

# EMERGENCY MANAGEMENT

EMERGENCY MANAGEMENT  
PLANNING, TRAINING &  
DOCUMENTATION

TRIMEVAC IS ONE  
OF AUSTRALIA'S  
LEADING FIRE  
EMERGENCY  
MANAGEMENT AND  
RESPONSE  
TRAINING  
COMPANIES WITH A  
HISTORY OF  
DELIVERING CLIENT  
SUCCESS SINCE  
1987.

TrimEVAC is Greencap's specialised Emergency Management and Training company, providing a comprehensive range of emergency management consulting and training services across Australia and New Zealand.

TrimEVAC Emergency Management offers:

- **Tailored solutions** that meet the needs of each organisation and their risk profile
- Practical & engaging **training programs** for members of the control organisation
- Multi-disciplinary consulting staff with broad industry experience and qualifications
- Comprehensive and user-friendly **emergency management documentation** including the development of *Emergency Procedures* and *Evacuation Diagrams*

## Emergency Documentation and Procedures

An Emergency Plan is the documented scheme of assigned responsibilities and actions to respond to and manage emergencies as laid out in AS3745-2010.

For two decades, TrimEVAC has been assisting clients with the development of Emergency Management Documentation and Procedures that meet the requirements of Australian and New Zealand Work Health and Safety Legislations, Regulations, relevant Codes of Practice and Standards.

## Evacuation Exercises

TrimEVAC run full evacuation exercises for buildings and workplaces to determine the effectiveness of the Emergency Response Procedures (ERP), ensuring that occupants are acquainted with escape paths, emergency exits, muster points and assembly areas.



TrimEVAC delivers a complete range of emergency response training programs conducted onsite for your convenience.

It is a requirement that all building occupants participate in an evacuation exercise:

- At least once a year in Australia (Australian Standard AS 3745-2010: Planning for Emergencies in Facilities)
- At least every six months in New Zealand (Fire Safety and Evacuation of Buildings Regulations 2006)

Working closely with clients, TrimEVAC implements evacuation training for sites and coordinates the planning and execution of evacuation exercises. Solidifying this understanding of emergency procedures brings an assurance that staff can evacuate the building quickly and safely. At the completion of the exercise, a debrief session is conducted with the Emergency Control Organisation (ECO) to provide feedback and identify actions for improvement.

### Scenario Exercises

Scenario exercises are conducted in relation to a wide range of potential threat situations to practice & validate emergency management plans and processes. They reinforce knowledge gained by the ECO and enable the ECO members to gain confidence in their roles. During these exercises hypothetical scenarios are created and participants role play through the emergency situation to a satisfactory outcome. These exercises can be either a desktop process or a more complex scenario involving interaction with other stakeholders.

### Evacuation Diagrams

It is a requirement that buildings install Evacuation Signs and Diagrams to familiarise people on how to exit the building in an emergency. Likewise buildings are required to display evacuation signs that show the procedures for evacuation from that part of the building represented in the diagram.

TrimEVAC Evacuation Diagrams meet the requirements of all the Australian and New Zealand Work Health and Safety Legislations, Regulations, relevant Codes of Practice and Standards.

### Emergency Management Training

TrimEVAC delivers a complete range of practical and engaging emergency training programs. Emergency situations and threats are identified and appropriate countermeasures established.

TrimEVAC training programs are modified to suit client needs and are conducted at your site for your convenience.

### Emergency Planning Committee Training

An integral part of an effective emergency management program is to have a pro-active Emergency Planning Committee (EPC) to ensure that all emergency management requirements are fulfilled in accordance with all relevant WH&S legislation. TrimEVAC conduct training for the EPC to ensure members have the necessary knowledge required to fulfill their roles within the committee. TrimEVAC can also attend EPC meetings to provide specialist input and support on emergency planning initiatives.

### Chief Warden Training

Understanding the Chief Warden role is a critical part of the emergency response process.

TrimEVAC's training meets the requirements of all the Australian and New Zealand Work Health and Safety Legislations, Regulations, relevant Codes of Practice and Standards.

TrimEVAC provides training for Chief Wardens that covers:

- The importance of incident record keeping
- Effective communication with the Emergency Services
- The practical use of the Emergency Warden Intercommunication (if installed) along with evacuation procedures and announcements

TrimEVAC will also train Chief Wardens on the evacuation procedures for buildings with different alarm systems, and also those that do not have any form of installed alarm system.

This training will provide chief wardens with the skill set required to assess the risk and manage different types of emergencies in the workplace, ensuring a safe and prompt evacuation of all occupants in your building when required.

### EWIS/EWS Training

The Emergency Warnings Systems (EWS) and Intercommunication Systems (EWIS) are a vital component when an evacuation is required. The Chief Warden team must have a thorough understanding of the use and practical applications of these systems. TrimEVAC provide hands on instruction in the use of the EWS and EWIS panels to the Chief Warden team to effectively manage & coordinate emergency response.

### Warden Training

TrimEVAC provides Warden Training that is specific to the facility and type of threat, such as, fires, bomb threats, bushfires, chemical incidents, and aggression. Wardens are key people who are responsible for directing and controlling an emergency response in their designated areas and, ultimately, getting people to safety.

To create a fully trained and competent Emergency Control Organisation (ECO), Warden Training is frequently performed in conjunction with other modules and is recommended that ECO members take part in these skill sessions at least every 6 months.

### General Occupant Training

Occupants have a responsibility within the facilities emergency response procedures. TrimEVAC provides an online training program to capture the requirement of AS3745-2010 for all occupants within a facility to be trained annually in emergency response procedures.

General Occupant training includes:

- Roles and responsibilities of wardens
- Identification of Emergency Control Organisation (ECO) members
- How to react safely to emergencies and alarms
- Evacuation procedures for their facility

### TrimEVAC Online Fire and Evacuation Training

TrimEVAC's DIY - Online Fire and Evacuation Training System makes fire and evacuation training quick and easy for an organisation to organise and manage. Simply create an account and purchase the required training tickets. A password will then allow your group to access and complete training online and at their convenience.

The system automatically tracks and provides reports about who has completed training.

Designed to complement the Greencap compliance based training programs, this online system helps meet our clients' induction and general staff training obligations.

## Fire Extinguisher Training

There are six different classes of fires to which extinguishers are in Australia and New Zealand. It is critical to understand which fire extinguishers are rated to combat each class of fire as an extinguisher can be either ineffective or dangerous with incorrect application.

In consultation with your Emergency Planning Committee, TrimEVAC provides information about fire awareness and the correct use of portable firefighting equipment to the nominated attendees including:

- The 6 different classes of fire
- Effective use of portable fire-fighting equipment
- Determining the equipment is in a usable condition
- When it is safe to use an extinguisher
- What to do when the extinguisher has been used and is now empty

TrimEVAC fire extinguisher training complies with AS3745:2010 and is consistent with national Work Health Safety Acts and Regulations guidelines.



## TrimAccess

TrimAccess is a comprehensive web-based Emergency Planning and Management tool for multi-building portfolios. TrimAccess is designed to allow clients to effectively coordinate, track and monitor emergency planning actions and programs. Compliance and emergency management data can be recorded, analysed and reported across groups of sites, regions, or at a national level.

### Key features of the software include:

- Online management of portfolio emergency training records and schedules
- Ready access to emergency management information (emergency plans and diagrams)
- Ability to update warden details online
- Secure (encrypted) password access at different security levels to site or portfolio specific records

Visit [www.trimevac.com.au](http://www.trimevac.com.au) for more information.

For further information on these services go to:

[greencap.com.au/trimevac](http://greencap.com.au/trimevac) or contact [trimevac@greencap.com.au](mailto:trimevac@greencap.com.au)

# GREENCAP

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