



# Site Evacuation Procedure

## Operations Procedures

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<b>Prepared By:</b> Emma Jarrett	<b>Revision Date:</b> 29 June 2018
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## 1.0 Site Evacuation Procedure

In case of an emergency requiring evacuation of the site, the following procedure is to be followed.

The two Muster Points will be:

- 1) Main Parking Lot at the Site entrance;
  - 2) Helipad at the South End of the Site
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1. Operations Section Chief/Emergency Coordinator or Foreman will initiate evacuation, as necessary;
  2. Emergency Coordinator/Foreman will sound the Evacuation Alarm or instruct the Security Guard to sound the alarm, the alarm button is located in the Security Office, and is the red button above the fire system panel (picture below).
  3. Security Guard shall remain at the Security Office unless that location is in immediate danger;
  4. Emergency Coordinators will appoint someone to direct traffic at the muster stations;
  5. Emergency Coordinators will ensure all Foremen are advised to evacuate their employees, visitors and contractors to the appropriate Muster Station;
  6. Emergency Coordinator or Foremen will ensure all Admin staff have heard the alarm and are evacuating the Admin Office, (ensuring boardroom is checked);
  7. Assigned Admin Management to collect Muster Station Verification Form from Boardroom;
  8. Employees should proceed to the gate and scan out through the turnstile gate or through the EXIT drive out gate, employees on foot can scan out at the exit drive out gate if there is a line up at the turnstile;
  9. Emergency Coordinators and Foremen are responsible for ensuring that their employees, visitors and contractors are directed or transported to the appropriate Muster Station. **DO NOT ALLOW ANY EMPLOYEES, VISITORS AND CONTRACTORS TO LEAVE THE SITE UNLESS THIS ACTION IS RECOMMENDED BY THE OPERATIONS SECTION CHIEF;**
  10. Emergency Coordinators and Foremen should monitor radio communications at all times (EMERGENCY CHANNEL 1), and keep the radio channel clear for emergency communication only;
  11. Each Emergency Coordinator and Foreman is to take a head count and complete the Muster Station Verification Form. Emergency Coordinators report to Operations Section Chief when all employees are accounted for. Foreman to confirm presence of all employees against the manning sheet;
  12. Senior management from Admin Office will perform head count of Admin Employees and complete a Muster Station Verification Form;
  13. If all employees are not accounted for, and the situation permits, a search party will be formed;



14. When all employees are accounted for, Emergency Coordinators may advise if further action is required;
15. All employees are to remain at the assembly point until “all clear” is given by the Operations Section Chief;
16. Operations Section Chief will authorize for the alarm to be switched off, once the emergency situation is over;
17. During the emergency, all employees are to liaise with Emergency Coordinators to obtain permission to go back into the site to obtain personal belongings left behind (if possible);
18. Logistics Section Chief and Emergency Coordinators will coordinate a safe mode of transport (vehicle/bus/boat) from the site if personal vehicles are cut off or the estuary exit road is not accessible.

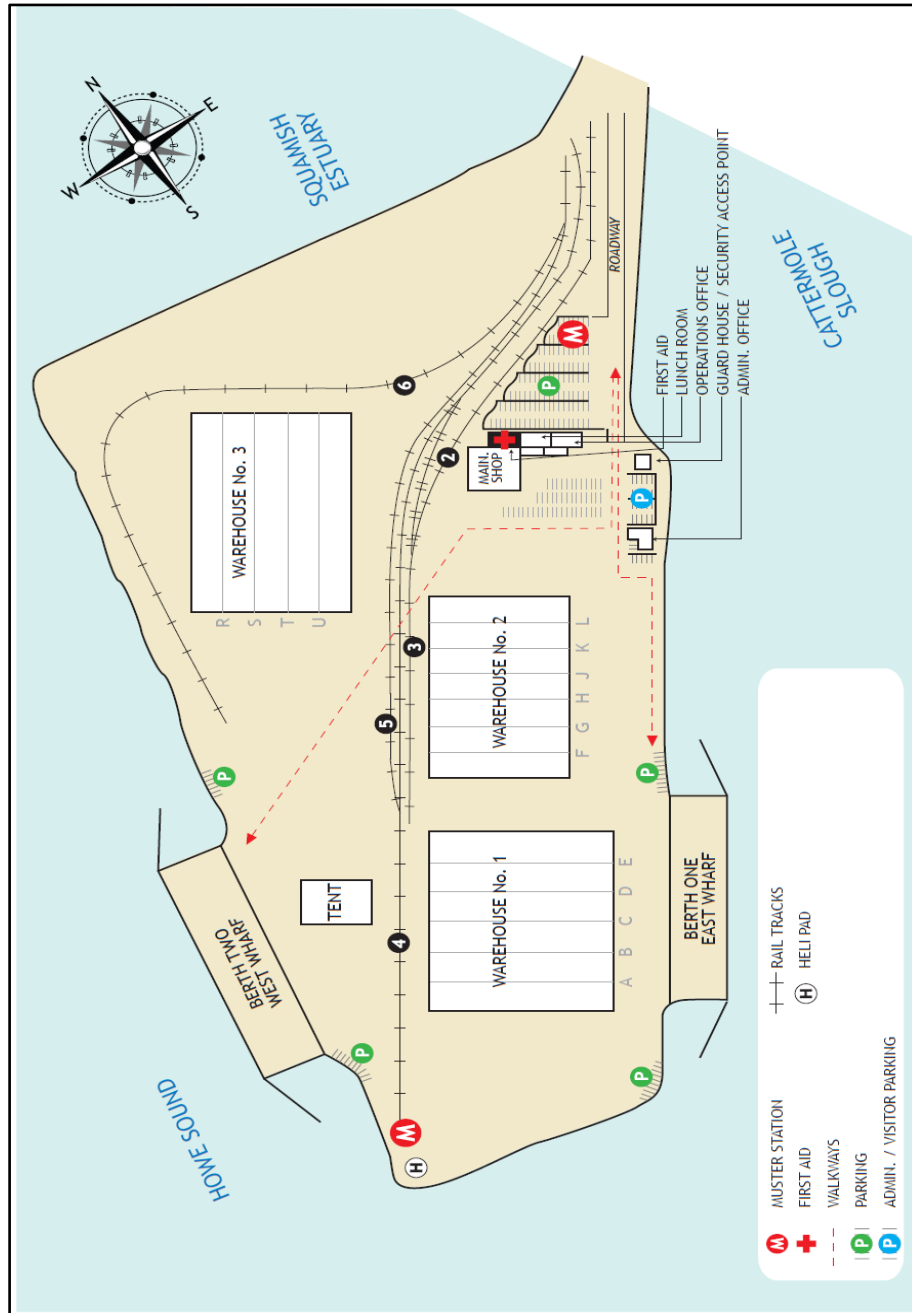
### 2.0 Evacuation Alarm Button Procedure

1. Emergency Coordinator will sound the Evacuation Alarm or instruct the Security Guard to sound the alarm;
2. To sound the alarm:
  - press in the red button, located in the security building (picture above),
  - the button stays depressed when hit;
3. To stop the alarm:
  - Turn the alarm button (“turn to reset feature”) and pull outwards to reset the button (alarm will continue ringing)
  - Refer to the fire system panel underneath the pushbutton, and press “Acknowledge” (silences the alarm in the security building)
  - Press “Signal Silence” button (stops the audible alarm on the site but the system will still be in alarm mode on the panel)
  - Press “Reset” button on the fire system panel (resets the alarm condition in the cpu and clears the system).

### 3.0 Appendices

- A. Site Map
- B. Muster Station Verification Form

## Appendix A: Site Map



**Appendix B: Muster Station Verification Form**

<b>MUSTER STATION VERIFICATION FORM</b>			
<b>NAME:</b> _____		<b>DATE:</b> _____	
<b>NAME</b>	<b>TIME</b>	<b>NAME</b>	<b>TIME</b>

## Revision Record

Document	Rev	Date	Originator	Details of Change
PRO-022	0.0	2018-02-10	SQT	Original draft
PRO-022	1.0	2018-03-22	SQT	Updated alarm button procedure
PRO-022	1.1	2018-06-29	SQT	Updated #7 to include Admin Muster Form; updated #8 to instruct that all employees should scan out at security gate when evacuating site