

Perth Institute of Contemporary Arts

# **EMERGENCY PROCEDURES**

## **Incorporating BECO and EVACUATION PROCEDURES**

**August 2007**

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## Emergency Procedures Overview

### Definitions

Australian Standard 3745-2002 defines an emergency as “any event that arises internally or from external sources which may adversely affect the safety of persons in a building or the community generally and requires an immediate response by the occupants”. In regards to North Melbourne, an emergency may develop from a number of sources including fire, bomb threat, leakage of gas or chemicals, civil disturbance, armed robbery, or disturbed client or staff member.

The first responsibility of all members of the Emergency Control Organisation (ECO) is to ensure that life safety takes precedent over asset protection (AS3745-2002)

Each officer in the ECO shall have clearly defined duties and responsibilities, as follows;

- (a) Chief Warden - On becoming aware of an emergency, the Chief Warden shall take the following actions;
  - (i) ascertain the nature of the emergency and determine appropriate action
  - (ii) ensure that floor floor/area wardens are advised of the situation
  - (iii) if necessary initiate an evacuation and control entry
  - (iv) ensure that any actions taken are recorded in an incident log
  - (v) brief the emergency services on their arrival
- (b) Deputy Chief Warden. The Deputy Chief Warden shall assume the role of the Chief Warden when the Chief Warden is not available.
- (c) Communications Officer – shall take the role of ensuring notification of emergency services and recording all proceedings
- (d) Floor/Area Wardens – Their role is to follow the instructions of the Chief Warden and, on being made aware of an emergency situation carry out the duties as detailed.

Emergencies by there very nature can vary both in type and intensity. Whilst the most common emergency is generally fire other emergencies may include:

- Flood
- Armed/aggressive intruder
- Bomb threat
- Toxic gas release
- Explosion
- Medical emergency

Response to situations vary

#### **THREAT**

Fire/Smoke

#### **DOORS/WINDOWS**

Close

Bomb Threat	Open (except fire stairs)
Suspect Mail	Close (except fire stairs)
Toxic Emission	Close

### **Assessment**

In any emergency, an assessment must be made as to the seriousness of the situation and the appropriate action that should be taken. It must be remembered that an evacuation may not be required or, in fact may not be the best option, depending on circumstances.

Factors, which must be immediately considered to determine the level of action and priorities, are:

- Location and extent of emergency
- Proximity of flammable liquids/gases and other flammable materials or suspect items (in case of bomb threats)
- If toxic emission is present, evacuation must be away from direction of toxic emission
- Whether it is safe to try and extinguish a fire or retard smoke penetration
- The nature and extent of injured persons in the danger area and whether those present are capable of evacuating all personnel including persons with disabilities in danger
- The nearest safe exit route

### **B.E.C.O.**

**(Building Emergency Control Organisation)**

### **Overview of Responsibilities**

The Building Emergency Control Organisation is composed of Wardens drawn from PICA Staff and volunteers.

The responsibilities of the B.E.C.O. during an emergency are:

- To ensure that life safety takes precedent over asset protection
- To conduct (where necessary) an orderly evacuation of the building's occupants to a safe place of assembly.
- Assist members of the public who may require special assistance.
- To assist responding Emergency Services.
- To operate portable fire extinguishing equipment in the building if safe and trained to do so.

### **B.E.C.O. Structure and Functions**

The Building Emergency Control Organisation consists of:

Chief Warden	(WHITE HELMET)
Deputy Chief Wardens	(WHITE HELMET)
Area or Floor Wardens	(YELLOW HELMET)
Wardens	(RED HELMET)

- a list of such persons is to be posted and kept up-to-date in the Administration Office.

*It should be clearly understood that the primary duty of wardens is not to combat emergencies, but to ensure that the emergency services have been notified and that all occupants are moved to a safe place.*

## Emergency Control Organisation Responsibilities

- Establish Emergency Evacuation Procedures
- Maintain regular review of procedures
- Co-ordinate B.E.C.O. Training procedures
- Develop Disaster Recovery Procedures
- Establish quarterly Management meetings
- Organise Incident reporting system
- Organise Media/Staff/Relatives release system

## Master Emergency Control Point (MECP)

The MECP is the Fire Detection and Evacuation System Control Panel off the foyer on the Ground Floor. This is the point that the Chief Warden shall use as the control point for emergencies. Located at the MECP is the public address and evacuation warning system. In alignment with common industry practice, there are number of stages to an evacuation. These may range from a partial to a complete evacuation depending upon circumstances. In fact, in some circumstances, an evacuation may **not** be the best solution to an emergency. An example of this would be a bomb threat or toxic gas release.

## Stages of Evacuation

<b>Stage 1:</b>	Immediate:	Away from immediate danger
<b>Stage 2:</b>	Lateral:	Laterally to a safe area
<b>Stage 3:</b>	Partial:	Evacuation of parts of PICA
<b>Stage 4:</b>	Total:	Total evacuation of PICA

In the event of a total evacuation warning, all persons are to immediately evacuate away from the danger area by the nearest and safest route to the designated assembly area.

If further evacuation is required, that is away from assembly area, all people are to remain under the control of an Area Warden.

## Evacuation Assembly Areas

### PRIMARY

**Perth Cultural Centre outside main entrance to State Library**

## **SECONDARY**

### **Perth Cultural Centre outside Art Gallery Administration**

NOTE: Entry and re-entry are forbidden until authorised by the Officer-In-Charge of the attending Emergency Services.

## **Chief Warden Responsibilities**

### **Day-to-day responsibilities**

- Maintain a current Warden register
- Update warden register on a monthly basis
- Manage six-monthly evacuation warning tests
- Maintain six-monthly alarm test result register
- Maintain communication with training consultant
- Ensure new wardens are issued with relevant resources (manual I.D. helmet torch etc)
- Ensure telephone has been provided with adequate instruction to handle emergency calls
- Check the B.E.C.O. equipment such as I.D. helmets, torches, etc are properly located and maintained
- Torch batteries are to be replaced at least every six months where applicable.
- Check that portable fire-fighting equipment such as fire extinguishers, hose and hose reels are located as per the relevant Standard

### **During An Emergency**

- On receipt of an alarm, proceed to the Master Emergency Control Point (MECP)
- Assess nature and extent of the emergency and decide on appropriate actions
- Activate the alert alarm if it has not functioned automatically.
- Establish communications with affected area, using mobile phones, P.A. or voice.
- If false alarm, notify all areas
- If a real threat, notify the appropriate Emergency Services
- Call lift to street level and secure
- If an evacuation is required, give instructions to Area Wardens, Stage Manager and House Manager. Sound the Evacuation alarm as required.
- Maintain control until arrival of the Emergency Services, then render all assistance as required

## **Deputy Chief Warden Responsibilities**

The Deputy Chief Wardens shall assume all relevant responsibilities whenever the Chief Warden is unavailable and otherwise assist as required.

Deputy Chief Wardens will assist the Chief Warden during an emergency and may perform duties including:

- Assisting with the operation of the MECP
- Act as Emergency Service Liaison Officer
- Communications Officer
- Control the external assembly point, etc

The Chief Warden shall ensure that wherever possible, both the Chief Warden and Deputy Chief Wardens are not simultaneously absent from PICA during normal operating times. The FOH receptionist should be always informed as to the location of the Chief Warden on duty.

## **After Hours**

After Hours, when members of the Public are present or expected in the building, the FOH officer on duty will assume the role of Deputy Chief Warden.

After Hours, when hirers are holding in-house rehearsals, meetings or events, they **MUST** appoint a trained Area Warden to assume the role of Deputy Chief Warden.



## **Area / Floor Warden (including tenants) Responsibilities**

### **Day-to-day responsibilities**

- Become familiar with the location of and ensure that all emergency equipment is checked regularly (complete monthly checklist).
- Participate in all alarm tests.
- Assist in creating awareness amongst all staff and volunteers in the need for effective evacuation procedures
- Familiarise themselves with their exit points from PICA
- Become familiar with all evacuation strategies for PICA
- Participate in all evacuation drills
- Participate in all evacuation training sessions
- Complete the monthly check list

Area or Floor Wardens will be appointed for each designated area to manage the effective evacuation of that area under the direction of the Chief Warden.

However, Area Wardens will have the authority to evacuate their area if they consider a situation to be life threatening. The Chief Warden and emergency services should be notified of this situation as soon as possible.

Area Wardens should become aware of any persons with disabilities in their area. (A person with disabilities is anyone who has a sensory or physical disability requiring assistance during an evacuation.)

### **During An Emergency**

On becoming aware of an emergency or hearing a siren, Area Wardens will take the following actions:

- Ensure that any persons in immediate danger are removed to a safe area.
- Implement the emergency procedures for their floor/area
- Ensure that the appropriate emergency service has been notified
- Direct Wardens to check the floor/area for any abnormal situation
- Commence an evacuation if the situation warrants
- Communicate with the Chief Warden by any means available, advising that an emergency has occurred, assistance is required or that the area has been cleared of all personnel.
- Co-opt persons as required to assist Wardens during the emergency
- Brief all Wardens on the nature of the emergency
- If on the ground floor, stop and secure lift on the ground floor
- Instruct Wardens to search toilets, cloak rooms, back stage and all other floors and report back when clear of all personnel. Areas should only be searched if safe to do so
- Direct Wardens to evacuate all members of the public via the nearest safe exit and get well clear of the building
- Proceed to the evacuation area and remain in charge of occupants until given further directions by the fire brigade

- Area Wardens should be prepared to appoint additional Wardens if insufficient Wardens are available during the emergency

## **Warden Responsibilities**

Wardens will usually become aware of an emergency on hearing the Evacuation Alarm operating or being notified by the Area Warden. Wardens should immediately respond to the emergency station by any means possible if safe to do so.

### **Day-to-day Responsibilities**

- Assuming control of the nominated area if the Area Warden is absent
- Ensuring fire and smoke doors are kept clear and properly operating to prevent rapid spread of smoke and fire
- Take note of and report untidy housekeeping or issues that may affect fire safety

### **During an Emergency**

- Search floors or areas to ensure that no person has been left behind
- Lead occupants to safe areas, moving personnel in an orderly manner
- When directed guiding occupants to the evacuation assembly area
- Assisting persons with disabilities
- When alerted to bomb threat search floors or areas for suspicious devices
- Ensuring the lift is not used during an evacuation
- Operating portable fire fighting equipment if safe to do so and trained. Remember that life safety takes precedent over asset protection.
- Stay with evacuees and ensure they stay close together
- Allow room for emergency services using the stairs and exits
- Prevent any person from re-entering the floor or building unless authorised by the Chief Warden or fire brigade officer
- Only permit non-bulky items, purses, wallets, handbags etc. to be carried while evacuating

### **Refusal of a person to comply with the directions given by a warden**

- Ensure the person is advised they are to evacuate the building
- Do not become involved in a confrontation
- Notify the Chief Warden who will advise Emergency Services.

## Standard Fire Orders

Immediate actions of persons discovering smoke or fire.

1. **ASSIST** persons in danger to safety and close all doors.
2. **RING** the Fire Brigade on 000 and state the location and details
3. **NOTIFY** a warden or floor warden

If safe to do so and you have been trained

4. **ATTEMPT** to extinguish the fire with the correct fire appliance
5. **LISTEN** to and follow instructions of the warden in the area

Fire, Police, Ambulance                      Telephone                      000

### MEDICAL EMERGENCY

1. Telephone ambulance - **Phone: 000**
2. Call for First Aid assistance
3. Render first aid assistance if you are trained and/or comfortable doing so.
4. Advise the Chief Warden or Manager of the ArtsHouse of the Situation.
5. Once the Casualty has been treated and/or transported, immediately complete a Hazard Incident Report Form.

### BOMB THREAT

Please refer to the Emergency Procedure Information Brochure and be familiar with the procedure and Bomb Threat Checklist in case of a bomb threat.

# Perth Institute of Contemporary Arts

## EVACUATION PROCEDURES (In absence of PICA staff)

At most times, PICA staff will be present at the venue. The following may be times when no PICA staff are on site and there will be no members of the general public present:

- During hirer's rehearsals and technical set-ups or bump-ins.

In these situations, hirers are responsible for emergency control and will ensure that they appoint a trained Warden to supervise in case of Emergency **for each and every event**. This person will, in effect become the Chief Warden at the time.

- Before any event, each hirer is responsible for determining who is present in the building **at all times**.
- All external doors are to be kept closed unless a representative of the tenant or hirer is present **in direct line of sight** to that entrance.
- In case of emergency or hirer is responsible for the safe and orderly evacuation of their own personnel as well as every other person in the building.
- If more than one hirer is present, they **must** negotiate who will be the Chief Warden at any given time.
- Acceptance of these conditions is the sole grounds for allowing out of hours events to proceed without PICA staff present.

### Procedures

- When notified of an emergency, proceed to the MECP
- Assess the situation and make an appropriate decision regarding action
- If there is a need to evacuate the building sound the evacuation alert and advise all public, tenants and hirers
- Follow the evacuation procedures as for other events.

When evacuating, all those in the building must be informed to not use lifts; and to proceed to the Primary Assembly Area.

### BUILDING EVACUATION

**PERSON RESPONSIBLE:** Chief WARDEN (or Hirer's representative)

**EVACUATION ROUTES:** AS FOR STANDARD EVACUATION PROCEDURES

- Wardens must (where safe to do so) check toilets and all rooms on all floors.
- When all personnel have left the building the Chief Warden will exit to wait arrival of the Emergency Services.

# Perth Institute of Contemporary Arts

## Standard Evacuation Orders

**PRIMARY OBJECTIVES:** To ensure that life safety takes precedence over asset protection.

### Performance Space (including Back Stage)

**PERSON RESPONSIBLE:**

1. Performance Space Warden, or
2. Nominee or hirer or if no hirer:
3. Technicians in Performance Space

**EVACUATION ROUTES:**

- Two fire exits to the laneway west side;
- STAGE and BACKSTAGE to exit through western exits
- Wheelchairs and persons with disabilities are to exit through western exits.

### PICAbar & ENVIRONS

**PERSON RESPONSIBLE:** GROUND FLOOR WARDEN or CHIEF WARDEN

**EVACUATE ROUTE:** Via COURTYARD EXIT ONE by kitchen, via REAR EXIT accessed via toilet corridor, via MAIN EXIT through front entrance

### FIRST FLOOR

**PERSON RESPONSIBLE:** FIRST FLOOR WARDENS

**EVACUATE ROUTE:** DOWN STAIRS to FOYER & EXIT, or via REAR STAIRS to COURTYARD EXIT TWO

**Wardens are to check all rooms, toilets and galleries**

## **Arrival during an Emergency**

If you arrive at PICA during an emergency, you must report to a BECO team member as soon as possible.

## **Persons with disabilities**

Disabilities may include:

- Permanent disablement
- Temporary disablement
- Deafness (full/partial)
- Blindness (full/partial)
- Advanced pregnancy

A person with disabilities is any person who will require physical assistance during an evacuation.

In the event of an evacuation warning, a warden or other person will accompany and assist persons with disabilities and move them to a safe area.

## **Media**

In the Event of any emergency, the Chief Warden or most senior Warden on duty **MUST NOTIFY** the Chief Warden and/or the Communications Manager of PICA. They will notify you who to direct media enquiries to.

PICA staff and volunteers are requested **NOT** to engage with the media and to respond to all enquiries with "NO COMMENT" and refer them to Media Liaison for Comment.

## Perth Institute of Contemporary Arts

### IN CASE OF EMERGENCY

#### FLOOR WARDENS' NOTICE

##### ON BEING ALERTED TO AN EMERGENCY

- **LISTEN** to any information given over the public address system. Commence evacuation if instructed.
- **LISTEN** to and follow instructions by Chief Warden on duty.
- **ASSIST** all persons to safety and close all doors
- **APPOINT** additional Wardens if insufficient are available during the emergency;
- **SEARCH** or instruct Wardens to search toilets and all other areas and rooms and report back when clear. Areas should only be searched if safe to do so.
- **COMMUNICATE** with the Chief Warden by any means available;
- **ADVISE** The Chief Warden when your floor has been cleared of all people;
- **PROCEED** to the designated assembly area and remain in charge of occupants until given further directions by the fire brigade or Chief Warden.

If the chief warden or other PICA staff are unavailable, proceed to the foyer and take charge of the situation.

#### EMERGENCY CONTACTS

**Fire, Police, Ambulance Phone 000**

- **ALL HIRERS** are expected to be familiar with all **EMERGENCY PROCEDURES** for their own safety and the safety of their personnel and premises.
- For further Information, contact **CHIEF WARDEN, ANDREW BECK**