

Australian Standard™

**Emergency control organization and
procedures for buildings, structures and
workplaces**



This Australian Standard was prepared by Committee FP-017, Emergency Evacuation Procedures. It was approved on behalf of the Council of Standards Australia on 7 December 2001.

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The following are represented on Committee FP-017:

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Australia Post
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Australian Retailers Association
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**Emergency control organization and
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workplaces**

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PREFACE

This Standard was prepared by the Standards Australia Committee FP-017, Emergency Evacuation Procedures, to supersede AS 3745—1995, *Emergency control organization and procedures for buildings*.

This Standard incorporates Amendments No. 1 (May 2004) and 2 (November 2005). 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 provide procedures for the safety of people in buildings, structures and workplaces during emergencies.

This Standard has been written in general terms to make it applicable to all types of occupiable buildings, structures and workplaces.

Where AS 4083—1997, *Planning for emergencies—Health care facilities*, is used in conjunction with this Standard, it should be noted that the nomenclature of the grades of ECO personnel is different. This has arisen due to the requirement for specific titles in the health care area while the titles throughout this Standard (AS 3745) indicate levels of authority to suit differing circumstances imposed by the building tenants' internal organizations.

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

The revisions have been incorporated to clarify points of contention and to include additional facets that were considered to be necessary.

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.

A1 | The Appendix D typical phone threat and bomb threat check list is reproduced with the permission of the Australian Bomb Data Centre.

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FOREWORD

An emergency can develop from a number of causes. Emergency procedures in accordance with this Standard, are essential for the effective and efficient management of any emergency.

The recommendations have been kept general so that they can be adapted to suit most workplace situations.

Regardless of size and complexity continued effort is needed to ensure that arrangements are effective in an emergency.

STANDARDS AUSTRALIA

Australian Standard

Emergency control organization and procedures for buildings, structures and workplaces

SECTION 1 SCOPE AND GENERAL

1.1 SCOPE

This Standard sets out the requirements for the development of procedures for the controlled evacuation of building, structures and workplaces during emergencies.

The Standard also establishes guidelines for —

- (a) the appointment of the emergency planning committee (EPC);
- (b) the setting up of an emergency control organization (ECO);
- (c) the preparation of emergency plans and procedures;
- (d) the role and authority of ECO personnel while executing their duties; and
- (e) the requirements of an education and training program.

The standard covers emergency situations until the appropriate emergency service arrives to take control, at which time, the ECO will work in conjunction with that service.

1.2 EXCLUSION

This Standard does not apply to single dwellings.

1.3 REFERENCED DOCUMENTS

The following documents are referred to in this Standard:

AS

1428	Design for access and mobility
1428.1	Part 1: General requirements for access — New building work
2220	Emergency warning and intercommunication systems in buildings
2220.1	Part 1: Equipment design and manufacture
2220.2	Part 2 System design, installation and commissioning
4083	Planning for emergencies—Health care facilities

1.4 DEFINITIONS

For the purpose of this Standard, the definitions in the Building Code of Australia (BCA), Occupational Health and Safety legislation (OH&S) and those below apply.

1.4.1 Building, structure and workplace

A building, structure or workplace that is occupied by people, i.e. offices, warehouses, factories, public buildings, shopping complexes, apartment buildings, or a place that may be occupied by people.

A2