

EMERGENCY PROCEDURES

Facilitator Guide



Timings	Facilitator Notes	Resources
30 mins	Discuss learning outcomes and assessment criteria for the Emergency Procedures module.	Slide 1 Slide 2
	DISCUSS <i>Refer Student Notes – emergency planning – the PCBU's and occupiers duty</i> Discuss the PCBU's and occupiers duty in relation to emergency planning including how emergency is defined within the module. EXPLAIN Explain that the <i>Building Fire Safety Regulation 2008</i> and the <i>National Construction code</i> run closely alongside the WHS Legislation and that most information will be found within their legislation. Participants should refer to the QLD Fire and Emergency Services (QFES) website. ASK Why do we have to address 'Emergency Procedures'? Ask students to give examples of what can happen if there is no procedure and no preparation for the control of emergency situations. Provide participants with the Safe Work Australia Emergency Plans Fact Sheet to provide additional guidance as they work through this module	Slide 3
	DISCUSS <i>Refer Student Notes – Emergency plan</i> <i>Refer WHS Regulation 2011 - s43</i> <i>Refer Safe Work Australia Emergency Plans Fact Sheet</i> Discuss the emergency plan and requirements using the Safe Work Australia Emergency Plans Fact Sheet. Refer to WHS Regulation s43 for definition of emergency plan. EXPLAIN Explain that certain workplaces must provide the emergency plan to emergency services.	Slide 4 Slide 5 Slide 6

	DISCUSS <i>Refer Student Notes - Records</i> Discuss that the <i>Building Fire Safety Regulation 2008</i> specifies record keeping requirements for emergency planning and participants should refer to this legislation	Slide 7
	EXPLAIN <i>Refer Student Notes – Fire Safety Advisor</i> Explain to participants the following building classifications: • Class 2 : is a residential building containing 2 or more apartments or units. • Class 3 : is a residential building such as a residential part of a motel, hotel or resort. • Class 5 : is an office building. • Class 6 : is a shop or other part of a hotel. • Class 7b : is a storage facility or display area. • Class 8 : is a laboratory or a factory. • Class 9a : is a health care building. • Class 9b : is an assembly building such as a night club. Advise participants these classifications are specified by QLD Fire and Emergency Services (QFES). Highlight that the FSA does not need to be a member of staff but it is recommended. ASK Ask participants to ascertain what their workplace might be classified as. Does their workplace fit the requirements of a high occupancy building? ASK Ask participants if they can think of any examples where the FSA may not be a member of staff	Slide 8 Slide 9
	EXPLAIN <i>Refer Student Notes – Roles of the emergency control organisation (ECO)</i> Explain the role of an Emergency Control Organisation (ECO) and their duties during an emergency including Head Warden and Area wardens and their roles.	Slide 10

	Highlight that the primary duty of the eco is not to combat emergencies, but to ensure, as far as reasonably practicable, the safety of all persons and the orderly evacuation from the danger zone.	
	DISCUSS <i>Refer Student Notes – Procedures for fire fighting</i> Discuss procedures for firefighting and examples of procedures including fire prevention checklist. Highlight to participant's that these are EXAMPLES only.	Slide 11
	EXPLAIN Explain to participants that additional information for emergency procedures will need to be located from within the WHS Legislation, the Building Fire Safety Regulations and other sources as this is an overview only. Highlight to participants that there is specific legislation regarding emergency procedures relating to confined spaces. Attachment: Safe Work Australia Emergency Plans Fact Sheet	-

Version	Date	Author
1	30/06/2018	WHSQ