

Emergency Evacuation Procedure

SAMPLE

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Purpose

This Emergency Evacuation Procedure sets out the arrangements, roles, and step-by-step actions required to safely evacuate people from [Company Name] workplaces during an emergency. It supports [Company Name]'s duty to provide a safe place of work under relevant Work Health and Safety (WHS) legislation and associated regulations, codes of practice and Australian Standards.

The procedure is designed to:

- Minimise the risk of injury, illness or fatality during emergencies.
- Provide clear instructions for workers, contractors, visitors and others.
- Coordinate the activities of the Emergency Control Organisation (ECO).
- Support effective communication with emergency services.
- Facilitate safe re-entry and business continuity following an incident.

Scope

This procedure applies to all [Company Name] controlled workplaces, including offices, warehouses, workshops, retail areas, yards, and any temporary or remote sites where [Company Name] is the person conducting a business or undertaking (PCBU).

It covers all persons at the workplace including:

- Workers (employees, contractors, labour-hire personnel, apprentices, trainees).
- Visitors, clients, customers and members of the public.
- Volunteers and work experience students.

This procedure applies to all emergency situations requiring partial or full evacuation, including but not limited to:

- Fire or explosion.
- Hazardous chemical spills or gas leaks.
- Bomb threats or suspicious packages.
- Structural failure or collapse.
- Loss of essential services creating an unsafe environment.
- External emergencies impacting the site (e.g. bushfire, flooding, civil disturbance).

Definitions

Term	Definition

Term	Definition

Key Terms

- **Emergency** – Any unplanned event that poses an immediate risk to health, safety, property or the environment and requires a coordinated response.
- **Evacuation** – The controlled movement of people from an unsafe area to a designated safe area.
- **Shelter-in-place** – A protective action where people remain indoors in a safe location rather than evacuating the site.
- **Emergency Control Organisation (ECO)** – The group of people responsible for managing an emergency, including Chief Warden, Area Wardens and Wardens.
- **Chief Warden** – The person with overall control of the emergency response until emergency services arrive and assume command.
- **Warden** – A person appointed to assist with implementing emergency procedures, including directing occupants, checking areas and reporting to the Chief Warden.
- **Assembly Area** – A designated safe location where occupants gather after evacuation to be accounted for.
- **High-risk person** – Any person who may require additional assistance during an evacuation (e.g. due to mobility, sensory, medical, language or cognitive limitations).

Roles and Responsibilities

Person Conducting a Business or Undertaking (PCBU)

[Company Name], as the PCBU, is responsible for:

- Providing and maintaining a safe system of work, including emergency planning and evacuation procedures.
- Ensuring this procedure is implemented, communicated and regularly reviewed.
- Providing adequate resources for emergency equipment, training and drills.
- Ensuring site-specific emergency plans and diagrams are developed and displayed.
- Consulting with workers and Health and Safety Representatives (HSRs) on emergency arrangements.

Officers (e.g. Directors, Senior Executives)

Officers must exercise due diligence to ensure [Company Name] complies with WHS obligations by:

- Ensuring appropriate emergency management systems are in place.
- Monitoring the effectiveness of emergency planning and evacuation procedures.
- Ensuring adequate funding for training, maintenance and improvements.

Managers and Supervisors

Managers and supervisors are responsible for:

- Implementing this procedure in their areas of control.
- Ensuring workers, contractors and visitors are aware of emergency procedures.
- Supporting the appointment and training of ECO members.
- Ensuring emergency exits, routes and equipment are maintained and unobstructed.
- Participating in emergency drills and debriefs.

Emergency Control Organisation (ECO)

The ECO includes the Chief Warden, Deputy Chief Warden, Communications Officer, Area Wardens and Wardens. Their responsibilities include:

- Coordinating the response to emergencies.
- Initiating evacuation or shelter-in-place as appropriate.
- Directing occupants to safe locations.
- Accounting for occupants at Assembly Areas.
- Liaising with emergency services.

Chief Warden

The Chief Warden is responsible for:

- Assessing the nature and extent of the emergency.
- Determining and initiating appropriate response actions (evacuation or shelter-in-place).
- Activating alarms and communication systems.
- Coordinating Wardens and ensuring all areas are checked where safe to do so.
- Providing information and status updates to emergency services.
- Authorising re-entry to the workplace when declared safe by emergency services.