



Australian Air Force Cadets 311 (City of Gosford) Squadron



Erina Multi User Depot, Central Coast Highway, Erina, NSW 2250

311 SQUADRON EMERGENCY MANAGEMENT PLAN

Aim

1. The aim of the 311 (City of Gosford) Squadron AAFC (311SQN) Emergency Management Plan (EMP) is to:
 - a. identify the roles and responsibilities of 311SQN personnel in emergencies;
 - b. assign command and control infrastructures;
 - c. design and implement measures to mitigate the effects of emergencies; and
 - d. identify resources required.

Scope

2. The 311SQN EMP covers all buildings and surrounding areas located on the Erina Multi-User Depot, Central Coast Highway, Erina. Buildings are single and two storey in construct. The facility is a Commonwealth Government controlled site and is required to meet applicable State, Federal and Defence regulations. The main facility is fitted with an alarm system, while outbuildings (including 311SQN HQ building and field equipment store) are not. Hardwired smoke detectors are fitted in all rooms. An emergency evacuation alarm is located outside the external door to the Depot Orderly Room.

The safety of all personnel is paramount

3. The emergency management procedures contained in this plan provide direction in the event of various emergencies that may arise within the workplace. The principles behind these emergency procedures are:
 - a. to ensure the safety of all personnel, including adult supervisors, cadets and visitors; and
 - b. to protect material where possible, but not at the expense of safety.
4. **All personnel must comply with the instructions contained within this plan.** All personnel, must familiarise themselves with the layout of the unit area, communication procedures, evacuation assembly areas and exits. Wardens must have equivalent familiarity with the specific zones or functions appointed as their responsibility.
5. Fire extinguishers are provided throughout the buildings of 311SQN. The type of fire an extinguisher is suitable for is displayed on the extinguisher or its mounting. It is stressed that the firefighting equipment is to be **used only in an emergency** and if it is safe for the operator to do so. Any discharge of a portable fire-fighting appliance must be reported, as soon as possible, to the Commanding Officer.
6. All adult supervisors and cadets are required to cooperate with the procedures contained within this EMP, which includes:

- a. reporting actual or potential hazards within the area to the Commanding Officer or an Officer or Instructor of Cadets;
- b. attending training sessions related to emergency management;
- c. cooperating with all reasonable directions given by any Emergency Control Organisation member and Emergency Services Personnel;
- d. participating in Squadron emergency training exercises.

Emergency Control Organisation

7. The following appointments exist within the 311SQN Emergency Control Organisation (ECO):

ECO Member	Helmet	Appointment
Chief Warden	White	Commanding Officer
Deputy Chief Warden	White	Unit Safety Coordinator
Zone Warden – Drill Hall & Clothing Store	Yellow	Squadron Supply Officer
Zone Warden – Orderley Room & Offices	Yellow	Training Officer
Zone Warden – Mess & Training Rooms	Yellow	Executive Officer
Warden – Personnel Management	None	Administration Officer
First Aid Officer	Green	First Aid Officer

8. During an emergency situation ECO members are to don the applicable helmet (if available) and a high visibility vest. So that they can be identified, only ECO members should wear a high visibility vest.

9. When a member of the ECO is not present their assistant (or other person as advised by the Chief or Deputy Chief Warden) will assume their duties.

Emergency Control Point

10. For all incidents except fire or other evacuations the Emergency Control Point (ECP) will be located the Orderly Room. Where a fire has been reported or an evacuation ordered the ECP will be the Erin MUD car park adjacent to the 311SQN field equipment store.

Evacuation assembly area

11. **The evacuation assembly area (EAA) for 311SQN is signposted and located on the western side of the Parade Ground at the base of the light tower.**

12. All personnel are to be familiar with the evacuation assembly area and proceed to the EAA in the event of an evacuation. **On arrival at the EAA, personnel are to form into the following groups:**

- a. Cadets in their normal organisational groups – Flights;
- b. Adult staff members;
- c. visitors; and
- d. ECO.

13. The Deputy Chief Warden, with the assistance of the Squadron Executive Instructor, is to manage the evacuation assembly area which includes ensuring that all personnel:

- a. move to the specified location in an orderly manner;
- b. the Squadron nominal roll is to be marked as quickly as possible;
- c. all personnel are accounted for and that this is advised to the Chief Warden, or (if applicable) that the names of missing personnel are advised to the Chief Warden urgently.

Commanding Officer responsibilities

14. Within 311SQN, executive authority for the implementation of a work health and safety management system rests with the Commanding Officer (CO). The CO must ensure:

- a. that appropriately trained or experienced personnel perform the roles in the ECO; and
- b. the approval and promulgation of the Emergency Response Plan as they affect personnel in varying locations throughout 311SQN.

Chief Warden responsibilities

15. Upon receipt of information that an emergency situation exists within the area, the Chief Warden is to don their white helmet and high visibility vest and proceed immediately to the Emergency Control Point (ECP). They will then determine what emergency procedures are to be invoked, and bring them into action.

16. The Chief Warden assumes control of the occupants of the area, from the time they arrive at the ECP, until Emergency Services personnel arrive and their senior officer assumes control.

17. The Chief Warden is required to:

a. control and coordinate emergencies by:

- (1) managing and coordinating the activities of the Emergency Control Organisation;
- (2) ascertaining the nature of emergencies and determine appropriate action;
- (3) ensuring appropriate Emergency Services are notified;
- (4) ensuring that access to areas is not impaired; and
- (5) briefing Emergency Services personnel upon arrival;

b. as part of their normal duties and within time constraints:

- (1) submit amendments to unit ERPs as necessary;
- (2) conduct regular meetings with the ECO with reference to the EMP and ERPs;
- (3) continually promote the EMP and ERPs requirements to all adult supervisors and cadets;
- (4) maintain an observation of all firefighting appliances within 311SQN;
- (5) report any equipment problems through the chain of command;
- (6) promote awareness of emergency procedures;

- (7) ensure that egress paths (including passageways and fire stairs) are kept clear;
- (8) monitor EMP information placed on WHS notice board and amend as required; and
- (9) compile reports post an actual emergency and post an emergency exercise.

Deputy Chief Warden responsibilities

18. Upon receipt of information that an emergency situation exists within the area, the Deputy Chief Warden is to don their white helmet (if available) and high visibility vest and proceed immediately to the ECP. The Deputy Chief Warden is to assume control of the occupants of the area, from the time they arrive at the ECP, until the Chief Warden arrives.

19. The Deputy Chief Warden is required to:

a. perform the control and coordination duties of the Chief Warden until they arrive;

b. in an evacuation – manage the evacuation assembly and ensure all personnel are accounted for or that the names of mission personnel are advised to the Chief Warden urgently; and

c. as part of their normal duties and within time constraints:

- (1) continually promote the EMP and ERP requirements to all personnel, along with fire safety awareness;
- (2) maintain an observation of all firefighting appliances within 311SQN;
- (3) report any equipment problems through the chain of command;
- (4) promote awareness of emergency procedures;
- (5) ensure that egress paths (including passageways and fire stairs) are kept clear;
- (6) monitor EMP information placed on unit WHS noticeboards and amend as required; and
- (7) compile reports post an actual emergency and post an emergency exercise.

Zone Warden responsibilities

20. Zone Wardens are required to:

a. upon receipt of information that an emergency situation exists:

- (1) don their yellow helmet (if available) and high visibility vest;
- (2) ensure, as far as practicable, the safety of personnel and, when necessary arrange their orderly evacuation from danger
- (3) personally complete the tasks for the applicable type of emergency (for example, in an lockdown, if safe, ensure each room/area is secure); and
- (4) personally report to the Chief Warden once tasks are completed.

b. be familiar with the layout of the facility and the location of personnel;

- c. be familiar with the location of all first aid facilities and other emergency equipment;
- d. ensure that new personnel are thoroughly briefed on emergency procedures as part of their induction process; and
- e. attend all training and briefings provided.

21. Zone Wardens are to take appropriate action to ensure:

- a. good housekeeping so that litter does not accumulate to increase the danger of fire;
- b. hazardous materials are not stored or used incorrectly, notwithstanding the nature of work;
- c. furniture or equipment do not impede exits;
- d. passageways are free of obstruction;
- e. fire extinguishers, safety signs and safety equipment are serviceable at all times;
- f. unidentified visitors are appropriately recorded on site;
- g. all irregularities are reported to the Unit Safety Coordinator and Commanding Officer; and
- h. they attend all training provided.

Warden – personnel management responsibilities

22. Warden – personnel management is required to:

a. upon receipt of information that an emergency situation exists:

- (1) don a high visibility vest;
- (2) secure and/or collect cadet nominal rolls, staff sign in sheet, visitor book and sign out sheet;
- (3) hand rolls to applicable personnel (cadet flight commanders, Deputy Chief Warden or Squadron Executive Instructor); and
- (4) **account for adult supervisors and visitors in attendance at the parade night and report this to the Deputy Chief Warden;**

- b. be familiar with the layout of the facility and the location of personnel;
- c. be familiar with the location of all first aid facilities and other emergency equipment;
- d. ensure that new personnel are thoroughly briefed on emergency procedures as part of their induction process;
- e. attend all training and briefings provided; and
- f. ensure, as far as practicable, the safety of personnel and, when necessary arrange their orderly evacuation from danger.

23. Warden – personnel management is to take appropriate action to ensure:

- a. all cadets, visitors and adult supervisors are recorded as been present on the applicable sheet;
- b. good housekeeping so that litter does not accumulate to increase the danger of fire;
- c. furniture or equipment does not impede exits;
- d. passageways are free of obstruction;
- e. all irregularities are reported to the Unit Safety Coordinator and CO; and
- f. they attend all training provided.

First aid officer responsibilities

24. The first aid officer is required to:

- a. upon receipt of information that an emergency situation exists:
 - (1) don a high visibility vest and green helmet (if available); and
 - (2) collect first aid kit and move to the Emergency Control Point (Orderly Room, if safe, or the emergency assembly area during an evacuation).
- b. be familiar with the medical conditions and requirements of all personnel;
- c. be familiar with the location of first aid facilities and other emergency equipment; and
- d. attend all training and briefings provided.

Emergency response procedures

25. The following have been identified as credible emergencies for 311SQN and emergency response procedures (ERPs) have been designed for each occurrence:

- a. fire – annex A;
- b. chemical – annex B;
- c. serious security incident (lockdown/shelter in place) – annex C;
- d. medical incident – annex D; and
- e. power failure – annex E.

Training and exercise management

26. The training of 311SQN personnel is a key factor in maintaining the efficiency of the EMP and its effectiveness in minimising the effects of emergency situations. Primarily, training will take the form of exercises involving all personnel.

27. All ECO members are to participate in an annual **ECO awareness information session** conducted by the CO.

Emergency response exercises

28. Exercises to test 311SQN's emergency response are to be conducted at least biannually. Evacuation and lockdown exercises are to be conducted at the beginning of each semester. The Deputy Chief Warden is to report the results of the training in an **Emergency Evacuation Exercise - Observers Checklist** for presentation at the exercise de-brief.

Debriefing

29. Initially wardens are to debrief the personnel in their area of responsibility. A debrief is to take place as soon as practicable after an emergency or exercise.

30. The Chief Warden is to convene and chair a meeting of all ECO members and the Unit Safety Committee with a view to assessing the adequacy of the plan and to recommend any changes.

Training record keeping

31. To comply with the requirements of Australian Standard *AS 3745-2010 – Planning for emergencies in facilities*, a permanent record is to be kept of all adult supervisors and cadets who attended AAFC Emergency Control Training sessions. This information can be recorded on the **Unit WHS Management Tool**.

32. The Commanding Officer, or delegate, is to keep a record of emergency response training and exercises carried out within 311SQN on home parade nights.

Prevention and mitigation

33. Prevention measures are actions taken in accordance with legislative requirements and associated regulations to mitigate the adverse effects of emergencies. The CO is responsible for providing a safe work environment for all 311SQN personnel and visitors.

Fire prevention

34. Smoking is prohibited in all areas of the 311SQN facility. 'No smoking' signs are to be placed around the facility and adult supervisors will enforce this requirement as required.

35. Fires are not to be lit on days of total fire ban, or where the danger rating for the area is 'severe' or 'catastrophic'. Fires are not to be lit in proximity to buildings, POL or in areas where vegetation may ignite.

36. Before any fire is lit, the CO must approve and all ECO members are to be informed where possible.

Good housekeeping

37. Good housekeeping refers to the prevention and mitigation of risks through careful daily routine. All Squadron members are responsible for maintenance of protective measures and ensuring that emergencies caused by human carelessness, electrical or mechanical malfunctions, or deliberate acts are kept to a minimum.

38. 311SQN occasionally maintains limited stores of petrol, oil or lubricants (POL). Particular attention must be paid to these items.

39. The following aspects will mitigate the effects of emergencies:

a. ensure that means of escape from buildings and other areas are free from obstruction;

- b. store combustible items correctly;
- c. do not allow litter and other combustible material to build up; and
- d. ensure that alarm systems are functional.



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CO 311SQNA AFC

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Annexes:

- A. Emergency Response Procedures – Fire
- B. Emergency Response Procedures – Chemical
- C. Emergency Response Procedures – Serious Security Incident (lockdown/shelter in place)
- D. Emergency Response Procedures – Medical Incident
- E. Emergency Response Procedures – Power Failure

EMERGENCY RESPONSE PROCEDURES

FIRE

Action on discovering a fire or smoke

1. **DO NOT ATTEMPT TO FIGHT THE FIRE** unless you are trained in the use of the equipment and you consider it safe to make the attempt.
2. **Raise the alarm** by shouting loudly **"FIRE, FIRE, FIRE"** and if close by activate the fire alarm near the Depot Orderly Room.
3. Members should repeat **"FIRE, FIRE, FIRE"** if they believe that personnel around them may not be aware of the emergency.

Responding to a fire alarm

4. **Upon hearing "FIRE, FIRE, FIRE" or the squadron fire alarm all personnel are to MOVE TO THE EVACUATION ASSEMBLY AREA located on the western side of the Parade Ground at the base of the light tower:**
 - a. use the shortest and safest path to assembly area;
 - b. ensure you remain calm and that you walk to the assembly area;
 - c. the senior member in each room is to ensure that they are the last one out the door and when leaving, that all electrical appliances are turned off, windows are closed, lights are left on and doors are closed;
 - d. if possible and safe, and unless advised not to, personnel may collect *their own* equipment which is within easy reach and which will not obstruct or slow others; and
 - e. IF SAFE TO DO SO - provide first aid and move injured personnel away from danger and alert the First Aid Officer or first aid qualified person.
5. Do not re-enter the squadron facility or leave the assembly area without permission from the Chief Warden.

Action by roll markers

6. The appointed Flight Commanders and Section Commander – Drum Corps are appointed 'roll markers' (if that member is away the next lower ranked cadet is to fulfil the role).
7. During an emergency evacuation, after moving to the emergency assembly area, roll markers are required to:
 - a. ensure that their flight forms a group in the location specified on the evacuation diagram;
 - b. collect the applicable roll from Warden – personnel management;
 - c. mark the roll for their flight, accurately and swiftly; and

d. report that all members marked as present on the roll are at the evacuation assembly area, **or** report the names of cadets who are marked as present on the roll but not at the assembly area to the Deputy Chief Warden.

Action by wardens

8. **Zone Wardens.** Don yellow helmet (if available) and high visibility vest. Ensure the orderly evacuation of all personnel from your area of responsibility. Personally check every room to ensure that it is empty of personnel, electrical equipment is switched off and doors and windows are closed. Personally report to the Chief Warden to confirm that you have performed your duties.

9. **Warden – personnel management.** Collect from the Orderly Room: all Squadron nominal roll, visitor book and sign out sheet. On arrival at the assembly area: hand Squadron nominal roll to 311SQN Executive Instructor who will complete a roll call for staff and visitors and then immediately advise Deputy Chief Warden of the roll status.

Action by Chief Warden

10. Ensure that all members of the ECO are able to perform their responsibility and have performed their assigned tasks.

11. Ensure that the Fire Brigade has been contacted and brief them on arrival.

12. Ensure that any injured personnel are given first aid and that an ambulance is called for, if required.

13. As soon as practicable inform OC 3WGAAFC and AFLO 3WGAAFC.

EMERGENCY RESPONSE PROCEDURES

CHEMICAL

1. Identify the type of incident – is it a spillage, fire, explosion.
2. Notify a warden or an adult supervisor, who will notify the Chief and Deputy Chief Wardens as soon as possible.
3. If possible, identify the chemical involved, its name and locate the Material Safety Data Sheet.
4. Listen to instructions and be ready to evacuate if the alarm is sounded.
5. The Chief or Deputy Chief Warden will decide what further actions to take, which may include:
 - a. evacuating (see the ERP for fire) and securing the immediate area;
 - b. contacting Emergency Services;
 - c. establishing a hazard zone that will keep non-emergency personnel and vehicles well out of danger;
 - d. keeping people upwind to avoid coming into contact with vapours; and
 - e. awaiting the arrival of Emergency Services.

EMERGENCY RESPONSE PROCEDURES

SERIOUS SECURITY INCIDENT (LOCKDOWN/SHELTER IN PLACE)

1. A serious security incident arises when an event occurs which is deemed to pose a safety risk to workplace occupants.

2. Report any suspicious incidents or people to an adult supervisor immediately. Adult supervisors must advise the Chief Warden upon being informed of a possible threat immediately. Except in an emergency, the decision to trigger a lockdown rests with the Chief Warden or Deputy Chief Warden.

If instructed to lockdown or shelter in place

3. **Upon hearing “LOCKDOWN, LOCKDOWN, LOCKDOWN” you must move into the nearest lockable room.**

4. Ensure you remain as calm as possible.

5. **If safe to do so – follow the CLOSE procedure:**

a. **C**lose and *lock* doors and windows, close blinds and turn off electrical appliances (turn phones to silent);

b. **L**ock your valuables away – secure personnel documentation and CO’s office, lock all computers;

c. **O**ut of sight and minimise movement – HIDE;

d. **S**tay silent, turn phones to silent;

e. **E**ndure – you may be in lockdown for some time; and

f. the senior person in each room is to ring the Orderly Room (0408 110416) and inform them of the names of all adult supervisors and cadets in the room.

6. Wait in place and wait for the Chief Warden to lift the lockdown.

Warden actions

7. Upon being informed of a suspicious incident or person, assess the risk and either declare a lockdown if an emergency or pass the information to the Chief Warden urgently.

8. IF SAFE TO DO SO – confirm that all members in your zone are secure.

9. If required, contact emergency services ‘000’, Police Assistance Line ‘131 444’, or Gosford Police Station ‘02 4323 5599’. If required, contact OC 3WGAAFC and AFLO 3WGAAFC.

EMERGENCY RESPONSE PROCEDURES

MEDICAL INCIDENT

1. If you witness an incident resulting in a person requiring medical assistance near, at or within the squadron facility, you should take the following action:

a. remain as calm as possible;

b. contact the squadron First Aid Officer and advise them of the situation and location. If the situation is urgent get assistance from any first aid qualified member (all Officers and Instructors of Cadets as well as CWOFFs and CUOs are first aid qualified) as soon as possible, then contact the First Aid Officer;

c. IF SAFE TO DO SO – provide comfort to the person requiring first aid;

d. DO NOT MOVE THE INJURED PERSON – but remain in the area until the arrival of the first aider; and

e. Follow directions from the first aider.

First aider actions

2. If not urgent and not an emergency, contact the Squadron First Aid Officer.

3. Seek further assistance from other personnel as required.

4. Discuss the matter with the Chief Warden and/or Deputy Chief Warden before calling emergency services (“000”), unless you determine that it is an immediate requirement (an emergency) in which case call emergency services immediately then notify the Chief Warden and Deputy Chief Warden.

5. Post-incident, liaise with the Commanding Officer, First Aid Officer and/or Unit Safety Coordinator to complete applicable reporting and recording requirements.

EMERGENCY RESPONSE PROCEDURES

POWER FAILURE

1. If all power completely ceases within the squadron and it is too dark to see, you should take the following action:

- a. remain as calm as possible;
- b. stop what you are doing – do not move around the squadron to avoid injury;
- c. gather basic personal possessions (eg bag, laptop) if safe to do so;
- d. if possible activate lights, such as from your phone; and
- e. wait-in-place for directions from a warden.

Warden actions

2. If safe to do so – confirm all members in your zone are safe.
3. Contact the Chief Warden or Orderly Room for instructions