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EMERGENCY MANAGEMENT PLAN

Equal Bytes Contacts

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Emergency Telephone Numbers

Fire: 000

Police: 000

Ambulance: 000

State Emergency Service (SES): 132 500

Police Assistance Line: 131 444

Red Energy (Electricity/Gas): 131 806

South East Water (Water): 132 812

Victorian Poisons Information Centre: 13 11 26

Business Profile

Business Name	Equal Bytes Pty Ltd
Business Address	Level 1, 63-65 Bayview Crescent The Basin VIC 3154
Operating Days	Monday - Friday
Normal Operating Hours	8.30am-5pm
Business Description	Small consulting firm operating out of a home office. Consultants also visit clients on site.
Site Details	The office is situated in a private home, which is located in the Melbourne suburb of "The Basin". The home is on a narrow gravel "no through"

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	road and is adjacent to the Dandenong Ranges National Park. The site also contains natural bush garden and a large pond.
Description of Building	The office is located on the lower level 1 and is accessed via two flights of internal stairs or an external ramp and external stairs.
Bush Fire District	Central
Bush Fire Risk Rating	Extreme. There are NO designated Neighbourhood Safer Places – Places of Last Resort in The Basin.
Internal Assembly Area	Level 3 lounge area
External Assembly Area	Driveway
Number of staff	3

Purpose

The purpose of this Emergency Management Plan (EMP) is to provide a detailed plan of how Equal Bytes will prepare for and respond in emergency situations.

Please note that when our consultants visit clients on site they must undergo a OH&S induction and be familiar with the EMP for that business.

Scope

This EMP applies to all emergencies involving staff, contractors and visitors to the office of Equal Bytes.

Definitions

Armed Person – A person who is in possession of an offensive weapon.

Assembly Area (External) – An external area for occupants to assemble that is far enough away from the emergency so that, where practicable, they are protected from the impact of the emergency.

Assembly Area (Internal) – An internal area for occupants to assemble where they are initially protected from the impact of the emergency.

Code Red – Fire or smoke.

Code Blue – Medical emergency.

Code Black – Threat from an intruder.

Code Purple – Bomb threat.

Code Yellow – Internal emergency eg. hazardous substance, failure of essential services.

Code Brown – External emergency.

Code Orange – Evacuation.

Emergency Services – Police, Ambulance, Fire Brigade, SES.

Hazard – A source of potential harm to people, property or environment, or a situation with a potential to cause loss.

Incident – Any unplanned event that may cause an emergency response.

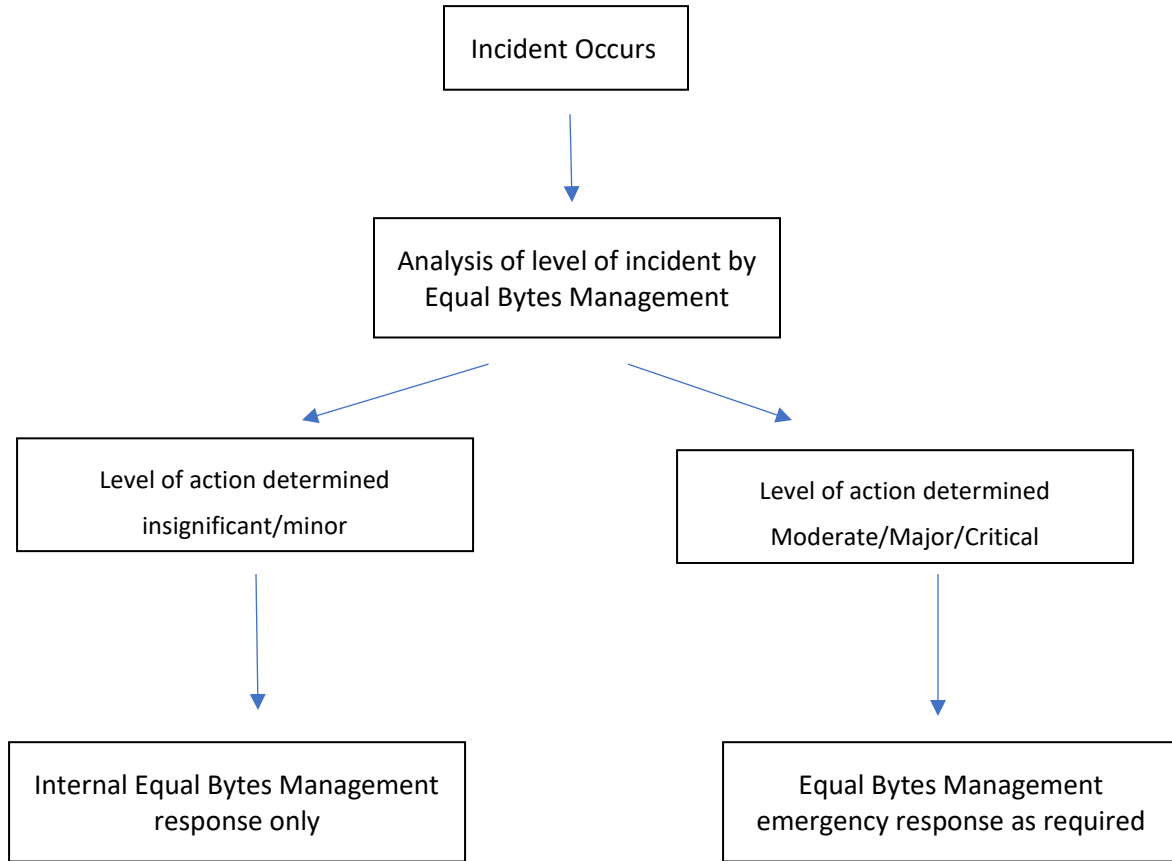
Mobility Impaired Person – A person with a physical, intellectual, visual or auditory impairment who requires assistance during an emergency evacuation.

Safety Data Sheet (SDS) – Information resource provided by the manufacturer of a particular product designed to provide information with the proper procedures for its storage, handling and in an emergency, including first aid.

Risk – The chance of something happening that will have an impact upon objectives and which is measured in terms of likelihood and consequence.

Safe Place – A place of safety which is not under threat from an emergency.

Training Exercise – An activity simulating an emergency to test existing procedures, identify any inadequacies or needs and maintain awareness by all occupants of evacuation procedures and assembly areas.



Risk Assessment

Equal Bytes has utilised the following Risk Assessment Matrix to make “Risk Ratings” for each hazard identified:

Risk Rating = Likelihood x Severity

S e v e r i t y	Catastrophic	5	5	10	15	20	25
	Significant	4	4	8	12	16	20
	Moderate	3	3	6	9	12	15
	Low	2	2	4	6	8	10
	Negligible	1	1	2	3	4	5
			1	2	3	4	5
			Improbable	Remote	Occasional	Probable	Frequent
			Likelihood				

Catastrophic	■	STOP
Unacceptable	■	URGENT ACTION
Undesirable	■	ACTION
Acceptable	■	MONITOR
Desirable	■	NO ACTION

Activity	Hazard	Risk Rating	Control Measures Implemented
Intruder/Personal Threat	Violence	Undesirable	Training in managing aggressive people. Security locks on all doors and windows.
Building Fire	Injury from burns or smoke	Undesirable	Identify and remove potential hazards. Fire management plan and safety equipment.
Bushfire	Injury from burns or smoke	Undesirable	Identify and remove potential hazards. Monitor daily bushfire ratings. On days of high risk

			and above, keep informed of fire activity in the area and evacuate if necessary. On days of code red rating relocate to a safer location for the duration.
Severe weather	Risk of roof collapse, trees falling or flooding	Undesirable	Maintain building. Monitor weather reports for warnings. Relocate to a safer location for the duration if severe winds forecast.
Flooding or landslide	Risk of injury due to waterway flooding or landslide	Acceptable	Monitor weather reports for warnings. Liaise with SE/local government to assess risks.
Earthquake	Risk of crush injury	Desirable	Not located in earthquake prone area.
Bomb threat	Violence	Acceptable	Staff trained on how to respond to a bomb threat.
Vehicle accident	Risk of death or injury	Undesirable	Check Vicroads and weather conditions before leaving. Cars are regularly maintained.
Pandemic	Risk of infection	Catastrophic	Basic hygiene and cleaning measures are in place and educational posters displayed. Staff educated to prevent the spread and required to use social distancing, masks and hand sanitiser. Decision may be made for staff to work from home. In the case of a positive case, office must be closed for quarantine and a deep clean and all staff and contacts tested. All government advice and

			regulations are to be followed.
Hazardous substance released	Exposure to hazardous substance	Desirable	Hazardous substances are not stored on site. Choose non- hazardous cleaning products.
Power Outage	Risk of injury/unable to stay at site	Acceptable	Contact electricity company to determine cause and length of outage. Relocate if necessary.
Gas Outage	Risk of exposure to gas/unable to stay at site	Undesirable	Immediately contact gas company to determine the problem. Turn off mains if safe to do so. Evacuate if needed.
Water Outage	Unable to stay at site	Acceptable	Contact water company to determine problem and duration of outage. Relocate for the duration if necessary.
External Emergency	Risk of injury	Desirable	Determine nature of emergency and the potential risk. Follow any instructions from emergency services.
Medical Emergency	Risk of injury	Undesirable	Implement first aid procedures. Contact emergency services. Ensure medical information and contact details for staff kept up to date.

Building Safety Features

- Fire hydrants – one on each level
- Water hoses – external at the front and back of the building
- Fire blanket – on level 2 in the kitchen area
- Exit signage
- Smoke alarms

- First aid kit
- Bushfire emergency evacuation kit
- Torches

Raising an Alarm

When an emergency occurs on site, an alarm can be raised by:

- Reporting the incident to the manager and/or their delegate, who will coordinate the response.
- Calling the Emergency Services on “000”.
- Manually alerting occupants in the affected areas.

Evacuation

If an evacuation is required, follow the directions of the manager or delegate.

External evacuation – Collect emergency kits and move out to the driveway. Check all occupants are accounted for. If necessary, notify emergency services of any mobility impaired person and their location. No one is to re-enter the building once it has been evacuated. Further evacuation to a safe location may be necessary, particularly in the case of a bushfire.

Internal evacuation – Collect emergency kits and move to the lounge area on level 3. Check all occupants are accounted for. Further evacuation may be required. In case of an intruder, ensure all doors and windows are locked and have staff hide out of view eg. under desks and keep quiet.

Utilities

Gas – The main gas shut off valve is located outside the front of the home near the eastern fence line.

Electricity – The main shut off switch is located in the switch board at the eastern side of the house.

Water – The main shut off valve for the water is located outside the front of the home near the eastern fence line.

Communication

Direct contact or mobile phone.

After the Emergency

The manager or delegate will:

- Confirm with Emergency Services that it is safe to return to normal operations.
- Notify all staff, contractors and visitors that it is safe to return.
- Fill out incident report(s.)
- Report any serious incidents to the relevant authority in accordance with regulatory requirements.
- Undertake a debriefing with staff to offer support, review the emergency response and management and make any changes that may be required.






















































Internal Fire Management

Immediately call “000” even if fire is small.

Notify Equal Bytes Manager or delegate who will coordinate the response.

Remain calm and if safe to do so try to extinguish the fire, using water, fire extinguisher or fire blanket as appropriate.

Close all doors and windows and evacuate to external assembly point to await the arrival of Emergency Services.

	A Wood, Paper & Plastic 	B Flammable & Combustible Liquids 	C Flammable Gases 	E Energised Electrical Equipment 	F Cooking Oils & Fats 	Notes: *Limited indicates that the extinguishant is not the agent of choice for the class of fire, but that it will have limited extinguishing capability. Class D fires involving combustible metal(s) use only special purpose extinguishers - please seek expert advice. Comments: (Refer Appendix A of AS 2444)
 Powder ABE						Special Powders are available specifically for various types of metal fires. Seek expert advice.
 Powder BE						Special Powders are available specifically for various types of metal fires. Seek expert advice.
 Carbon Dioxide (CO₂)						Generally not suitable for outdoor fires. Suitable only for small fires.
 Water						Dangerous if used on flammable liquid, energized electrical equipment and cooking oil/fat fires.
 Foam						Dangerous if used on energized electrical equipment.
 Wet Chemical						Dangerous if used on energized electrical equipment.
 Fire Blanket						Use blanket to wrap around a human torch. Ensure you replace the blanket with a new one after use.
 Fire Hose Reel						Ensure you maintain a path of egress between you and the nearest exit.

HOW TO USE A FIRE EXTINGUISHER

Extinguishers come in a number of shapes and sizes. They all operate in a similar manner. Here's an easy acronym for fire extinguisher use:

- P** **PULL THE PIN** – Break seal and test extinguisher.
- A** **AIM AT BASE OF FIRE** – Ensure you have a means of escape.
- S** **SQUEEZE THE OPERATING HANDLE** – To operate extinguisher and discharge the agent.
- S** **SWEEP FROM SIDE TO SIDE** – Completely extinguish the fire.

Bushfire Management

Prior to each fire season:

Assess external fuel loads and clear as deemed necessary.

Check Bushfire Evacuation Kit. The kit should contain:

- Wool or cotton blankets
- Wool or cotton protective clothing, including socks and hat
- Leather gloves
- Leather boots or at the least covered shoes
- Safety or sunglasses
- Water
- Glucose lollies
- Torch and spare batteries
- Emergency contact numbers

Fire Risk Minimisation Strategies:

Monitor pre-existing fires or forecasts for extreme fire conditions, particularly, but not limited to, during the fire season. Check the daily bushfire warning. The Basin is in the **Central** bushfire area. If high or above be on high alert for the possibility of a bushfire. In the case of **Code Red** warning the office will be closed and relocated to a safer location.

High bushfire risk days are generally hot, dry and windy. On these days go outside every 30 minutes to check for smoke or signs of fire. Monitor the CFA website for active fires and warnings in the area.



How to stay in touch:

- Access the VicEmergency webpage (www.emergency.vic.gov.au).
- Follow CFA on Twitter (www.twitter.com/cfa_updates).
- Join the CFA Facebook page (www.facebook.com/cfavic).
- Access the CFA mobile website at www.cfa.vic.gov.au/mobile.
- Download the VicEmergency app if you have a smartphone or tablet Apple (App Store) and Android (Google play).
- Bureau of Meteorology provide accurate weather information (www.bom.gov.au).
- Wireless communications, internet and landlines may vary between service providers.
- Mobile phone coverage in and around The Basin can be unreliable and may not be accessible during time of emergency and may vary between service providers.
- Beware, cordless home phones will NOT work if the mains power supply is cut.
- There is a community alerting siren in The Basin.
- Sirens sounding nearby are a trigger for you to seek information, as they may indicate fire activity in your area. When you hear a siren, further information may be available via ABC local radio, commercial and designated community radio stations



Decision to Evacuate

Leaving early is always the safest option. The building is considered **not defensible**.

IMPORTANT - In a bushfire, emergency services cannot be relied upon to offer warning or assistance. The decision to leave must be taken by Equal Bytes early.

Equal Bytes manager or delegate will coordinate the response.

Take first aid kit, fire evacuation kit, computers, mobile phones, any other valuables that are easy to carry and evacuate to the driveway. Cover in protective clothing and have natural fibre blankets ready.

Ensure everyone is accounted for, then drive down to Boronia Shopping Centre. If no car is available, make your way down to Forest Road and then down to Boronia Shopping Centre. If this is not safe, try to get a lift with a neighbour.

Note that there is **NO** Neighbourhood Safer Place in The Basin, so it is very important to leave early.

Leaving late is dangerous:

- Travelling on roads in this area during a fire is dangerous.
- You may be impacted by fire and visibility may be poor due to smoke.
- The roads may be blocked due to falling trees, collisions or emergency vehicles.
- Although it is not far to travel to safer townships such as Boronia, roads such as Forest Rd and Mountain Hwy become congested very quickly if there is a fire anywhere in the area.
- The roundabout at the shops will become a bottleneck and traffic coming down from the Mountain Hwy or Basin-Olinda Rd may be at a standstill.
- The local roads are steep, narrow, winding and unsealed. They will be dangerous to travel on during a bushfire. Many dead-end roads mean that it may take a long time to get onto the few through roads.
- Do not rely on GPS units to direct you safely out of the area. They are known to use unsealed and dead-end roads.
- Bushfires in this area are known to travel fast and you may be impacted without warning.
- Lives are more likely to be lost when people make last minute decisions.



If caught by the bushfire, the best option is stay inside the house as the front passes then go outside when safe to do so. Again, this is extremely high risk and not recommended. The safest option is to leave early.

The following agencies are involved in coordinating the emergency response in the event of a bushfire:

- Fire agencies
- Victoria Police
- Yarra Ranges and Knox Council
- Department of Environment, Land, Water and Planning (DELWP)
- Department of Human Services (DHS)

Fireplace and Portable Cooking Equipment Protocol

Gas BBQ's need to comply with CFA guidelines and their use complies with fire restrictions (both seasonal and daily)

All outdoor fires need to be thoroughly extinguished with water and their use complies with fire regulations and restrictions (both seasonal and daily)

BBQ's and outdoor fires should be assessed for safety and supervised closely by staff. They are not to be left unattended.

Major External Emissions/Spill (includes Gas Leaks)

- Call “000” and inform Emergency Services of the nature of the emergency and provide them with a mobile number contact.
- Report the emergency to Equal Bytes manager or delegate who will organise the response.
- Notify all staff, contractors and visitors on site.
- Turn off the gas supply.
- If gas leak is on site, notify the gas provider.
- Evacuate to the Internal or External Assembly Area as required, if safe to do so. Further evacuation off-site might be required.
- Await the “all clear” from Emergency Services and/or Gas provider before resuming normal services.

Intruder/Personal Threat

- Call “000” and inform Emergency Services of the nature of the emergency and provide them with a contact mobile phone number.
- Report the emergency immediately to the Equal Bytes manager or delegate who will organise the response.
- Notify all staff, contractors and visitors on site.
- Do not do or say anything to the person to encourage irrational behaviour.
- Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.
- Determine if evacuation or lock-down is required. Evacuation should only be considered if safe to do so

Bomb/Chemical Threat

- Call “000” and inform Emergency Services of the nature of the emergency and provide them with a contact mobile phone number.
- Report the emergency immediately to the Equal Bytes manager or delegate who will organise the response.
- Notify all staff, contractors and visitors on site.
- If a bomb/chemical threat is received by telephone try to ascertain as much information as possible both about the bomb and the caller.

- If threat is made by mail, avoid handling the letter or envelope and place it in a clean plastic bag.
- If the threat is made electronically, do not delete the message.
- Do not touch any suspicious items found.
- Evacuation is the safest option until given the all clear by Emergency Services.

Internal Emission/Spill

- Call “000” and inform Emergency Services of the nature of the emergency and provide them with a contact mobile phone number.
- Report the emergency immediately to the Equal Bytes manager or delegate who will organise the response.
- Notify all staff, contractors and visitors on site.
- Move all occupants away from the spill to a safe area and isolate the affected area.
- Seek advice in regards to clean up requirements and if safe to do so, the spill can be cleaned up by staff. Personal Protective Equipment should be worn as per the requirements of the Safety Data Sheet and advice received from authorities.
- Notify WorkSafe Victoria, if required

Severe Weather/Storms and Flooding

- Call “000” and inform Emergency Services of the nature of the emergency and provide them with a contact mobile phone number.
- Report the emergency immediately to the Equal Bytes manager or delegate who will organise the response.
- Notify all staff, contractors and visitors on site.
- Monitor weather warnings and advice.
- Store or secure loose items external to the building, such as outdoor furniture.
- Secure windows (close curtains & blinds) and external doors. If necessary, tape windows and glass entrances.
- Utilise boards and sandbags if required.
- Protect valuables and disconnect electrical equipment – cover and/or move this equipment away from windows.
- During a severe storm, remain in the building, preferably the lower level, and keep away from windows. In this area there is a high risk of trees and limbs falling.
- After storm passes, evaluate the need to evacuate if uncontrolled fires, gas leaks, or structural damage has occurred.

Earthquake

- If indoors, shelter under a door frame or sturdy table/desk, but not near windows or heavy objects that may fall.
- If you're outside, be aware of falling debris. Stay clear of buildings, overhead structures, walls, powerlines and trees.
- Drop to the ground and cover your head and neck with arms and hands. Hold on until the shaking stops.
- Report the emergency immediately to the Equal Bytes manager or delegate who will organise the response.
- Check on welfare of all staff, contractors and visitors on site. Arrange medical attention for those in need.
- After the earthquake, check for gas leaks, fires, fallen trees or powerlines or structural damage to the building. Call “000” or SES if in need of emergency assistance.

Pandemic

- Follow information on the pandemic closely and follow advice and regulations from the government.
- Provide information to staff, contractors and visitors on the infection and the control measures in place and enforce these controls.
- Promote basic hygiene measures: Cleaning and disinfecting surfaces, hand washing, hand sanitising, wearing face masks, covering face with arm when coughing or sneezing, social distancing.
- Enact work from home where possible, particularly for vulnerable staff.
- Tell staff to not come to work if exhibiting any symptoms and to be tested and cleared by a doctor before they can come back to work.
- In the case of a positive case, follow the Department of Health’s advice on contact tracing, quarantining and professional deep cleaning.

Medical Emergency

- Call “000” and inform Emergency Services of the nature of the emergency and provide them with a contact mobile phone number and directions to where the patient is located. They will usually ask you to stay on the line.
- Report the emergency immediately to the Equal Bytes manager or delegate who will organise the response.

- Have a staff member check records for medical history or alerts.
- Have someone wait out the front to direct emergency services to the patient.
- Collect the first aid kit and provide first aid if possible. Keep note of times when actions taken and any vital signs taken. Take precautions to prevent contact with patient's bodily fluids.
- Have someone call emergency contacts of the patient.
- Notify relevant regulatory authorities as required.
- A debriefing may be needed with staff afterwards.

Utility Outage

- Inform Equal Bytes Manager or delegate who will organise the response.
- Turn off the utility at the mains.
- Contact service provider to ascertain expected duration of the outage.
- Ensure all taps and appliances are switched off to reduce potential for damage or leakages when supply returns.
- Activities reliant on upon the service may need to be relocated or staff sent to work from home.

Transport Accident

There is potential for a transport accident to impact on the site. If this happens:

- Call "000" for any serious incidents.
- Inform Equal Bytes Manager or delegate who will organise the response.
- Remove anyone in immediate danger and administer first aid if required.
- Call SES for any damage to property or to get advice on removal of vehicle. The building may require an inspection if damaged.

If a staff member is involved in a transport accident while working:

- Inform Equal Bytes Manager or delegate.
- For a minor incident, provide help the staff member involved including medical support, car towing, alternate transport.
- For a major incident, provide help to the staff member, ensuring that emergency services have been called.
- Contact the staff members emergency contacts.



- Notify relevant regulatory authorities as required.

Incident Report Form

An incident report form is to be completed for all serious incidents and incidents involving visitors or contractors.

A serious incident is defined as injuries that require medical treatment, near misses or expensive property damage.

Related Policies and Procedures

- Risk Management Policy and Procedure
- Incident Management Policy and Procedure
- Family and Domestic Violence Policy and Procedure

Written By: Kaye Csorgo

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