



ADMINISTRATION POLICY AND GUIDELINES

SUBJECT	EMERGENCY EVACUATION PROCEDURES
CHAPTER	1. – CORPORATE ADMINISTRATION
REFERENCE NO.	
RELEASE NO.	2004/03
AUTHOR	CHIEF EXECUTIVE OFFICER
	Approved by Corporate Management Group Date: 16 January 2004

Purpose

To implement a process requiring managers to prepare emergency evacuation procedures for the buildings in their area of responsibility.

APG Statement

1. All buildings that house Administration staff must have established procedures for the evacuation of personnel and visitors in the event of an emergency.
2. The relevant Manager has the responsibility to ensure that an evacuation plan
 - Is established
 - Has been familiarised by all staff
 - Is tested on a regular basis
3. The Emergency Services Co-ordinator will distribute to all Managers a guide to preparing emergency evacuation plans to assist in this regard. The Emergency Services Co-ordinator is also available to discuss this matter with Managers and provide assistance in this regard.
4. Following the development of a draft plan and confirmation by the Emergency Services Co-ordinator, Managers are required to submit the draft to the Chief Executive Officer for confirmation.
5. The Emergency Service is responsible for ensuring that procedures for evacuation of Administration staff from their place of work in the event of an emergency are established and operate correctly. The Emergency Service will:
 - Help draw up procedures if required
 - Review evacuation plans. Recommend to the CMG as appropriate
 - Offer advice on any matter relating to evacuation procedures
 - Conduct on-site inspections to ensure evacuation plans have been established and promulgated

Clearly as public service employees we all have a duty of care to the staff and public using our buildings. It is essential that all Managers adhere to the requirements to prepare and manage these plans.