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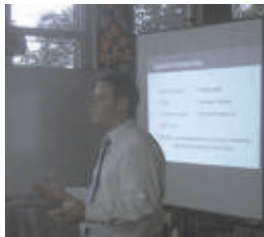
Emergency Management
Warden Training



EMERGENCY PLANNING INFORMATION PACK

Other Services

- Crisis Management ■
- Business Continuity ■
- Strategic Security ■
- Scenario Training ■
- Media Training ■
- Web-based Applications ■



The safety of your Workplace is your responsibility.

Ask yourself the following questions:

- ***Does your organisation have an up to date Emergency Management Plan?***
- ***Has your plan been tested and assessed in the last 12 months?***
- ***Do you have Wardens ready to act in an emergency?***
- ***Was your entire organisation involved in at least one evacuation exercise in the last 12 months?***

If you can't answer yes to all of these questions you do not comply with Australian Standard AS3745 *Emergency Control Organisation and Procedures for Buildings, Structures and Workplaces*. You may also be risking a breach of the Occupational Health and Safety Act by not providing a safe workplace.

EMQ assists you to create a safe environment for staff and visitors by individually tailoring Emergency Management Packages to suit your specific needs.



EMQ's Approach to Emergency Management



Following a site visit to determine the adequacy of any existing procedures and building safety systems, we develop a customised Emergency Management package, in consultation with key staff and in line with Australian Standards.



A



EMQ's unique Emergency Procedure Manuals include:

- Location specific, easy to read and practical Emergency Procedures
- A design that incorporates both a reference manual and a response tool for the Chief Warden during an emergency situation
- Ready made checklists for the management of emergencies and evacuations
- Emergency Contacts List
- The ability to hold additional information (e.g. Maps, checklists and Material Safety Data Sheets)
- Presentation in a highly visual, colour-coded flip chart style
- Sturdy weather resistant construction

“Helping provide an environment where everyone can feel safe”



EMQ's Tailored Training Sessions Provide:

- Skilled, industry experienced facilitators
- Single 2 hour interactive presentation including comprehensive coverage of identified potential emergencies:
 - ☑ Identification of emergency conditions
 - ☑ Evacuation procedures
 - ☑ Dealing with the stress of emergency situations
 - ☑ Warden and Staff duties and responsibilities
 - ☑ Initial response to fire emergencies and fire fighting equipment (theory only)
 - ☑ The role of the Emergency Services
- Delivery via multimedia components which promote information retention
- Complies with Australian Standard AS 3745



Coordination and Evaluation of a Full Scale Evacuation Exercise

- Individual scenarios can be developed to provide your staff with experience of likely eventualities
- Written training report provided
- Complies with Australian Standard AS 3745

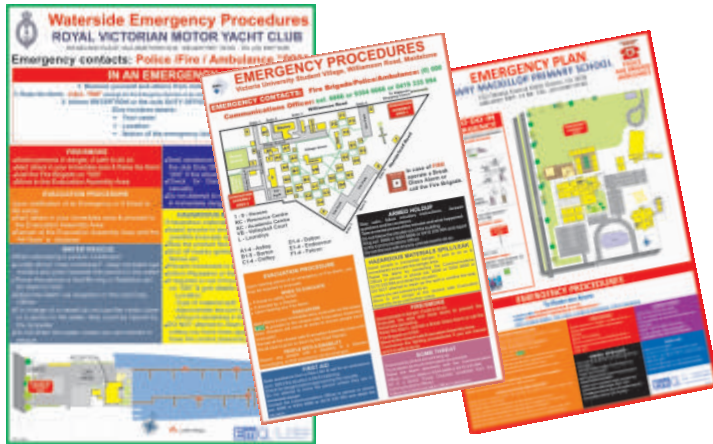


EVACUATION CHARTS

EMERGENCY CONTROL ORGANISATION (ECO)

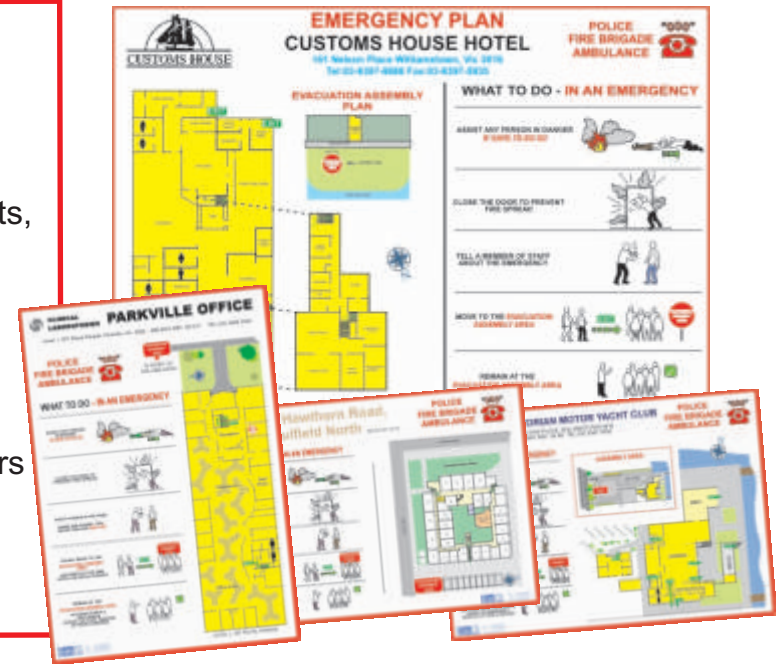


EMQ's diagrams and visual aids are both informative and eye catching. The full colour charts allow the site and its landmarks to be immediately recognisable and child friendly.



Evacuation Wall Charts

- A3 (42cm x 29cm)
- Full colour
- Laminated
- Depictions of building footprints, landmarks and designated Evacuation Assembly Areas
- Ideal for exhibition in public areas.
- Immediately recognisable illustrated Standard Fire Orders
- Satisfies Australian Standard AS 3745



Classroom Emergency Procedure Summary Charts

- A4 (21cm x 29cm)
- Full colour
- Laminated
- Key elements of the Emergency Procedures are included offering regular reminders for staff and ensuring consistency in an emergency
- Colour coded to the Australian Standards



Pocket Sized Emergency Procedure Summary Cards

- Business Card (5.5cm x 9.1cm)
- Full colour
- Key elements of the Emergency Procedures including the notification process, when to evacuate and the location of the Assembly Area.
- Ideal induction tool for Staff, Visitors and Contractors



"..... Immediately recognisable and child friendly"

WARDEN DUTY CARDS

EMERGENCY CONTROL ORGANISATION (ECO)



Seeing the Bigger Picture

In an emergency the Chief Warden needs a clear picture of your site;

- has everyone evacuated?
- is the building clear?
- do people require rescue?
- do Wardens understand their role and are they covering all the bases....?

EMQ develops Warden Duty Cards dividing the site into manageable areas:

- Ensuring the safety of all areas is considered during an emergency
- Prompting Wardens of the tasks to be undertaken
- Delivering a status report of each area to the Chief Warden on the cards' return

Warden Duty Cards

- A5 (21cm x 15cm)
- Full colour
- Laminated
- Diagrams breaking your site into manageable areas for which each Warden will be responsible for
- List of duties to perform in an emergency assists Wardens in a stressful event

WARDEN DUTIES

- Don **Red Helmet**.
- Advise Teachers to evacuate students.
- Assist Teachers in directing students to a designated exit.
- Search areas as illustrated on the back of this card in **Green**, in toilets, classrooms, etc., to ensure that all teachers and students are evacuated.
- Close and place a "Room Checked" post-it note on the door of rooms cleared.
- Assist teachers in evacuating disabled people.
- Once the evacuation and search is complete, report to the Chief Warden via the Classroom Intercom System, the Communications Officer at the Emergency Control Point. Give details of any missing teachers and students or those requiring evacuation assistance.
- Go to the closest safe Evacuation Assembly Area and remain there until the all clear is given by the Chief Warden.

WARDEN DUTIES



"Do your Wardens understand their role?"



Warden Utilities Pack

Wardens must be immediately recognisable and heard during an emergency to enable them to take control. The Warden Pack identifies the wearer from others, removing confusion and allowing them to carry out their duty as a Warden.



Each Pack Contains



Helmet (with title)

Identifies the warden to everyone including the Emergency Services



Whistle

For attracting attention



High Visibility Warden Tabard

For visual awareness



Printed "Room Checked" Post-it-notes

Placed on the doors of cleared rooms



Utility Bag (colour to suit role)

To store all of the above, and worn for visual awareness

2 Way Radios

Contact us for Price & Availability

Good communication is essential between the members of your Emergency Control Organisation. The Chief Warden needs to be in constant contact with their team; 2 way radios are a simple and cost effective solution.

EMQ can provide the most appropriate units to suit your needs.



"Providing Wardens with the essentials they need during an Emergency"