



CRISIS & EMERGENCY MANAGEMENT

EMERGENCY MANAGEMENT SERVICES:

- Emergency Management Planning
- Warden & Staff Training
- Evacuation Exercises
- Evacuation Charts & Visual Aids
- Warden Response Packs
- Fire Extinguisher Training
- Compliance Auditing



Are you prepared for any emergency? Does your emergency preparedness need assessing or maintenance? EMQ can help you.

EMQ will lead you through every step required to establish or maintain an effective Emergency Management System with the procedures and capability to respond to emergency situations by:

- Creating a comprehensive customised emergency management system for your workplace
- Training your teams so they are ready to act in an emergency
- Annually conducting, assessing and reporting on evacuation and lockdown exercises.
- Testing and assessing your plan and preparedness annually

With our help you can be confident that your responsibility for the safety and protection of staff, students and visitors in the event of an emergency will be met

Training & Exercises

Prepare Your Teams to Respond

Introduction

Training your staff in how to respond to an emergency situation is an essential part of being prepared for such an event.

EMQ's highly respected training package includes:

- Use of attractive and easy to follow multimedia formats
- Delivery by skilled, industry experienced facilitators
- Full compliance with Australian Standard AS 3745
- A certificate and warden manual issued to all attendees on completion of training
- Opportunities to consolidate learning through scenario training and drills



Warden Training Presentations

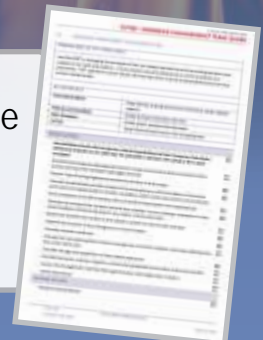
EMQ facilitators conduct introductory, scenario based and fire extinguisher training covering the principles of emergency preparedness, the Emergency Control Organisation and roles and responsibilities during an emergency.

- Relaxed and informal style of delivery encouraging participation by all
- Use of multimedia materials to assist learning process
- Certificate on completion of session



Emergency Management Plan Training

Intended for the school leadership team, this training provides an overview of the Emergency Management Plan's purpose and scope. Role holders are instructed in the activation, escalation and Emergency Management processes, including individual roles and associated plan tools followed by a desktop scenario.



Evacuation & Lockdown Exercises



Evacuation and lockdown exercises test your ability to respond to an emergency by following procedures that ensure the safety of staff and visitors.

EMQ consultants allow you to make the most of your evacuation exercise by facilitating, monitoring and evaluating your performance throughout, against the written procedures stated in your Emergency Procedures.

We provide:

- Individual and realistic scenarios relevant to your environment
- On the spot advice and assistance to ensure the exercise is conducted safely
- Immediate debrief session to absorb lessons learnt from the experience
- A written report evaluating your performance and making constructive recommendations
- Compliance with Australian Standard AS 3745

Wall Charts & Visual Aids

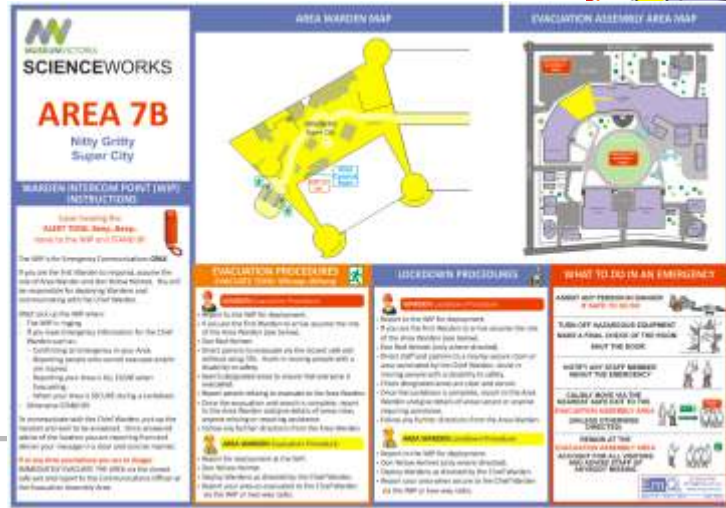
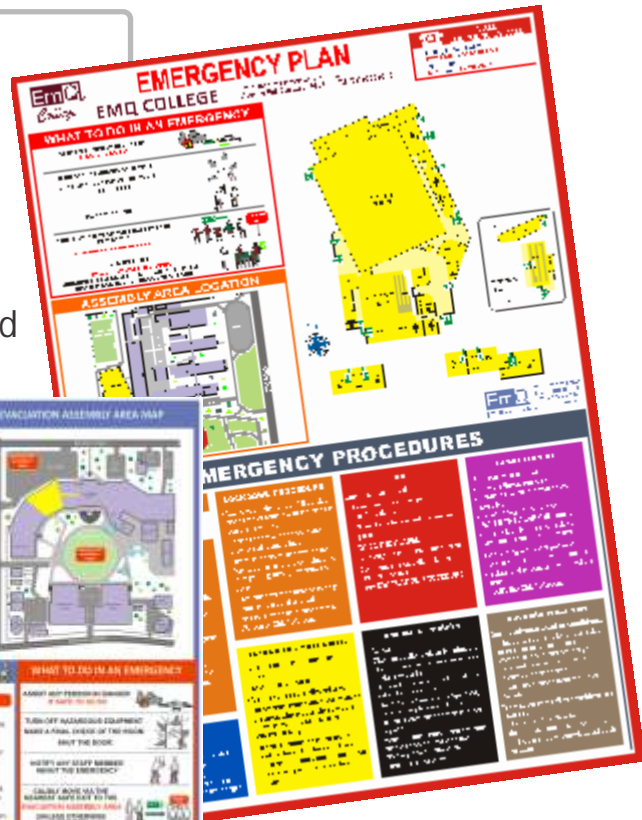
Eye Catching Emergency Information

Introduction

EMQ will create for your school informative and eye catching visual aids to provide visitors, staff, students and the warden team with readily available emergency information and a clear picture of the site.

EMQ's full colour wall charts and diagrams will detail your school's evacuation routes, Evacuation Assembly Areas and a summary of what to do in an emergency.

All of our visual aids are produced individually for your school and are drawn to the highest standard, making these an outstanding feature of our service.



Warden Duty Cards

Seeing the Bigger Picture. In an emergency the Chief Warden needs a clear picture of your school;

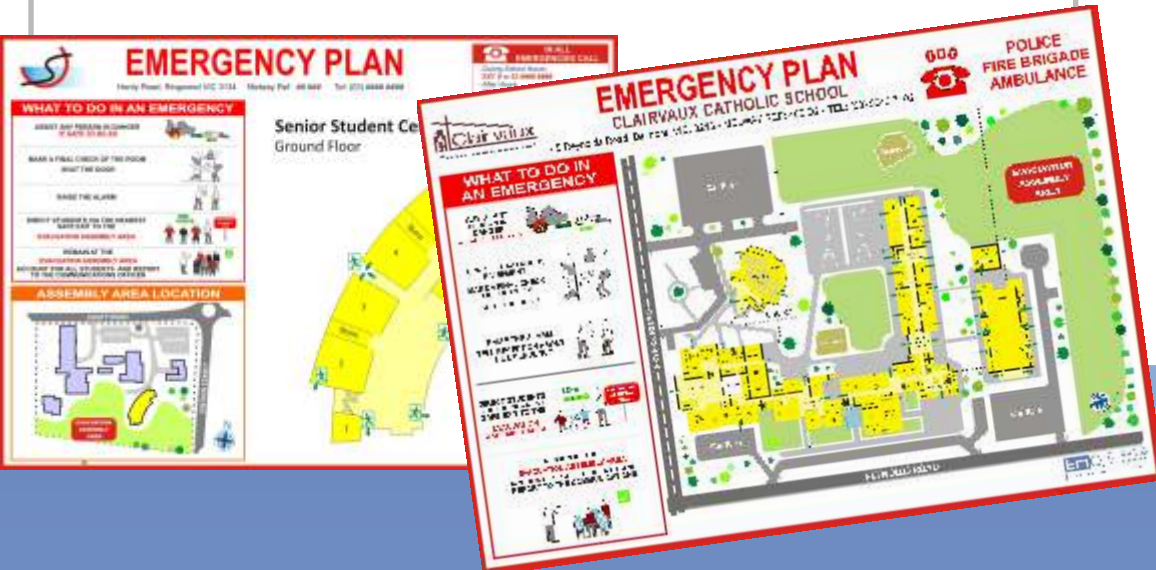
- has everyone evacuated?
- is the building clear?
- do people require rescue?
- do Wardens understand their role and are they covering all the bases?

Warden Evacuation Duty Cards are diagrams breaking your site in to manageable search areas and include a list of duties for which each warden is responsible for assisting Wardens in a stressful event.



Evacuation Wall Charts

Evacuation wall charts are depictions of building footprints, landmarks and designated Evacuation Assembly Areas. These illustrated standard fire order charts are ideal for exhibition in public areas as they are immediately recognisable.



Procedure Summary Charts

Area or classroom Emergency Procedure Summary Charts include key elements of the Emergency Procedures offering regular reminders for staff and ensuring consistency in an emergency. As with the Emergency Procedures folder, the charts are colour coded to the Australian Standard.



Pocket Sized Procedures

Pocket sized emergency procedure summary cards are full colour, business card sized (5.5cm x 9.1cm) procedures. Small enough to keep in your wallet or purse, they contain key elements of the Emergency Procedures including the notification process, when to evacuate and the location of the Evacuation Assembly Area. They are an ideal induction tool for staff, visitors and contractors.



Your visuals will ensure there is a consistent response to emergencies - from visitors through to the Chief Warden

Warden Utilities

Be Seen & Be Heard

Warden Response Packs

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

Each pack contains;

- Helmet (with title)
- Whistle
- High Visibility Vest
- "Room Checked" Post-it-notes
- Utility Bag (position title and colour to suit role)



Two-Way Radios

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.



EMO can provide the most appropriate units to suit your needs. Contact us for a price and availability.



In any Crisis or Emergency situation, clear communications are critical

Multi-year Packages

Packages To Suit Your School Budget

Initial Setup

Typical Initial Setup ensures full compliance with Australian Standard AS 3745. Setup includes:

- Emergency procedure manuals
- Emergency Control Organisation (Warden) training
- Coordination and evaluation of a full scale evacuation exercise
- Full colour evacuation wall charts
- Full colour classroom emergency procedure summary charts
- Full colour Warden duty cards
- Full colour pocket sized procedures

Annual Maintenance

Annual Maintenance ensures continued compliance with Australian Standards AS 3745 & AS 1851.

Maintenance includes:

- A detailed audit of the performance and state of readiness of the Emergency Control Organisation and it's ancillary tools
- Warden training
- A full scale site evacuation or lockdown exercise

Multi-Year Packages

Our Multi-Year Packages allow you to spread payments evenly across your annual budgets fixing our prices at their current rates and ensure continuing compliance with Australian Standard AS 3745.

PACKAGE	ANNUAL COST
1 Year Package 1 x Initial Setup	We have designed packages to fit the budget of Schools from 30 to 2000+ students Please contact us for a personalised quote
2 Year Package 1 x Initial Setup 1 x Annual Maintenance	10% Discount of Services Please contact us for a personalised quote
3 Year Package 1 x Initial Setup 2 x Annual Maintenance	13% Discount of Services Setup costs advertised over the package period Please contact us for a personalised quote
4 Year Package 1 x Initial Setup 3 x Annual Maintenance	
5 Year Package 1 x Initial Setup 4 x Annual Maintenance	

Our Packages are flexible - please contact us for a personalised quote

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Proudly Servicing:

- Academy of Mary Immaculate - Fitzroy
- Al - Taqwa College - Truganina
- Andale School - Kew
- Billanook College - Mooroolbark
- Brauer College - Warrnambool
- Box Hill Institute
- Camberwell Grammar School
- Catholic College - Bendigo
- Catholic College - Wodonga
- Catholic Regional College - Caroline Springs, Melton, St Albans, Sydenham
- Christ The Priest - Caroline Springs
- Clairvaux Catholic School - Belmont
- Corpus Christi School - Kingsville
- Corpus Christi School - Werribee
- Craigieburn Education Complex
- Diamond Valley College
- Diamond Creek East Primary School
- Craigieburn Education Complex - Craigieburn
- Galilee Regional Catholic Primary School - South Melbourne
- Geelong Lutheran College
- Genazzano FCJ College - Kew
- Glen Katherine Primary School - Eltham North
- Good News Lutheran - Werribee
- Good Shepherd College - Hamilton
- Hawkesdale College
- Holy Cross Primary School - New Gisborne
- Holy Eucharist Primary School - Malvern East
- Holy Eucharist School - St Albans
- Holy Name School - Preston East
- Holy Spirit Parish School - Manifold Heights
- Holy Spirit School - Ringwood North
- Holy Rosary - Heathcote
- Holy Rosary - White Hills
- Holy Trinity Lutheran School - Horsham
- Immaculate Heart of Mary - Newborough
- Kolbe Catholic College - Greenvale Lakes
- Koroit & District Primary School
- Loreto College - Ballarat
- Luther College - Croydon
- Marian College - Ararat
- Marian College - Sunshine West
- Mary MacKillop - Keilor Downs
- Monivae College - Hamilton
- Mother Theresa Catholic Primary School - Mount Ridley
- Nagle College - Bairnsdale
- Nazareth School - Grovedale
- Nhill Lutheran School
- Our Lady of Good Counsel - Deepdene
- Our Lady of Perpetual Help School - Ringwood
- Our Lady of Pines School - Donvale
- Our Lady of Southern Cross Primary School - Wyndham Vale
- Our Lady Star of the Sea - Ocean Grove
- Port Fairy Consolidated School
- Presentation College - Windsor
- Queen of Peace - Altona Meadows
- Rossbourne School - Hawthorn
- Sacred Heart College - Geelong
- Sacred Heart Primary School - Preston
- Sacred Heart Primary School - Colac
- Sacred Heart Primary School - Newport
- Sacred Heart School - Kew
- School of The Good Shepherd - Gladstone Park
- Southwood Boys Grammar - Ringwood
- Ss Michael & John's - Horsham
- St Agatha's Primary School - Cranbourne
- St Aloysius Primary - Caulfield
- St Aloysius Primary - Queenscliff
- St Andrews Primary School - Clayton
- St Andrew's School - Werribee
- St Ambrose Primary School - Woodend
- St Anne's School - Park Orchards
- St Anthony's Primary School - Alphington
- St Anthony's Primary School - Glen Huntly
- St Anthony's Primary School - Lara
- St Augustine's Primary School - Keilor
- St Bede's Primary School - Balwyn North
- St Bernard's Primary School - Coburg East
- St Brendan's Primary School - Flemington
- St Brigid's College - Horsham
- St Brigid's School - Gisborne
- St Brigid's School - Mordialloc
- St Catherine's Primary School - Melton West
- St Catherine's Primary School - Berwick
- St Carlo Borromeo Primary School - Greenvale
- St Claire's Primary School - Thomastown
- St Christopher's Primary School - Airport West
- St Columba'a College Ltd - Essendon
- St Dominic's Primary School - Camberwell
- St Francis of Desales - Lynbrook
- St Francis of Assisi School - Mill Park
- St Francis Xavier - Box Hill
- St George Preca Catholic Primary School - Caroline Springs
- St Helena Secondary College - Eltham North
- St James the Apostle - Hoppers Crossing
- St John's Lutheran Primary School - Portland
- St John's Lutheran Primary School - Geelong
- St Joseph's College - Echuca
- St Joseph's Primary School - Elsternwick
- St Joseph's Primary School - Chelsea
- St Joseph's Primary School - Hawthorn
- St Joseph's Primary School - Malvern
- St Joseph's Primary School - Mernda
- St Joseph's Primary School - Quarry Hill
- St Kevin's Primary School - Hampton Park
- St Kieran's - Moe
- St Killian's Primary School - Bendigo
- St Lawrence Primary School
- St Liborius Primary School - Bendigo
- St Louis De Montfort's - Aspendale
- St Mark's Parish Primary School - Fawkner
- St Mark's Primary School - Dingley
- St Martin De Porres - Laverton
- St Mary's - East St Kilda
- St Mary Magdalen's School - Chadstone
- St Mary's Primary school - Colac
- St Mary's Primary School - Ararat
- St Mary's Primary School - East Malvern
- St Michael's Primary School - Ashburton
- St Michael's Primary School - North Melbourne
- St Monica's - Kangaroo Flat
- St Patrick's - Kilmore
- St Paul's Kealba Catholic School - Kealba
- St Paul's Primary School - Bentleigh
- St Paul's School - Sunshine West
- St Peter's Lutheran Primary School - Dimboola
- St Peter's Primary School - Epping
- St Peter's Primary School - North Bendigo
- St Philip's Primary School - Blackburn North
- St Raphael's School - Preston West
- St Therese Primary School - Cranbourne
- St Therese Primary School - Kennington
- St Therese Primary School - Torquay
- Sunbury College
- Sunshine Harvester Primary School - Sunshine
- Sunvale Primary School - Sunshine
- Tarrington Lutheran School
- The Kilmore International School
- Tintern Grammar Schools - Ringwood East
- Trinity Catholic School - Richmond North
- Trinity College - Colac
- Trinity College - Parkville
- Warrnambool College
- Warrnambool Special Developmental School
- Warringa Park School - Hoppers Crossing
- Yarra Valley Grammar - Ringwood

Our Other Services

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