



## Planning for emergencies in facilities

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This Australian Standard® was prepared by Committee FP-017, Emergency Management Procedures. It was approved on behalf of the Council of Standards Australia on 27 October 2010.

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Standards Australia wishes to acknowledge the participation of the expert individuals that contributed to the development of this Standard through their representation on the Committee and through the public comment period.

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Australian Standard®

## Planning for emergencies in facilities

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## PREFACE

This Standard was prepared by the Standards Australia Committee FP-017, Emergency Management Procedures, to supersede AS 3745—2002, *Emergency control organization and procedures for buildings, structures and workplaces*.

*This Standard incorporates Amendment No. 1 (May 2014) and Amendment No. 2 (June 2018). The changes required by the Amendments are indicated in the text by a marginal bar and amendment number against the clause, note, table, figure or part thereof affected.*

The objective of this Standard is to enhance the safety of people in facilities, by providing a framework for emergency planning, utilizing the built facilities as appropriate.

The objective of this revision is to make a greater distinction between emergency plans and emergency/evacuation procedures. It also includes expanded and revised sections on—

- (a) developing the emergency plan;
- A1 | (b) the duties of the emergency planning committee (EPC) and emergency control organization (ECO);
- (c) provisions for occupants with a disability;
- (d) education and training; and
- (e) guidance on how to determine the size of the emergency control organization.

A1 | Changes have been made to the indemnity clauses affecting members of both the EPC and the ECO.

Facility owners, managers, occupiers and employers should obtain professional advice on the level of indemnity provided to EPC and ECO members. The EPC and ECO members should be advised of the level of indemnity provided.

A1 | Where AS 4083, *Planning for emergencies—Health care facilities*, is used in conjunction with this Standard, it should be noted that the nomenclature of the ECO personnel is different for patient or resident occupied areas.

Notes and examples integrated in the text of a document are used for giving additional information intended to assist the understanding or use of the document. These elements do not contain requirements or information considered indispensable for the use of the document.

The term ‘informative’ has been used in this Standard to define the application of the appendix to which it applies. An ‘informative’ appendix is only for information and guidance.

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## FOREWORD

The development and implementation of emergency plans and procedures are essential for the effective and efficient management of any emergency in a facility.

The requirements and recommendations in this Standard have been kept general so that they can be adapted to suit most facilities. Regardless of size and complexity of a facility, continual effort is needed to ensure that the arrangements are effective in an emergency.

All occupants and visitors regardless of their abilities have some obligation to take responsibility for their own safety and prepare a plan for evacuation during an emergency.

This Standard concerns emergency planning at the level of individual facilities. The emergency plan created using this Standard may form part of higher level emergency management or disaster management plan.

This Standard applies only to the human/life safety aspects of emergencies within facilities. Organizations may be assisted by taking into account how their emergency planning interacts with their other internal organizational strategies. These include the relationship between security and emergencies, management of different types of risk, and the business resilience of an organization following an emergency or disaster.

Standards Australia has published a range of Standards and Handbooks that may provide assistance in developing an understanding of the broader context in which emergency procedures may function. These include:

AS/NZS ISO 31000, *Risk management—Principles and guidelines*

AS/NZS 5050, *Business continuity—Managing disruption-related risk*

A1 | AS 4421, *Guard and patrol security services*

AS 3806, *Compliance programs*

HB 327, *Communicating and consulting about risk*

HB 293, *Executive guide to business continuity management*

HB 292, *A practitioner's guide to business continuity management*

HB 167, *Security risk management*

## STANDARDS AUSTRALIA

**Australian Standard**  
**Planning for emergencies in facilities**

## SECTION 1 SCOPE AND GENERAL

**1.1 SCOPE**

This Standard outlines the minimum requirements for the establishment, validation and implementation of an emergency plan for a facility to provide for the safety of occupants of that facility and its visitors leading up to, and during an evacuation.

It includes the following:

- (a) The formation, purpose, responsibility and training of the emergency planning committee.
- (b) Emergency identification.
- (c) The development of an emergency plan.
- (d) The development of emergency response procedures.
- (e) The establishment, authority and training of an emergency control organization.
- (f) The testing and validation of emergency response procedures.
- (g) Emergency related training.

This Standard does not cover facility operational incidents, community disaster management, business continuity, security management or major environmental impacts beyond the facility.

## NOTES:

- 1 Guidance on planning and response for fire and smoke emergencies is given in Appendix A.
- 2 Guidance on planning and response for bomb threat is given in Appendix B.
- 3 Guidance on planning and response for civil disorder and illegal occupancy is given in Appendix C.
- 4 The information and guidance in Appendices A, B and C is not comprehensive enough to adequately plan for fire and smoke emergencies, bomb threat, and civil disorder and illegal occupancy.

**1.2 APPLICATION**

This Standard applies to buildings, structures or workplaces occupied by people, with the exception of Class 1a buildings as defined in the Building Code of Australia, unless that dwelling is also used as a workplace.

This Standard does not attempt to over-ride legislative obligations in providing for the safety of occupants and visitors in facilities.

It does, however, provide guidance for the planning and implementation of effective emergency planning committee (EPC) and emergency control organization (ECO) procedures, covering emergency situations up until the appropriate Emergency Service arrives to manage the situation, at which time, the ECO shall work in conjunction with that service.