

What is A.S. 3745:2002 and why do I need to comply with it?

The **Standard** sets out requirements for the development of procedures for the controlled evacuation of public buildings including outdoor events. An “emergency” is defined by the Standard as any event that arises internally or from external sources, which may adversely affect persons or the community generally and which requires an immediate response.

The Health (Public Buildings) Regulations 1992 require that the following premises formulate emergency evacuation plans that satisfy the relevant requirements of AS 3745:2002 and incorporate a risk management plan that has been developed in accordance with AS/NZS 4360:2004.

- **Cinemas**
- **Licensed Premises** (including cabaret licence, tavern licence, hotel restricted licence, or any other kind of hotel licence and a cabaret, hotel or tavern in respect of which a special facility licence has been granted).
- **Public events** with expected patron numbers **exceeding 1000 people**.
- **Other public events / public buildings** as required by the City of Rockingham.

The following information is designed to serve as a guide for premises and event organisers, when preparing such plans. These plans will assist you in ensuring the highest degree of safety for patrons and staff. This guide should be read in conjunction with AS 3745:2002 which can be obtained by contacting Standards Australia or by visiting the Standards Web Shop at www.standards.com.au and looking up the relevant Standard in the on-line catalogue.

The critical things that need to be covered in an Evacuation Plan -

- What can go wrong to cause an emergency?
- What action must be taken?
- Who is responsible?
- What can go wrong during the evacuation of the building or event and how it will be addressed?
- Ongoing training and education about procedures?

Steps to preparing an Evacuation Plan -

A plan must be developed for the controlled evacuation of all occupants of the Public Building or public event in the event of an emergency occurrence. This will involve the following steps:

- 1 Appointment of an emergency planning committee (EPC), who establish the emergency plan, response procedures and an ECO.
- 2 Setting up an emergency control organisation (ECO), who initiate and coordinate the correct response procedures appropriate to the emergency situation.
- 3 Preparing a plan and appropriate procedures.
- 4 Defining the responsibility and authority of designated ECO members.
- 5 Ascertaining specific requirements for relevant education and training exercises.
- 6 Determining a means of emergency warning and intercommunication system (EWIS) to facilitate communication and control of an emergency.

Forming an emergency planning committee (EPC)

An EPC must be formed from representative occupant members including the Chief Warden, Deputy Chief Warden (key members of the ECO) and others who may have relevant specialist knowledge appropriate to their selection and responsibility. The EPC must ensure that in an emergency situation, the authority of the ECO overrides normal management. The EPC is to:-

- Establish and implement emergency plans and procedures.
- Determine the number of ECO persons required and ensure they are appointed.
- Arrange training for ECO personnel and schedule evacuation exercises.
- Review effectiveness of evacuation exercises and make improvements where required.
- Determine who will implement emergency procedures.

Developing Emergency Procedures -

A hazard analysis should be undertaken with all relevant factors considered such as building characteristics, use, organisation, human resources and communications. Some risks may be identified that warrant specific procedures and specialist advice could be required in relation to some factors.

Key points to address when developing emergency procedures are:

- **Evacuation routes** - including the provision of an evacuation diagram (floor plan).
- **Persons with disabilities** - special arrangements with consultation where possible.
- **Lifts or escalators** - to be considered not useable unless emergency service directed
- **Person check** - ECO member to have zone responsibility for clearance
- **Assembly area** - to be safe distance from building, not obstructing emergency access
- **Communications** - use of existing services and alternative means upon system failure
- **Marshalling points** - may be appropriate prior to escape from building
- **Vehicle movements** - should be avoided generally during an emergency situation
- **Control point(s)** - location(s) where the Chief Warden coordinates the emergency
- **First aid provision** - to be separate and distinct from the role of a Warden
- **Emergency equipment** - to be serviceable and training provided for use
- **Life safety features** - any features such as fire compartment recognition
- **Specialised persons** - such as security staff who can fulfil a specific role
- **Other** - Control of cash or valuables and emergency services response times

Contingencies for the effects of all possible emergencies should be considered. Some examples are bomb threat, civil disorder, fire, flood, medical emergency, storm damage and terrorism.

Documenting Emergency Procedures -

The EPC is to determine the content and appropriate format for the documentation of emergency procedures, which must achieve the following:

- State clearly their purpose and scope;
- Identify building and area to which it applies;
- Relate to practical assessment of possible threats;
- Suit the building size, complexity and number of occupants;
- Define overall coordination arrangements for emergency response including the roles and responsibilities of all persons involved;
- Allow flexibility for the ECO to adapt action to suit changing emergency circumstances;
- Acknowledge hours of occupancy;
- Simple to implement, use and amend.

Emergency control organisation (ECO) structure -

An ECO must be appropriate to the building requirements and consist of the following:

- **Chief Warden** - - ECO leader with sound authority and good knowledge of the building.
- **Deputy Chief Warden** - able to fulfil the leading role in absence of the Chief.
- **Communications Officer** - clearly spoken and skilled in all communication facilities
- **Floor/Area Wardens** - responsibilities consistent with normal duties where possible
- **Wardens** - of sufficient number to assist Floor/Area Warden where required.

Note: All above positions may not be required in smaller buildings or public events.

An up-to-date register of ECO personnel must be kept, with nominated deputies to cover absences.

IMPORTANT: ECO members must have clearly defined and documented roles and responsibilities.

Members of the ECO are to be identified by a colour coding system as follows:

- Chief and Deputy Chief Warden - White
- Floor or Area Warden - Yellow
- Warden - Red

Education and training -

Successful implementation of an emergency plan and procedures requires all ECO members and others (where possible), to be aware of what is expected of them in an emergency situation. Education, training and exercises will be required, including familiarity with the following:

- Layout of the area for which they are responsible, with attention to structural details.
- Evacuation routes and safe places.
- Operation and procedures for emergency communications and alarms.
- Knowledge of disabled persons present and means of assistance.
- Location and operation of fire control equipment.
- Special procedures to protect significant items in their area.
- Existence of any dangerous goods to be isolated.

A **training program** should be developed which ensures a recognised standard of competency is attained by all ECO members. This should include:-

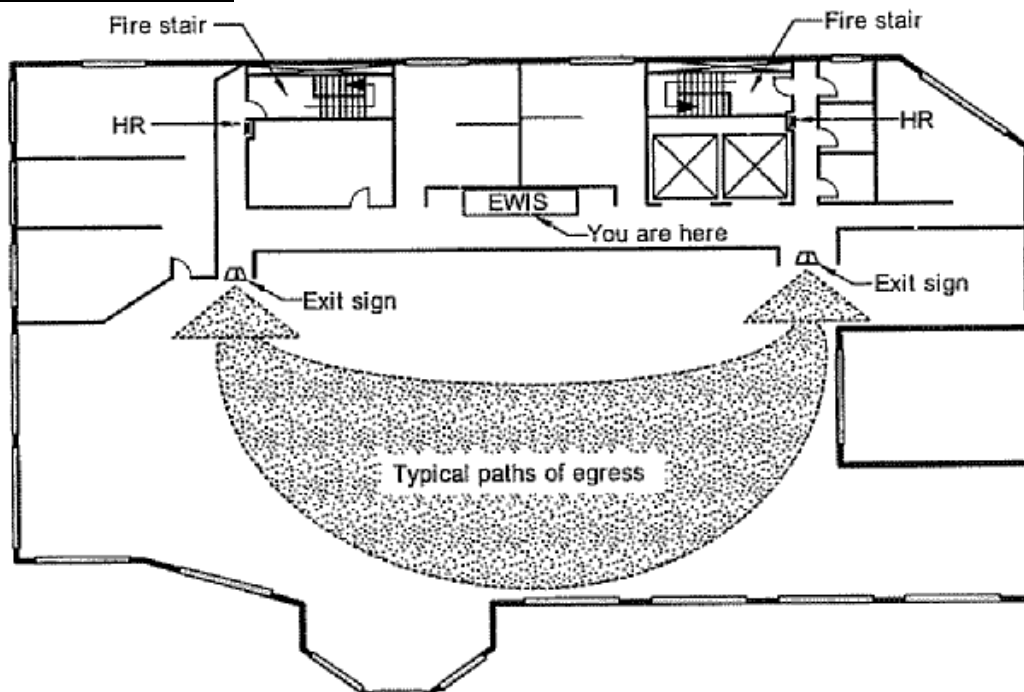
- Alarm systems and methods of raising alarm.
- Evacuation procedures.
- Location of emergency assembly areas and post evacuation actions.
- Alternatives to evacuation and non-standard means of evacuation.
- Emergency personnel identification and authorities.
- ECO team familiarity and role of members.

Evacuation exercises should incorporate a pre-op briefing and de-briefing to identify any deficiencies.

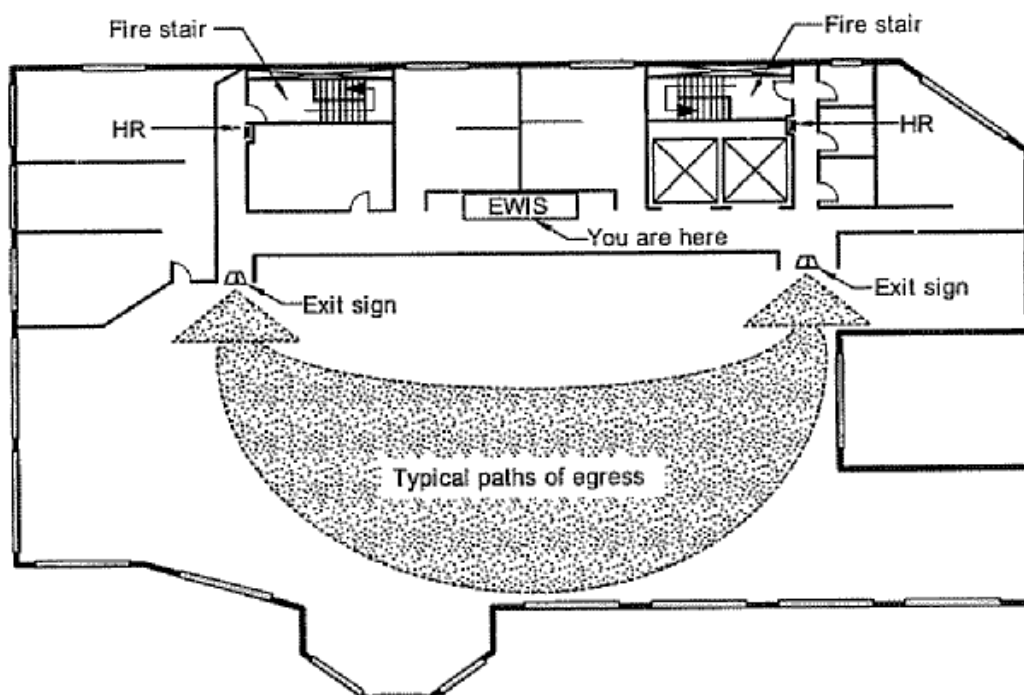
Diagrams:-

The following information extracted from AS 3745:2002 provides examples of floor evacuation and assembly location diagrams.

Typical Floor Plan



Typical Assembly location





This Guideline has been developed to assist persons in developing a plan that complies with -
AS 3745:2002.

Should you have any queries or require further information, please contact the City of Rockingham Health Services.

Phone: **9528 0315.**
Email: customer@rockingham.wa.gov.au
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