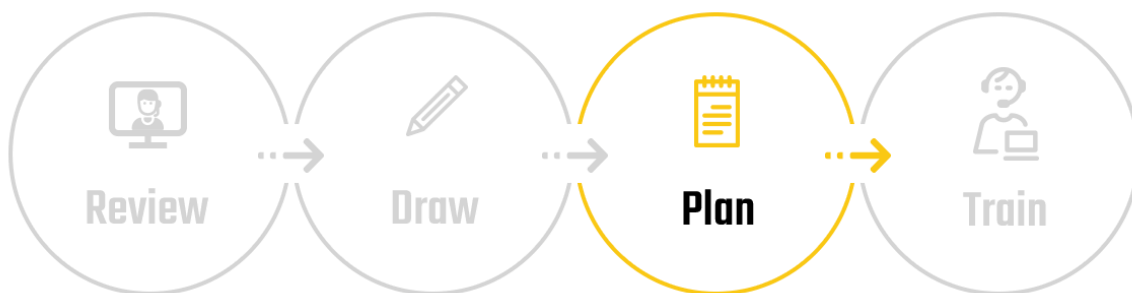


Are You Prepared For An **Emergency** In Your Building???



How sure are you that everything has been done to ensure the safety of everyone in your building?

What is a Fire Safety & Emergency Management Plan?

WorkSafe Australia describes the Plan as a written set of instructions that outlines what workers and others at the workplace should do in an emergency. An emergency plan **must** provide for the following:

- ✓ emergency procedures, including: an effective response to an emergency
- ✓ evacuation procedures
- ✓ notifying emergency service organisations at the earliest opportunity
- ✓ medical treatment and assistance
- ✓ effective communication between the person authorised to coordinate the emergency response and all people at the workplace
- ✓ testing of the emergency procedures — including the frequency of testing, and
- ✓ information, training, and instruction to relevant workers in relation to implementing the emergency procedures.

When it comes to keeping your residents, consumers, staff, and your buildings safe it all comes down to compliance.

Can you Provide the Evidence Required?

If one of your facilities had a fire safety inspection tomorrow, could you with confidence give the Officer-in-Charge your latest Fire Safety & Emergency Management Plan and provide evidence:

- ✓ of the last time the Plan was reviewed
- ✓ that the contact details in the Plan are up to date

- ✓ that every staff member, volunteer, and visiting contractor has completed required site training
- ✓ that your staff have read and understand the Plan
- ✓ of the regular fire safety drills your facility conducts?

If so, then you have little to be concerned about. If not, then it may be time to seek the assistance of a qualified fire safety advisor.

A Fire Safety Advisor can take you through a process to:

- ✓ assess your compliance in relation to Standards, Regulations and Codes in your State or Territory
- ✓ work with you to develop easy-to-read, concise, and site-specific Fire Safety & Emergency Management Plans for each of your facilities
- ✓ conduct annual reviews and updates of your plan (and your Emergency Evacuation Diagrams)
- ✓ monitor regular Emergency Evacuation exercises and advise on areas for improvement, and
- ✓ help you identify those staff and clients who may require a Personal Emergency Evacuation Plan — PEEP (and how to complete them).



The documents that guide your compliance for Fire Safety and Emergency Management are:

- [Australian Standard AS 3745-2010 Planning for emergencies in facilities](#), and
- [AS 4083-2010 Planning for emergencies - Health care facilities](#).



Australian

COMPLIANCE MANAGEMENT

ACM has chosen to partner with **PlanSafe** to help residential aged care and in-home care businesses just like yours become and remain compliant with all aspects of Building and Workplace Fire and Emergency Management Safety.

“We enjoy removing the complexities to provide one simple concise solution that becomes part of the culture and not just a document hidden in a drawer” Mark Slade, CEO of Australian Compliance Management.

Visit our Website: www.auscm.com.au