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| Emergency Management Audit |

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| **Entity:** |  |
| **Location/Site:** |  |
| **Completed by:** |  |

| **Questions** | **Yes** | **No** | **Comments/ Actions Required** |
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| **Planning** |  |  |  |
| Has an Emergency risk assessment been conducted for each site? Risk assessments should take into account the following:* likely emergencies,
* the surrounding environment,
* the size and nature of the workplace,
* workplace hazards, and
* other site-specific factors that may influence emergency response
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| Has an Emergency Response Plan been developed that covers procedures for dealing with each identified likely emergency? |  |  |  |
| Does the Emergency Response Plan include the following: * Evacuation Procedures,
* Internal and External communication methods (including emergency services and neighbours), and
* Provision of medical assistance?
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| Has the Emergency Response Plan been tested in the last 12 months? (i.e. a desktop review or simulation where scenarios are role-played and discussed) |  |  |  |
| As a result of the test/ simulation, was the Emergency Response Plan found to be effective? Further, if corrective actions were identified have they been closed out? |  |  |  |
| Does each work location have adequately trained Evacuation Wardens to be able to guide the evacuation of all workers in all areas of the work site during hours of operation i.e. if applicable shift work hours may need to be considered? |  |  |  |
| Has the Emergency Evacuation procedure been practically tested (i.e. an evacuation drill) and documented, for each location, and for each work shift if applicable? |  |  |  |
| Was the Emergency Evacuation procedure found to be effective? If not, have corrective actions been carried out to improve its effectiveness? |  |  |  |
| Have all workers been trained in relevant aspects of the current Emergency Response Plan? |  |  |  |
| Are visitors and contractors made aware of the basic aspects of the Emergency Response Plan? |  |  |  |
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| **First Aid** |  |  |  |
| Has a first aid risk assessment been conducted, to determine adequate first aid personal and resources for each site, taking into account the number of workers, workplace size and location, and workplace hazards? |  |  |  |
| Have adequate first aiders been trained, in line with the findings of this procedure? |  |  |  |
| Have annual first aid updates been completed, such as resuscitation and anaphylaxis management? |  |  |  |
| Have first aid resources such as first aid kits and resuscitation equipment, been provided in line with the risk assessments, and can all workers access this equipment at all times? |  |  |  |
| Is there a program to ensure first aid supplies are replenished, kept current, and equipment is serviced as required? |  |  |  |
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| **Fire Fighting Equipment** |  |  |  |
| Have up to date emergency evacuation diagrams been provided in all rooms? |  |  |  |
| Has fire-fighting equipment been provided in line with the risk assessment? |  |  |  |
| Is there a system or program to ensure fire-fighting equipment is tested every six months? |  |  |  |
| Has all fire-fighting equipment been tested and tagged within the last six months? |  |  |  |
| Is there an effective program to ensure all evacuation pathways and exits are clear, exit/evacuation signs are illuminated, and fire-fighting equipment is unobstructed? |  |  |  |
| Is a current fire inspection certificate displayed? |  |  |  |

**Summary of Findings** - Please provide a one paragraph summary of your findings regarding your current Emergency Management System and its use, including areas for improvement. This paragraph can then also be copied into the audit results section of your next board report.

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