

Definitions

- Emergency (AS3745 – 2002)
 - Any event that arises internally or from external sources, which may adversely affect persons or the community generally, and which requires an immediate response
- Evacuation (JR)
 - Orderly egress from buildings, structures and workplaces

Possible emergencies

- Bomb threat
- Building invasion / armed intrusion
- Bushfire
- Chemical, biological and radiological
- Civil disorder
- Cyclone
- Earthquake
- Fire
- Flood
- Hazardous substances
- Industrial accident
- Letter bomb
- Medical emergency
- Severe weather / storm damage
- Structural instability
- Terrorism
- Transport accident
- Toxic emission

Previous maintenance

AS3745 - 2002

Full evacuation
exercise annually

Section 19

The new approach

- Critical emergency evacuation system elements
 - Section 19 – must do's
- Other emergency evacuation system elements and procedures
 - Appendix G – informative – should do's

Critical emergency evacuation system elements

TABLE 19.4.2

CRITICAL EMERGENCY EVACUATION SYSTEM ELEMENTS AND RECORDS

Item No.	Item	Action required & pass/fail requirement	Frequency			Records		
			Monthly	Six-monthly	Yearly	Result	Pass/fail	Comments
1.1	Emergency plan	INSPECT the emergency plan and check for relevancy to the facility.	✓	✓	✓	—	
1.2	Emergency evacuation equipment	INSPECT the emergency evacuation equipment and check for compliance with the emergency plan.	✓	✓	✓	—	
1.3	Emergency response procedures	INSPECT the emergency procedures and test for relevancy to the facility or to a nominated incident covered by the emergency procedures by conducting an evacuation exercise.	✓	✓	✓	—	
1.4	Training	INSPECT training records and check for compliance with the emergency plan.	✓	✓	✓	—	
1.5	Evacuation exercise	INSPECT evacuation exercise records and check for compliance with the emergency plan.	✓	✓	✓	—	
1.6	Emergency control organization (ECO)	INSPECT the ECO list and check for compliance with the emergency plan. TEST the ECO for relevance to the facility by initiating an alarm and checking the response for compliance with the emergency procedures.	✓	✓	✓	—	
1.7	Emergency response diagrams	INSPECT the emergency response diagrams for relevancy and check for compliance with the emergency plan.	✓	✓	✓	—	
1.8	Assembly areas	INSPECT the nominated assembly area(s) and test for relevance to the facility and compliance with the emergency plan.	✓	✓	✓	—	

Other emergency evacuation system elements and procedures (Tables G1-10)

TABLE G2
VERIFICATION OF EMERGENCY EVACUATION PROCEDURE ELEMENTS—
EVACUATION ROUTES AND PATHS AND RECORDS

Item No.	Item	Action required & pass/fail requirement	Frequency			Records	
			Monthly	Six-monthly	Yearly	Pass/fail	Comments
1.1	Smoke doors	CHECK that smoke doors close correctly.	✓	✓	✓	
1.2	Exit signs/Emergency Lighting	CHECK illumination by activating test button.	✓	✓	✓	
1.3	Exit doors	CHECK that exit doors are free from obstructions and can function as required.	✓	✓	✓	
1.4	Exit routes	CHECK that exit routes are clearly identified and free from obstructions.	✓	✓	✓	
1.5	Fire doors	CHECK that fire doors close correctly.	✓	✓	✓	

EVAC Summary

- Emergency evacuation important
- Many and varying types of emergencies
- Critical emergency evacuation systems
 - Section 19 – “must do’s”
- Other emergency evacuation systems
 - Appendix G – “should do’s”
- 6 monthly frequencies compared to 12 monthly typically