

Australian Standard®

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**Emergency control organization and  
procedures for buildings**

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This Australian Standard was prepared by Committee FP/17, Emergency Evacuation Procedures. It was approved on behalf of the Council of Standards Australia on 8 September 1989 and published on 9 February 1990.

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Australia Post  
Australian Bomb Data Centre  
Australian Fire Protection Association  
Building Owners and Managers Association of Australia  
Commonwealth Fire Board  
Institution of Fire Engineers  
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**Emergency control organization and  
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## PREFACE

This Standard was prepared by the Standards Australia Committee on Emergency Evacuation Procedures. The Standard gives guidance on the establishment of an Emergency Control Organization (ECO) and the preparation of emergency procedures for buildings or groups of buildings, for ensuring controlled movement of occupants including evacuation as necessary.

The Standard was written in general terms to make it suitable for application for all types of buildings including offices, hospitals, schools, tertiary institutions, multi-occupancy and public buildings.

The document outlines the structure for an ECO which can be adapted to special individual needs. The lines of authority and responsibility are also clearly stated. In addition, the authority of ECO officers when they are acting in their role in an emergency is addressed.

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## FOREWORD

A building emergency can develop from a number of causes: fire, structural fault, bomb threat, leakage of gas, civil disorder and others. Emergency procedures are designed to ensure the safety of occupants in any of these happenings.

The recommendations in this guide are written to apply primarily to;

- (a) multi-storey buildings with a large number of occupants; and
- (b) large area low rise buildings.

A small single-occupancy building, for example, may need only a simple Emergency Control Organization (ECO) compared to a hospital, which requires a more detailed plan because of its special problems.

Regardless of size and complexity, all ECOs need continued effort to ensure that arrangements are effective in an emergency.

**STANDARDS AUSTRALIA****Australian Standard****Emergency control organization and procedures for buildings****SECTION 1. SCOPE AND GENERAL**

**1.1 SCOPE.** This Standard sets out recommended procedures for the safety of people in buildings during emergencies, establishes guidelines on the appointment of the Emergency Planning Committee, the setting up of an Emergency Control Organization (ECO) and the preparation of Emergency Procedures and addresses the authority of ECO personnel while executing their duties.

It covers emergency situations until the appropriate emergency service arrives to take control, at which time, the ECO should work in conjunction with such service.

**1.2 REFERENCED DOCUMENT.** The document below is referred to in this Standard:

AS  
2220 Emergency warning and intercommunication systems in buildings

**1.3 DEFINITIONS.** For the purpose of this Standard, the following definitions apply:

**1.3.1 Emergency**—any event which arises internally or from external sources which may adversely affect the safety of persons in a building or the community generally and calls for immediate response by the occupants.

**1.3.2 Emergency Control Organization (ECO)**—a structured organization of persons to organize and supervise the safe movement of occupants of a building in an emergency.

**1.3.3 Emergency planning committee**—a committee responsible for establishing an emergency plan and setting up an ECO.

**1.3.4 Mobility-impaired person**—a person with physical, mental or sensory impairment, either temporary or permanent, who requires assistance during emergency evacuation.