

Corporate Emergency Response Training



**Emergency Readiness
Checklist**

Introduction

Enclosed is your complimentary Emergency Readiness Checklist.

This best-practice checklist will enable you to assess how well prepared you are for an emergency. It is designed to provide an overview of the key requirements for an effective emergency management program that also complies with mandatory Occupational Health & Safety legislation and Australian Standards.

It is recommended that you use the enclosed checklist to assess your Emergency Management program and then develop a plan to address any weaknesses or gaps.

The main steps when reviewing your emergency preparations are:

- Identify the program components that you need to implement or improve.
- Identify the person(s) who will be responsible for implementing that part of the program. Ensure that all individuals are aware of their responsibilities and have agreed to the assigned role.
- Identify any specific resources that will be required to complete the item in question. • Decide on an appropriate implementation schedule.

Important: the following checklist meets the requirements of Australian Standard 3745.

Please note that you may be in breach of Occupational Health Safety Regulations if you cannot answer yes to all questions in the following checklist.

For more information on our services or for assistance with the emergency requirements for your organisation, contact us by calling 0407 200 702 harry@emergencymanagement-nt.net

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This complementary checklist should be used as a guide to assess whether an Emergency Management program has gaps or deficiencies. When providing this checklist, CERT assumes that the reader is familiar with the legislative and regulatory requirements relevant to their organisation. By providing this checklist, it should be noted that CERT is not providing any form of opinion or assessment regarding the adequacy of the reader's emergency preparations.

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| Emergency Planning Committee | 1 | Has an Emergency Planning Committee (EPC) has been designated? | |
| | 2 | Does the EPC meet every six months in relation to the emergency response planning and response requirements for your facility? Are minutes taken for all EPC meetings? | |
| | 3 | Has the role of the EPC been specifically documented in your Emergency Response Plan? | |
| Emergency Control Organisation | 1 | Has an Emergency Control Organisation (ECO) been designated to co-ordinate activities in an emergency? | |
| | 2 | Is an up-to-date register of all ECO personnel kept readily available? | |
| | 3 | Have all designated emergency personnel been assigned specific roles? | |
| | 4 | Has an appropriate chain of command has been established and identified in emergency response procedures? | |
| | 5 | Have alternative personnel been identified to back-up the Emergency Control Organisation? | |
| | 6 | Do ECO personnel have coloured identifiers (hard hats or tabards) to wear during an evacuation so they are easily identified? | |
| | 7 | Have wardens have been instructed in their responsibilities with respect to 3rd parties? | |
| Emergency Management Plan | 1 | Does your organisation have a detailed emergency response plan that covers all parts of the facility? | |
| | 2 | Is the emergency response plan reviewed regularly & when site changes occur? | |
| | 3 | Is the emergency response plan reviewed following an incident or emergency? | |
| | 4 | Was a hazard analysis conducted prior to developing your emergency response plan? | |
| | 5 | Does the emergency response plan contain all necessary information as per section 2.3 of AS3745? E.g. fire evacuation, bomb threats, personal threat, medical emergencies, etc. Note: this is a regulatory requirement in accordance with the Fire & Emergency Act- NT | |
| | 6 | Does your emergency response plan detail the roles and responsibilities of the Emergency Control Organisation (ECO)? | |
| | 7 | Are emergency contact details including in your Emergency Response Plan, and are they easily accessible for the ECO? | |
| | 8 | Does your emergency response plan consider emergency response after hours? | |
| Evacuation Diagrams | 1 | Are accurate evacuation maps prominently posted in all buildings? | |
| | 2 | Do evacuation maps show exit routes, stairways, fire extinguishers, fire hose reels, fire hydrants, first aid kits? | |
| | 3 | Do they comply with the Fire & Emergency Act - NT | |

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| Assembly Areas | 1 | Is your primary assembly area in a suitable location, away from potential dangers and easily identifiable for clients? | |
| | 2 | Has a secondary assembly area been identified in case of complete evacuation? | |
| Emergency equipment and building services | 1 | Is there an adequate emergency notification and/or alarm system to evacuate staff and clients? | |
| | 2 | Can the notification and/or alarm systems be heard in all buildings? If not, are suitable alternative arrangements in place to notify staff and clients of an evacuation? | |
| | 3 | Are all emergency exits clearly labelled and kept clear at all times? | |
| | 4 | Are all emergency equipment and facilities checked on a periodic basis including fire extinguishers, hose reels, emergency lighting and alarm systems? | |
| Training | 1 | Have all Emergency Control Organisation personnel been trained in their duties as per requirements of AS3745? | |
| | 2 | Has emergency training for members of the Emergency Control Organisation been conducted by a competent person, familiar with the requirements of AS3745? | |
| | 3 | Do members of the Emergency Control Organisation receive training at least every six months covering the following: <ul style="list-style-type: none"> • OH&S requirements and current legislation. • Warden roles and responsibilities. • Building Safety • Fire drills and fire prevention measures. • Evacuation and assembly priorities and procedures. • Fire, bomb threats and other emergencies. | |
| | 4 | Have all persons working in the building undergone annual training as per Fire & Emergency Regulations | |
| | 5 | Can the above records be produced on demand | |
| | 6 | Is there a training schedule for all required training based on the annual risk assessment | |
| Evacuation Drills | 1 | Is an evacuation drill conducted annually? | |
| | 2 | Can these records be produced on demand | |

Harry Dodds

Managing Director

Corporate Emergency Response Training (CERT)

Alice Springs NT 0870 | M: 0407 200 702|

E: harry@emergencymanagement-nt.net | W: www.emergencymanagement-nt.net

