attacks.

<u>**Prevention**</u>

Not all risks or emergencies can be prevented, however for hostile attacks, prevention activities should aim to:

1. Deter a would-be attacker - By providing obvious physical and electronic security measures, coupled with good risk management processes.

2. Detect an intrusion - By providing alert and visual detection systems.

3. Delay or limit the intrusion for a sufficient period to allow a response force to attend - By having measures in place to limit the movement of the offender.

<u>**Preparing**</u>

Preparedness activities include:

1. Emergency planning
2. Resourcing
3. Capability development
4. Testing of preparedness arrangements

<u>**Responding**</u>

1. Escaping

- Determine the safest route to evacuate,
- Evacuate if safe to do so,
- Leaving behind all belongings and;
- Remaining as concealed as possible.

2. Hiding

If you cannot evacuate safely then:

- Try to find a secure area i.e. lockable room,
- Barricade the door and turn off any lights and;
- Turn your mobile phone to silent mode.

3. Taking action
- Continue to re-assess the situation and secure yourself and;
- Consider options to deter or incapacitate the shooter if confronted. **Only take this type of action as a last resort.**

<u>**Recovering**</u>

1. Public information

- Agencies must only release information for which they have responsibility.
- A log of public information activities and decisions should be maintained.

2. Crime scene and investigation activities
- Police will conduct forensic and criminal investigations.
- Police will seek assistance from employees to help identify potential sources of evidence or witness i.e. CCTV, decision making logs.

3. Business Continuity
- Depends on how effectively organisations implement their BC requirements.
- Establish communication channels between VenuesWest and the police.

<u>**Fire arm attack – response priorities**</u>

Primary management response priorities:
1. Saving and protecting lives.
2. Facilitating the evacuation of those at risk.
3. Containing the incident or threat.
4. Supporting emergency response and investigation activities.

Primary individual response priorities:
1. **Escape.**
2. **Hide.**
3. **Act.**
4. **See/tell.**

Police response priorities:
1. **To save lives.**
2. **To locate the offender.**
3. **To manage the threat**

Code Black Scenarios

The following terror threat scenarios are to be followed in response to a security incident or security-related emergency including a terrorist attack.

1. Loitering
Chief Warden will advise of course of action
- See something
- Tell someone
- Do something

2. Armed Hold-Up
- Try not to panic
- Observe as much as possible
- Fill in checklist ASAP following event

3. Personal Threat
- Stay calm
- Advise Code Black over 2-way radio
- Move to safer location
- Contact police

4. Active Shooter
- Chief Warden will advise of course of action
- See something
- Tell someone
- Do something

5. Vehicle Ramming
- Move as quickly as possible away from vehicle
- Avoid open spaces and do not stay stationary
- Warn those around you
- Follow police and emergency services instructions

6. Improvised Weapon Attack
- Evade the attacker to maintain distance and do not stay stationary
- If evacuation is not possible initiate dynamic lockdown procedure
- Immediately notify police and provide as much information as possible

7. Hostage/Siege
- If evacuation is not possible, hide and silence your mobile phone
- If taken hostage cooperate and do as instructed
- Observe as much as possible
- Try to remain calm as the situation is being resolved

The above is a summary on what actions to take. Please refer to Security and Terror Risk Management Plan for full terror threat scenario procedures.

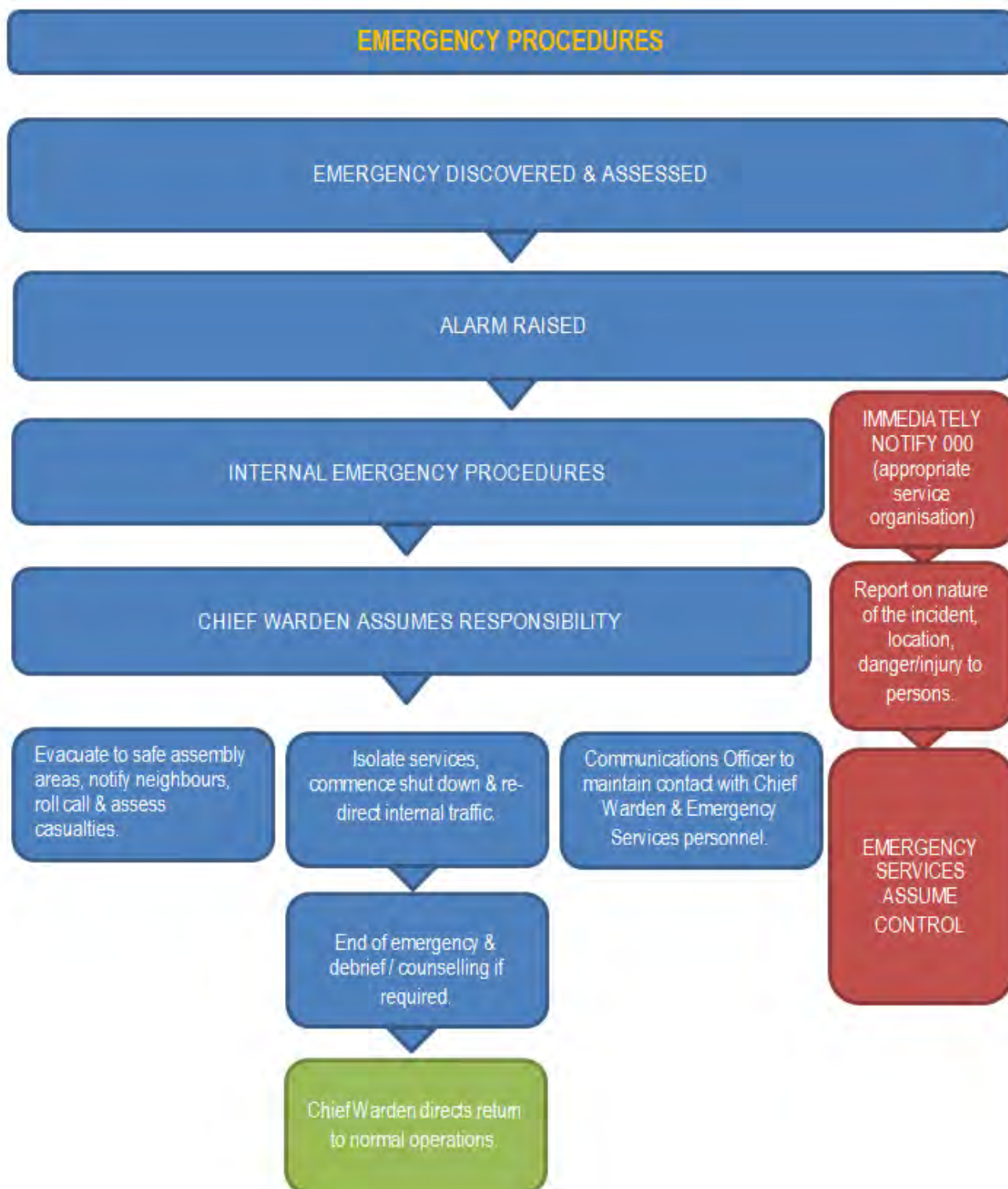The national terrorism threat level for Australia is currently PROBABLE. Credible intelligence, assessed to represent a plausible scenario, indicates that individuals or groups have developed both an intention and capability to conduct a terrorist attack in Australia. It is important to be aware of the current threat level and to report suspicious incidents to the **National Security Hotline 1800 123 400**

Evacuation

In any instance where an evacuation is ordered remember the following:
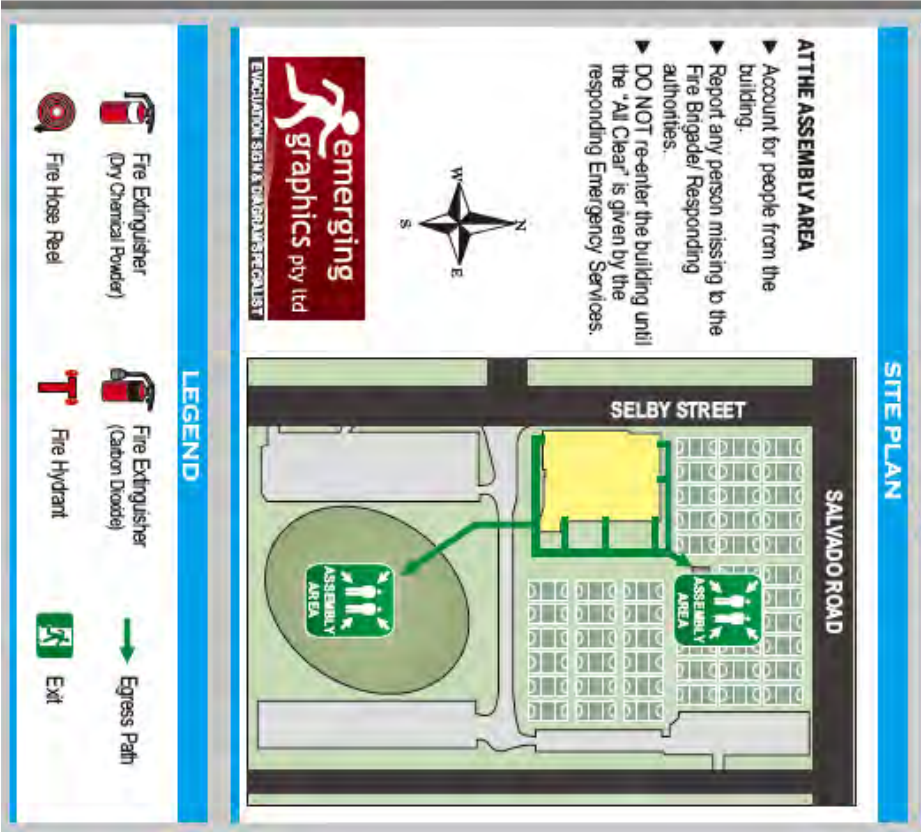1. Do not use lifts.
2. Evacuate immediately.

Evacuation Flow Chart

```
                    EMERGENCY PROCEDURES

              EMERGENCY DISCOVERED & ASSESSED

                       ALARM RAISED
                                                    IMMEDIATELY
                                                    NOTIFY 000
              INTERNAL EMERGENCY PROCEDURES         (appropriate
                                                    service
                                                    organisation)

                                                    Report on nature
          CHIEF WARDEN ASSUMES RESPONSIBILITY       of the incident,
                                                    location,
                                                    danger/injury to
                                                    persons.

  Evacuate to safe    Isolate services,    Communications
  assembly areas,     commence shut        Officer to maintain
  notify neighbours,  down & re-direct     contact with Chief    EMERGENCY
  roll call & assess  internal traffic.    Warden & Emergency    SERVICES
  casualties.                              Services personnel.   ASSUME
                                                                 CONTROL
                      End of emergency &
                      debrief / counselling if
                      required.

                      Chief Warden directs return
                      to normal operations.
```

Evacuation

Evacuation to safe assembly areas.

Depending on the emergency, all guests and staff should be evacuated to one of two evacuation assembly points.

1. Wembley Sports Park road.
2. Perth Netball Association

SITE PLAN

SELBY STREET

SALVADO ROAD

ASSEMBLY AREA

ASSEMBLY AREA

emerging graphics pty ltd

EVACUATION SIGN & DIAGRAM SPECIALIST

AT THE ASSEMBLY AREA

▼ Account for people from the building.

▼ Report any person missing to the Fire Brigade/ Responding authorities.

▼ DO NOT re-enter the building until the 'All Clear' is given by the responding Emergency Services.

LEGEND

Fire Extinguisher (Dry Chemical Powder)

Fire Hose Reel

Fire Extinguisher (Carbon Dioxide)

Fire Hydrant

Egress Path

Exit

Selection of Evacuation Point

The nominated Assembly Point shall be far enough away from the building, structure and workplace to ensure that, where practicable, everyone is protected.

Ideally the area selected should allow for further movement away from any possible source of danger.

The movement of large numbers of people has its inherent risks, particularly in heavy traffic. Careful thought should be given to determine the safest routes from the structure to the nominated places of assembly, including alternatives, and to ensure access for emergency vehicles is not hindered.

Consideration of Special Needs

Special consideration may be required for mobility - impaired persons.

Personal Belongings

Guests should be asked to leave all belongings in the Centre during an evacuation.

The only exception to this rule is in the event of a Bomb Threat when items need to be removed to assist in the check of the building by emergency services. Staff and guests will be advised via public announcement to remove all personal belongings when evacuating.

Evacuation Procedure

<u>Chief Warden Duties</u>:

1. Don Chief Warden equipment.
2. Ensure Emergency Services have been notified.
3. Use the phones to instruct Wardens **(during events use two-way radios Channel 1)**.
4. It is vital that instructions given are **clear and precise**.

    Should the EWIS or evacuation alarm be inaccessible or out of action (power failure), any emergency will be signalled by the **amplified megaphone**.

"Attention all staff, this is a "CODE ORANGE" Centre Evacuation. Staff please clear the Centre immediately. Staff commence evacuation procedure and evacuate through nearest exit".

The above is repeated then followed by:

5. Use the EWIS system in the Fire Room to notify all guests.
6. Using the PA microphone, **advise all patrons** to vacate the building to the appropriate evacuation area in an orderly manner through the nearest EXITS.

    - Partial evacuation – consider evacuation adjacent areas
    - Full evacuation warranted – ensure full evacuation order given over PA system.

To broadcast specific instructions press the Public Address button.

Use PA microphone to broadcast instructions:

"Attention all guests, we have an emergency situation. Please follow the directions of the staff in your area. Stay calm. Proceed to nearest exit as directed by Centre staff. Please remain calm".

7. Ensure Emergency Services have been notified.
8. Communicate with wardens and obtain situation/evacuation status
9. Liaise with Emergency Services.
10. Contact neighboring facilities and advise of situation.
11. Ensure wardens have evacuated and can account for all staff and visitors at Assembly Areas.
12. When all clear is given by Emergency Services, advise all ECO members "All Clear" has been be given and the SNC safe for re-occupation.
13. Re-occupy building and assume normal duties. Reset all equipment and complete reports.

<u>**Area Warden Duties**</u>**:**

1. Don Warden equipment.

2. Communicate with Chief Warden and follow directions.

3. Evacuate staff / visitors via nearest exit. If an emergency exit is unusable, this exit should be excluded from evacuation routes.

4. Communicate with Chief Warden and advise status of situation and all personnel evacuated and accounted for at Assembly Area.

5. Re-occupy building and assume normal duties when given the 'All Clear" by Emergency Services or Chief Warden.

After Hours/Training Nights

On becoming aware of an emergency coaches/athletes will seek assistance from SNC staff either on site or on the contact lists located at the venue entry reception.

Zone Evacuation Checklist

Zone 1 & 2

Area Warden
Office Area Level 1
Zone 1

☐ Boardroom
☐ Executive foyer
☐ Kitchen
☐ Plant room
☐ Bathroom facility   1☐ 2☐ 3☐
☐ Server & stationary
☐ CEO office
☐ South facing offices
☐ Work stations
☐ West facing offices

Area Warden
Reception Foyer & Kiosk
Zone 2

☐ First aid room
☐ Injury prevention & consultancy room
☐ Program room & store room
☐ Lift
☐ Bike store
☐ Spectator amenities male
☐ Spectator amenities female
☐ Spectator amenities accessible
☐ Kiosk preparation area
☐ Venue managers office
☐ Merchandise office
☐ Reception
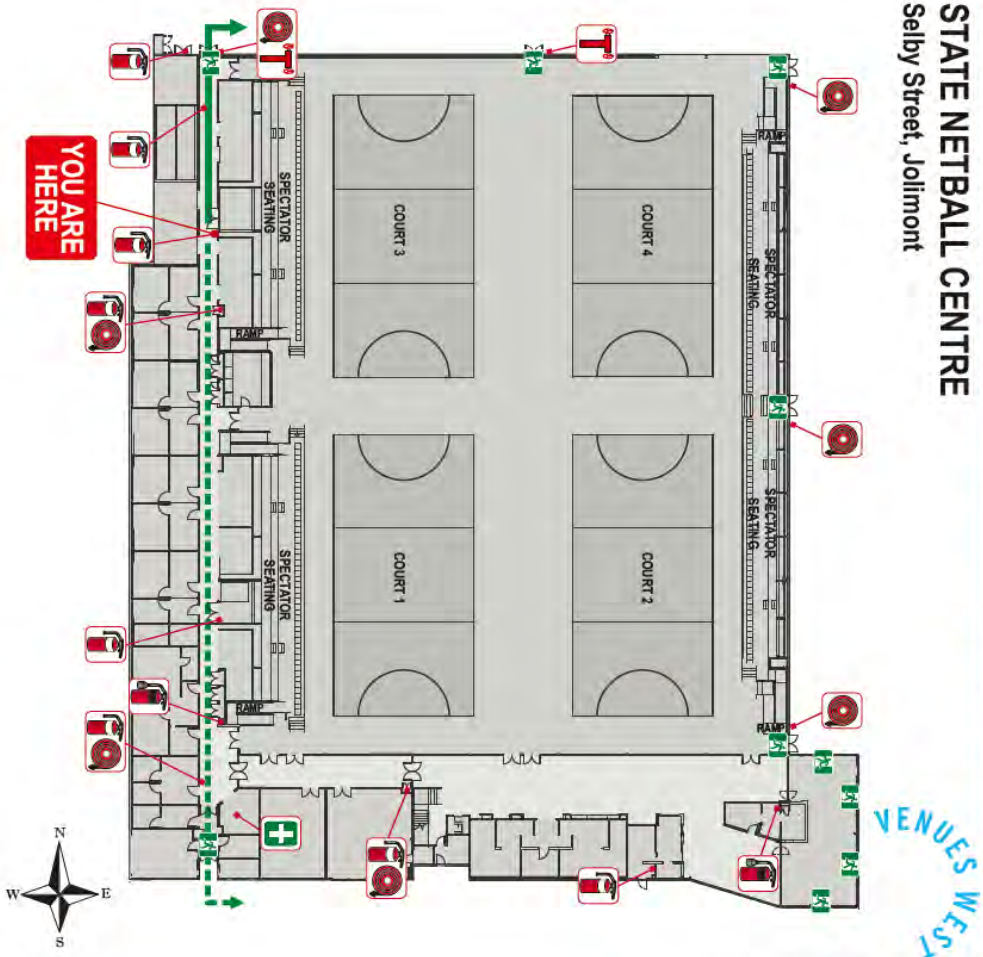☐ Reception foyer

Zone Evacuation Checklist

Zone 3 & 4

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Area Warden

Change Room Corridor

Zone 3

☐ Bins compound
☐ Delivery store room
☐ Drug test room & shower
☐ Umpires room & showers
☐ Host change room & showers
☐ Recovery room
☐ Host change room store room
☐ Plant room
☐ Change room & shower #1
☐ NWA store room - community
☐ Change room & shower #2
☐ Change room & shower #3
☐ Change room & shower #4
☐ NWA Store room resources & merch
☐ Change room & shower #5
☐ NWA store room - events
☐ Competition office
☐ Change room & shower #6
☐ Change room & shower #7
☐ Change room & shower #8
☐ Venue manager store #1
☐ Venue manager store #2
☐ Plant room
☐ Venue manager store #3
☐ Fire services room

</td><td>

Area Warden

Courts and Grandstand

Zone 4

☐ Court 1 & spectator seating
☐ Court 2 & spectator seating
☐ Court 3 & spectator seating
☐ Court 4 & spectator seating

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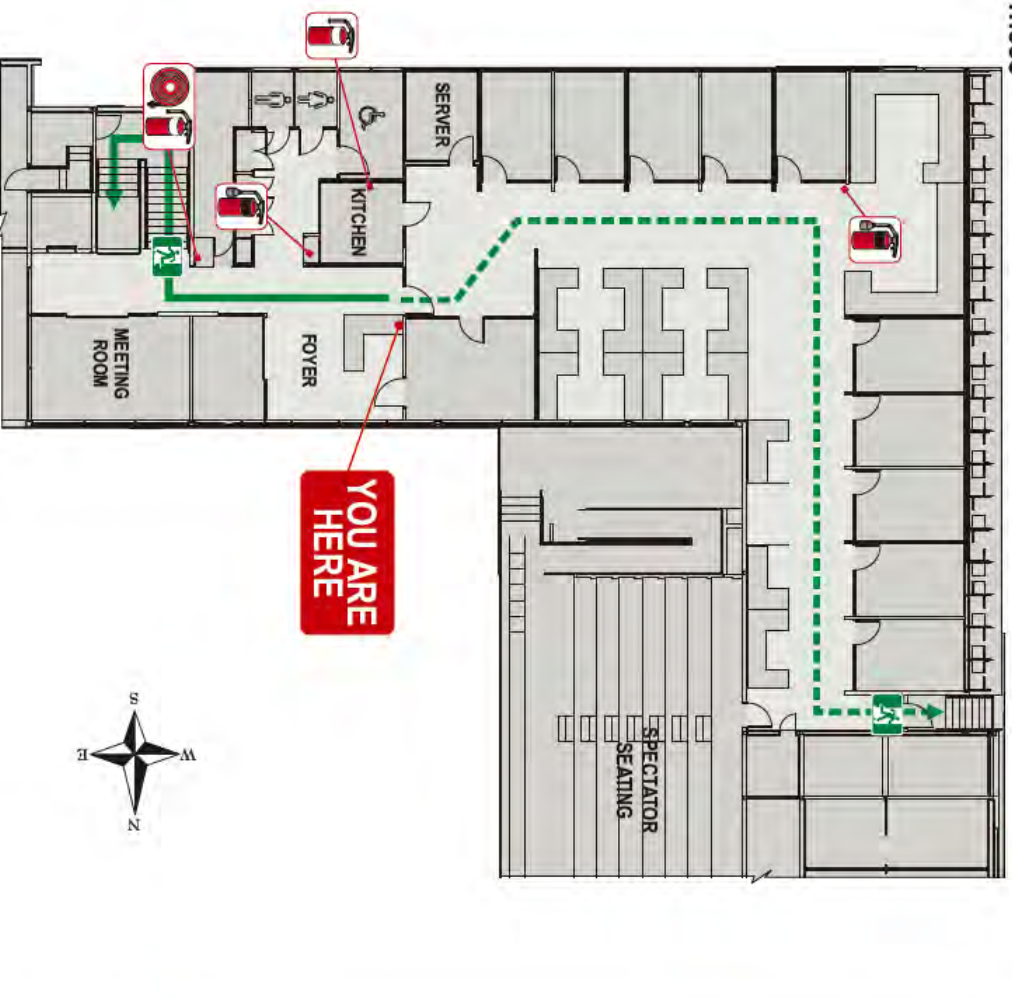
EMERGENCY EVACUATION DIAGRAM

STATE NETBALL CENTRE
Selby Street, Jolimont

EMERGENCY PROCEDURES

IN CASE OF FIRE *(Remember RACE..!)*

R REMOVE PEOPLE FROM IMMEDIATE DANGER AREA
(Do not obstruct Exits and Exit Routes)

A ALERT OTHER PEOPLE IN VICINITY OF THE FIRE
Dial 000 and ask for the Fire Brigade

C CONFINE FIRE AND SMOKE
Close doors behind you and where practicable, windows also (To contain smoke/ fire)

E EXTINGUISH/ CONTAIN FIRE
If contained and if safe to do so, operate appropriate extinguishers/ fire hose reel (EVACUATE)

Should an evacuation of the building be required, follow the exit signs to locate the nearest safe emergency exit and proceed to the designated assembly area.

EMERGENCY SERVICES

Dial 000 in first instance

POLICE
FIRE
AMBULANCE

Alert Emergency Services of location and nature of threat

SITE PLAN

SALVADO ROAD

SELBY STREET

ASSEMBLY AREA

ASSEMBLY AREA

AT THE ASSEMBLY AREA
▼ Account for people from the building.
▼ Report any person missing to the Fire Brigade/ Responding authorities.
▼ DO NOT re-enter the building until the "All Clear" is given by the responding Emergency Services.

LEGEND

Fire Hose Reel

Fire Extinguisher (Dry Chemical Powder)

Fire Extinguisher (Carbon Dioxide)

Fire Hydrant

Egress Path

Exit

YOU ARE HERE

COURT 3
COURT 4
COURT 1
COURT 2

SPECTATOR SEATING
RAMP

VENUES WEST

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EVACUATION SIGN & DIAGRAM SPECIALIST

N W E S

EMERGENCY EVACUATION DIAGRAM

STATE NETBALL CENTRE
Selby Street, Jolimont

Level 1 Offices

VENUES WEST

SERVER

KITCHEN

MEETING ROOM

FOYER

SPECTATOR SEATING

YOU ARE HERE

EMERGENCY PROCEDURES

IN CASE OF FIRE *(Remember RACE..!)*

R REMOVE PEOPLE FROM IMMEDIATE DANGER AREA
(Do not obstruct Exits and Exit Routes)

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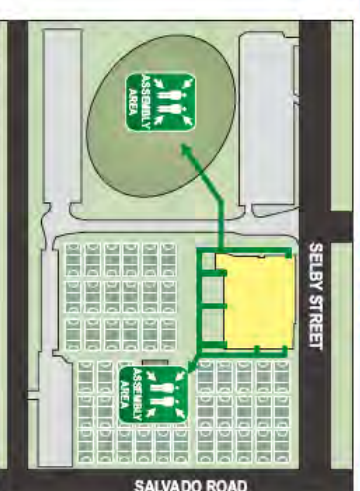
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In first instance

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SITE PLAN

SELBY STREET

ASSEMBLY AREA

ASSEMBLY AREA

SALVADO ROAD

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EVACUATION SIGNS & DIAGRAMS SPECIALIST

LEGEND

Fire Hose Reel

Fire Extinguisher (Dry Chemical Powder)

Fire Extinguisher (Carbon Dioxide)

Exit

Egress Path

Post Emergency & Debrief

Following a complete facility check and the all clear is given by Emergency Services, the Netball WA Manager Venue Operations and Planning will ensure a debriefing session is organised as soon as possible after the evacuation to identify any positive or negative facets of the procedures.

Reports and Record Keeping

Refer to Standard Reporting and Record Keeping Requirements.

Post Trauma Counseling

In the event of a major incident occurring at the SNC, staff will be provided with post trauma Counseling. This will be organised by the Netball WA Human Resources Manager.

Emergency Plan Review

To ensure the ERP remains up to date and is known by all staff, management should:

- Ensure the emergency procedures are introduced to staff at induction.
- Review the ERP.
- Include emergency procedures in staff training.
- Undertake an annual mock evacuation.

End of Document