EMERGENCY EVACUATION POLICY AND PROCEDURES

Purpose

The purpose of this Emergency Evacuation Policy and Procedures is to ensure the safety and well-being of all employees, visitors, and stakeholders at Trendie during an emergency. This policy outlines the procedures to be followed in the event of an emergency that necessitates the evacuation of the premises, such as fire, chemical spills, or natural disasters. It is designed to facilitate a quick, organised, and safe evacuation, in compliance with relevant Australian legislation and regulations.

Scope

This policy applies to all Trendie locations and covers all employees, contractors, visitors, and stakeholders present on the premises. It includes procedures for various types of emergencies and details the responsibilities of staff members, including designated emergency wardens.

Legislation and Regulations

This policy is developed in accordance with the following Australian legislation and regulations:

- Work Health and Safety Act 2011 (Cth)
- Building Code of Australia (BCA)
- Australian Standard AS 3745-2010 – Planning for Emergencies in Facilities

Emergency Evacuation Principles

- **Safety First:**

  The primary objective during an emergency evacuation is the safety and protection of all individuals on the premises. Evacuation should be conducted in a calm and orderly manner to minimise risk and prevent injury.

Emerald Tower, 786 Castlereagh Heights Sydney, NSW 2000 Australia
1300 TRENDIE (1300 873 634)
info@trendie.com.au
www.trendie.com.au

- **Preparedness:**

  Trendie is committed to ensuring that all employees are trained and aware of the emergency evacuation procedures. Regular drills and training sessions will be conducted to maintain a state of preparedness.

- **Clear Communication:**

  Clear and effective communication is vital during an emergency. All instructions and announcements must be delivered in a manner that is easily understood by all occupants of the building.

- **Roles and Responsibilities:**

  Specific roles and responsibilities are assigned to ensure the effective implementation of evacuation procedures. These include designated Emergency Wardens, Chief Warden, and First Aid Officers.

Emergency Evacuation Procedures

- **Alarm Activation:**

  - Upon discovering an emergency, immediately activate the nearest emergency alarm.

  - Notify the Chief Warden or the nearest Emergency Warden of the situation.

  - Do not attempt to fight the fire or contain the emergency unless you have been trained to do so and it is safe.

- **Evacuation Process:**

  - When the alarm sounds, immediately stop all work activities and follow the instructions provided by the Emergency Wardens.

  - Proceed to the nearest safe exit in an orderly manner. Do not use elevators during an evacuation.

  - Assist individuals who may require help evacuating, such as those with disabilities or injuries.

 - Do not return to your work area to collect personal belongings.

- **Assembly Area:**

  - Proceed to the designated assembly area as indicated on the evacuation map. Remain at the assembly area until further instructions are provided by the Chief Warden or emergency services.

  - The assembly area should be at a safe distance from the building and any potential hazards.

- **Roll Call and Headcount:**

  - Emergency Wardens will conduct a roll call and headcount at the assembly area to ensure all occupants are accounted for.

  - Report any missing persons to the Chief Warden or emergency services immediately.

- **Re-entry to the Building:**

  - Do not re-enter the building until the "all clear" is given by the Chief Warden or emergency services personnel.

Roles and Responsibilities

Role	Responsibilities	Hat Colour
Chief Warden	• Coordinate the overall evacuation process. • Liaise with emergency services. • Provide instructions to Emergency Wardens and occupants. • Ensure roll call and headcount are completed.	White
Emergency Wardens	• Direct and assist occupants during an evacuation. • Ensure all areas are evacuated. • Assist individuals with special needs. • Report to the Chief Warden once areas are clear.	Red
First Aid Officers	• Provide first aid assistance if required. • Report any injuries to the Chief Warden and emergency services. • Assist with the evacuation of injured individuals.	Green
Employees	• Familiarise themselves with the evacuation procedures and assembly areas. • Follow the instructions of Emergency Wardens. • Assist others during the evacuation if safe to do so.	N/A

Evacuation Map

The evacuation map is provided below. It indicates the location of exits, assembly areas, fire extinguishers, and emergency equipment. Employees should familiarise themselves with the map and the nearest exits to their workstations.
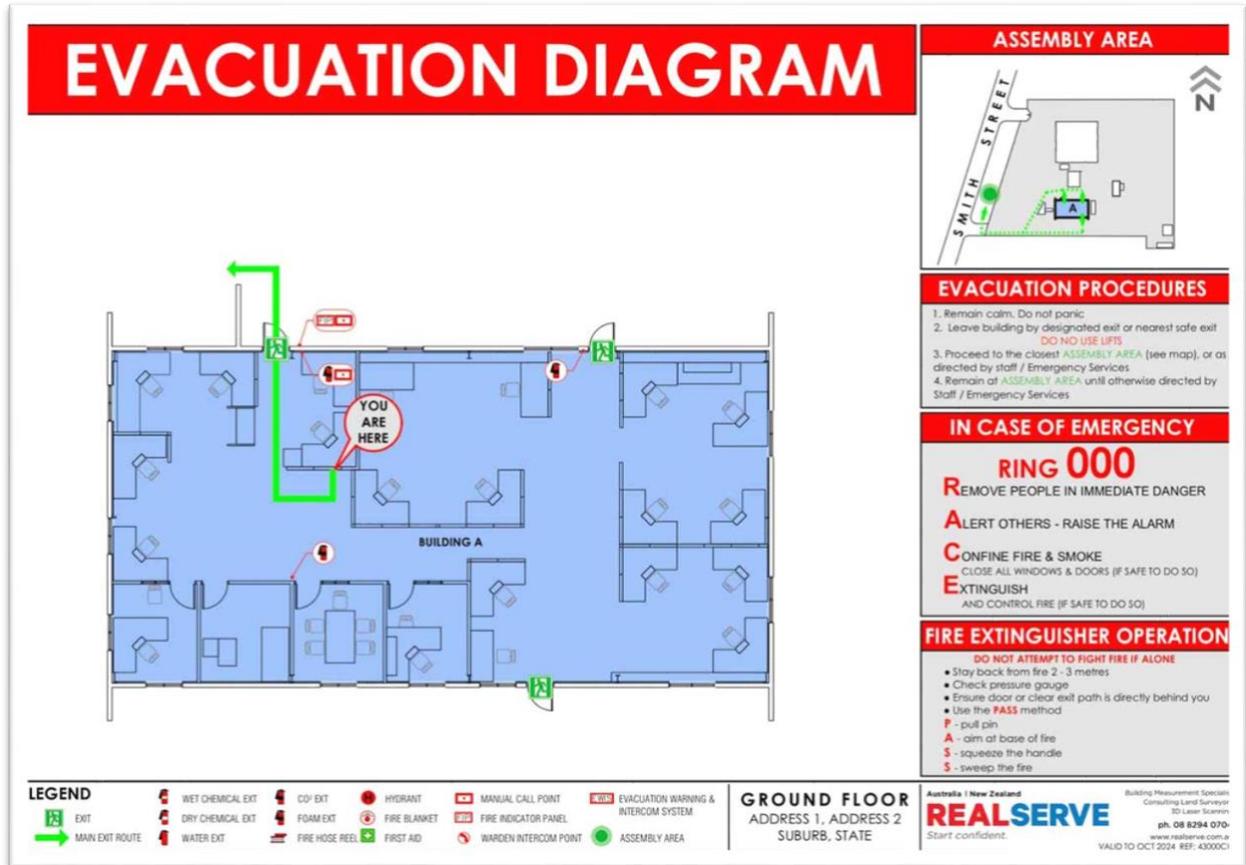
The map includes the following signs:

- **Exit Signs:** Marked with green exit symbols and arrows indicating the direction to the nearest safe exit.

- **Fire Extinguisher Locations:** Marked with red fire extinguisher symbols.

- **Assembly Area:** Marked with a green symbol, indicating the designated safe area for gathering after evacuation.

Training and Drills

- Regular emergency evacuation drills will be conducted at least annually to ensure all employees are familiar with the procedures.

- Training sessions will be provided to all new employees as part of their induction process.

- Emergency Wardens will receive specialised training in evacuation procedures and the use of emergency equipment.

Compliance and Enforcement

- Compliance with this policy is mandatory for all employees and occupants of Trendie's premises.

- Non-compliance with evacuation procedures will be subject to disciplinary action as outlined in Trendie's disciplinary procedures.

Review and Updates

- This Emergency Evacuation Policy and Procedures document will be reviewed annually or following an evacuation drill or real emergency to ensure its effectiveness.

- Updates to the policy will be communicated to all employees, and revised versions will be made accessible via the company intranet.

Implementation

- This policy will be made available to all staff via the employee handbook and company intranet.

- Emergency Wardens and Chief Wardens will be appointed and trained to ensure the effective implementation of this policy.

Conclusion

By adhering to this Emergency Evacuation Policy and Procedures, Trendie ensures the safety and well-being of all individuals on its premises. The effective execution of these procedures is critical in minimising harm and ensuring a safe environment for everyone.