

# Emergency Response Policy v3

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## 1. Legislation

The Workplace Health and Safety (National Uniform Legislation) Regulations 2011 is an instrument made under the *Workplace Health and Safety (National Uniform Legislation) Act 2011*. Section 43 of these Regulations outlines Council's duty to prepare, maintain and implement an emergency plan.

## 2. Definitions

**Council** means the MacDonnell Regional's administration.

**The Council** means the Councillors, President and Deputy President.

**Employee** is any person working for MacDonnell Regional Council.

**Workplace Participants** is contractors, subcontractors, agents, consultants and volunteers.

## 3. Statement

This policy provides the principles to:

- Maintain and enhance a productive, safe, healthy environment.
- Promote a rapid, coordinated and controlled response to emergency situations.
- Reduce the likelihood and extent of injuries as a result of an emergency.
- Minimise loss and damage to Council assets due to an emergency.

## 4. Policy

### 4.1 Principles

#### 4.1.1 Governance that Protects

Maintain workplace standards and procedures that ensure the security, health and safety of employees and workplace participants.

#### 4.1.2 Ensuring Legal Compliance

Comply with Work Health and Safety regulations and legislation to fulfil Council's duty of care.

### 4.2 Responsibilities of Council

- 4.2.1 Council owned buildings will be furnished with emergency evacuation diagrams, fire-fighting equipment, smoke alarms, emergency and exit lights/signs as prescribed by the National Construction Code.

### 4.3 Responsibilities of Employees and Workplace Participants

- 4.3.1 In the event of an emergency requiring evacuation move to the designated assembly point and await further instructions.

### 4.4 Responsibilities of Wardens

- 4.4.1 All wardens must report to the emergency control point. The emergency control point will be furnished with the following equipment:
- Portable first aid kit
  - Loud haler
  - Torches and glow sticks

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- Warden hats (coloured) and vests that are to be worn by the appropriate warden so as they are easily recognisable
- Evacuation checklists

#### **4.4.2** The chief or deputy warden will be responsible for delegating duties to each of the wardens as listed below:

##### Chief Warden (White Hat)/Deputy Warden (White Hat)

- Check fire panel (if fitted) or reported emergency (if safe to do so) and contact emergency services.
- Remain the point of contact for all wardens and emergency services.
- Responsible for communicating all details to emergency services when they arrive.
- Completion of evacuation checklist.

##### Area Wardens (Yellow Hat)

- Check area of responsibility.
- Assist employees, contractors and visitors to evacuate.
- Roll call of area employees.
- Report area status to chief/deputy warden.
- Monitor exits to prevent re-entry.

##### Wardens (Red Hat)

- Consider the use of fire-fighting equipment during initial response.
- Ensure that fire and smoke doors are properly closed.
- Ensure all persons are accounted for before and during evacuation.
- Control the orderly movement of occupants during evacuation.
- Assist mobility impaired persons during evacuations.

##### First Aider (Green Hat)

- Take charge of first aid kit from emergency control point.
- Collect visitor sign in book.
- Provide first aid as required.
- Roll call of visitors.
- Report status to chief/deputy warden.

#### **4.4.3** Trained emergency wardens will have the authority to make decisions and issue instructions to all staff and will supersede the normal management structure of Council.

#### **4.4.4** The chief warden will have complete control of the building/area until emergency services have arrived.

#### **4.4.5** The number of wardens required will be dependent on the work location and will be reviewed annually.

#### **4.4.6** Evacuation drills are to be conducted at least once annually.

#### **4.4.7** At the conclusion of each drill, false alarm or emergency event, wardens will conduct a debrief and compile an emergency evacuation report for submission to the Work Health and Safety Coordinator.

### **4.5 Responsibilities of the Work Health and Safety Coordinator**

The Work Health and Safety Coordinator will assess the emergency evacuation report together with other information about the evacuation to identify learning and improvement opportunities.

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## 5. Authority

The Council, 20 June 2025

## 6. Owner

Office of the CEO, Safety

## 7. Review Date

30 June 2029

## 8. Related Documents

Work Health and Safety Management System Manual  
Head Office Emergency Response Operational Procedure  
Bomb Threat Procedure  
Armed Hold Up Procedure  
Emergency Evacuation Procedure  
Evacuation Checklist