

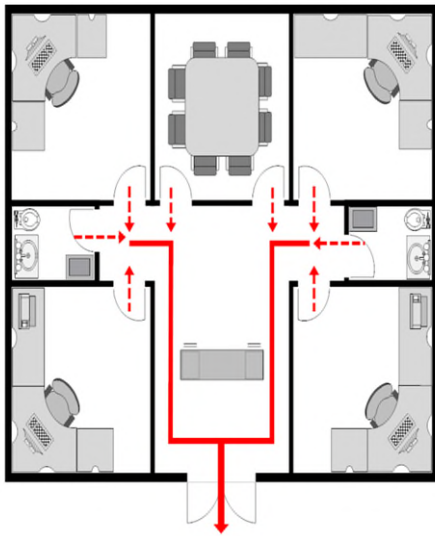
## Evacuation Exercise and Training

During an emergency it is too late to find out how to respond. Your team must know what to do before an emergency occurs and how to evacuate safely and quickly if required. Chubb offers a number of evacuation exercises contextualised to your workplace to help your team prepare. These exercises can be conducted individually or in conjunction with one of our Emergency Control Organisation courses. The evacuation exercises are aligned with relevant requirements from Australian Standard AS3745 and State specific regulations and are designed to test your organisation's readiness for an emergency response.

### Workplace Emergency Procedures

The implementation of the Workplace Emergency Procedures program helps to ensure effective utilisation of life safety features in a building to protect people from fire, bomb threats and other emergency situations. However, the effectiveness of the procedures depends largely upon the practical experience of the staff and occupants. Practical evacuation exercises are essential to allow staff to put into practice the procedures they have learned in training and to allow assessment of the staff competencies by the Trainer.

A practical evacuation exercise gives Wardens and staff the opportunity to practice duties, test procedures and experience using stairs and exits not normally used. Preparation and experience will contribute to an orderly evacuation in the case of a genuine emergency.



### The Evacuation Exercise

The evacuation exercise consists of a pre-evacuation briefing where the evacuation plan is reviewed and staff and occupants are alerted to the conduct of an evacuation exercise. The type of exercise is determined as well as any details in this preliminary meeting. The Chief Warden may also review the use of any fire panel or other equipment.



Each evacuation exercise is followed by a debriefing so that any areas of concern and opportunities for improvement can be discussed.

The de-briefing includes all Wardens who participated and other members of the Emergency Control Organisation. Following this, an Evacuation Report will be documented and a copy given to the Chief Warden or site contact.

The evacuation report is prepared to capture the outcome, times of wardens' reports are recorded as well as gaps in procedures identified. The report also notes and suggests any deficiencies in current emergency procedure related equipment, additional training requirements and other related items.

Australian Standard AS3745 recommends annual full-scale evacuation exercises. The duration of the exercise depends on the size and complexity of the venue.

## Duration and Location

Depending on the building configuration, occupancy and size, an average evacuation exercise will take ½ an hour to 1 ½ hours which includes a pre-evacuation briefing and a post-evacuation debrief with key personnel and ECO members. The evacuation exercise will be held at your premises.

## Cost

Please contact the Chubb Training office on 1300 650 182 or via email [au\\_chubb.training@chubbfs.com](mailto:au_chubb.training@chubbfs.com) for course costs.