DIA TERMINAL EMERGENCY PROCEDURES
MARCH 2021 VERSION 2.1

Darwin
International Airport

CONTENTS

Administration

Authority:

The Darwin International Airport Terminal Emergency Procedures Manual (TEPM) has been prepared by the Terminal Evacuation Committee (TEC) in compliance with Australian Standard AS 3745:2010 and also in consultation with the committee and relevant Emergency Services. Additionally, the TEPM is an Annex to the Aerodrome Manual and the Safety Management Manual.

Recommended:

Head of Airport Operations Darwin

International Airport

March 2021

Approved:

Executive General Manager - Operations

Darwin International Airport

March 2021

Record of Amendments

As information is updated, you will be issued either new pages for this Terminal Emergency Procedures Manual (TEPM) or a complete electronic reissue so that it is always current.

This document is a complete revision and replaces the previous document titled DIA Terminal Emergency Evacuation Plan V2.0

Please ensure that as soon as you receive these new pages, they are inserted into the TEPM and the old ones removed and destroyed.

This page will assist you to keep track of all amendments.

Date	Amendment No / Comment.	Signature

Distribution List

The Darwin International Airport TEP is distributed to the following organisations:

Distribution	No. of copies
Darwin International Airport	Electronic Distribution
All tenants	Electronic Distribution
ARFF	Electronic Distribution
	Electronic Distribution
	Electronic Distribution
	Electronic Distribution
	Electronic Distribution
	Electronic Distribution
	Electronic Distribution
	Electronic Distribution
	Electronic Distribution
	Electronic Distribution

Referenced Documents & Manuals

Conditions of Use (Northern Territory Airports)

This document may only be used for its authorised process within the Darwin International Airport and must NOT be released or utilised by any other organisation in any manner without the express permission of the DIA Director Operations and Customer Experience.

The following documents have been referenced for inclusion in this manual:

- Work Health and Safety (National Uniform Legislation) Act 2011
- Work Health and Safety (National Uniform Legislation) Regulations
- AS3745 - 2010 - Planning for Emergencies in Facilities
- AS/NZS ISO - 31000:2009 - Risk Management Principles and Guidelines
- AS/NZS 5050 - Business Continuity - Managing Disruption related risk
- AS 2700 - Colour Standards for General Purposes

Introduction

Purpose

Darwin International Airport values the health and safety of all employees, contractors, tenants, air operators and the general public that use and visit our airports and is committed to the highest standards of safety and will strive for continual improvement in our safety performance.

Emergency Procedures are vital for the management of critical incidents that could arise both internally or externally, and may impact on the safety and wellbeing of the Terminal occupants. In addition they can minimise the impact on the building, plant and equipment as well as aircraft operations.

Scope

This Emergency Procedures Manual has been developed to provide guidelines for an appropriate response by all staff and ECO personnel to common emergencies within the Terminal building at Darwin International Airport (DIA).

These procedures should be adopted and adhered to by all permanent employees, casual employees, contractors and visitors.

Glossary

ADM	Airport Duty Manager. This role also incorporates the role of Chief Warden.
Area	A floor, zone or place within a building, structure or workplace that may be occupied by people.
Assembly Area	The designated place or places where people assemble in the course of an evacuation. Assembly Areas are located airside and landside.
Aviation Rescue & Fire Fighting (**ARFF**)	The Business unit of Airservices that is responsible for the management of Rescue and Fire Fighting at the Airfield and extending out to 1000m beyond the Airfield boundary.
Bomb Threat	A threat, written or verbal, delivered by electronic, oral or other medium, threatening to place or use an improvised explosive, chemical, biological, or radiological device at a time or place or against any specific person or organisation.
Chief Warden	The person selected to head the ECO and manage the incident until formally handing over to a combat organisation i.e. ARFF, NTFS, Police
Emergency Control Organisation (**ECO**)	A person or persons appointed by the EPC to direct and control the implementation of the facilities emergency response procedures.
Emergency/Incident	Any event that arises internally or from external sources, which may adversely affect persons or the community generally, and which requires an immediate response.
Emergency Planning Committee (**EPC**)	Persons responsible for the documentation and maintenance of an emergency plan.
Emergency Warning and Intercommunication System (**EWIS**)	A combined Emergency Warning System (EWS) and Emergency Intercommunication System (EIS) that facilitates both communications and control during an emergency. The EWIS will provide: • Manual and automatic alarm activation. • Alert signal (continuous Beep….Beep…) An audible signal, or combination of audible and visible signals to alert occupants Note when the automatic alarm is activated; it will be in the warning phase for 06 mins with a recorded message advising that the "cause of the alarm is being investigated, please await further instructions" and unless manual control of the system is taken by the Chief Warden within the 06 mins or the fault rectified the system will automatically go into the Evacuation signal • Evacuation signal (continuous Whoop….Whoop… and verbal evacuation instructions) • Ability to provide verbal address to one or more areas of the building via a PA • Ability to communicate to one or more Wardens via the Warden Intercommunication Points (WIPs – Emergency Red phones)

Evacuation	The orderly movement of people from a place of danger.
Evacuation diagram	A graphical representation of the floor areas of the terminal.
Evacuation Route	There are Assembly Areas located on both the airside and landside areas of the Terminal. You Are Here Evacuation Diagrams are placed throughout the terminal providing direction to exit the building towards the Assembly Areas.
Fire Indicator Panel (**FIP**)	The FIP is an electrical panel that is the controlling component of a fire alarm system.
Trident	Trident Security – the Screening Point staff will respond to all activation of the Terminal fire alarm system
Manual Cal Point (**MCP**)	A Manual Call Point is used to allow Terminal occupants to signal that a fire or other emergency exists within the building. They are connected to the Fire Indicator Panel which is in turn connected to the EWIS. The body of a Manual Call Point is red in colour and is activated by the breaking of (or appear to require the breaking) the frangible element to manually raise the alarm. The frangible element which is capable of being broken or appearing to be broken forms the front cover of the MCP.
Master Emergency Communications Point (**MCEP**)	The location where a warning system can be activated and from where instructions can be relayed to the Warden Intercom Points. This is at the EWIS panel located on the Ground Floor Domestic Arrivals adjacent the Café.
Occupant	People at the Terminal, whether inside or outside it, whether permanent or temporary.
AMS	Aviation and Maritime Security Division of the Department of Home Affairs
Personal Emergency Evacuation Plan (**PEEP**)	An individualised evacuation plan designed for an occupant with a disability who may need assistance during an emergency
Warden Intercom Point (**WIP**)	The location on a floor or evacuation zone, where equipment is provided through which instructions can relayed Chief Warden to the Area wardens via the EWIS
Zone	See Area

Airports are Different

Unlike the typical office building, Airports have strict security requirements that are upheld by legislation and regulations.

Whenever the passenger Terminal is evacuated, the following MUST occur:

· The Airport Management and Security staff enter the building first and re-establish the Security Restricted Area (SRA),

· The remainder of the staff occupy the building, and

· The passengers, visitors and other personnel re-occupy the building.

NOTE: Wardens (and some Deputies, such as Trident staff) will be required to occupy all access doors until the Chief Warden advises that the building can be re-occupied by the general public.

What are Emergencies?

An emergency is an event or events that arise(s) internally, or from external sources, which may adversely affect the occupants or visitors in a facility, and which require an immediate response (AS 3745-2010).

The following are types of incidents that may warrant an emergency response:

a)   Gas leak

Gas leaks are harmful and potentially explosive.

b)   Chemical spillage (HazMat Incident)

Chemical spillage could be harmful to skin and possibly flammable or explosive.

c)   Fire in the building or surrounding area

Fire in the building may cause heat, smoke and fire spread and toxic gases. Additionally, fire in the surrounding areas may lead to an unsafe outside situation that warrants the activation of the emergency plan for personnel to shelter in place.

d)   Bomb threat

These threats are designed to disrupt the workplace and cause panic. Additionally, this could be a threat to the airport or the surrounding facilities (Fuel Depot) that may impact upon the Terminal building.

e)   Natural disaster

A natural disaster could consist of earthquakes, Cyclones, Flooding/Inundation etc.

f)   Structural fault or collapse

Signs of cracks and movement of existing walls, or partitions. Additionally, a building or part of the building collapse with little or no warning.

g)   Fire in adjacent building

Fire in a nearby building represents potential danger since it may spread or impact the adjacent buildings through the collapse of the involved building or the smoke/fumes associated with the fire.

h)   Civil disorder

Industrial unrest, emotional international situations or unpopular political decisions may lead to public demonstrations that could threaten the security of the building

Safety Systems and Measures

The building owner and management have an obligation, to those that occupy or transit their facility, to provide a safe environment.

Installed Systems

The following systems are provided within the DIA Passenger Terminal:

Active:

- EWIS;
- Emergency Lighting;
- Sprinkler Systems;
- Fire Hose Reel Systems;
- Exit/Evacuation Route Signs;
- Smoke and Heat Vents;
- Portable Fire extinguishers (PFE); and
- Mechanical smoke extraction systems.

Passive:

- Fire resistant building materials

Installed Equipment

The following equipment for building monitoring, detection, and response; is installed at DIA:

- Fire Indicator Panel (FIP)
- Smoke Detectors
- Thermal Detectors
- Manual Call Point (Break Glass Alarms)
- Fire Bell
- Alert Tones
- Evacuation Tones
- Public address (PA) System
- Warden Intercommunication Phone (WIP)
- Suppression Systems:
  - Sprinklers
  - Fire Extinguishers
  - Hose Reels
  - Fire Hydrant
  - Fire Blankets

The building is also fitted with additional evacuation/escape systems:

- Emergency exit and Evacuation route signage
- Emergency Lighting
- Emergency Exit doors
- Fire Isolated stairs
- Automatic Air Conditioning shut-down
- Smoke extraction/ventilation system

Emergency Structure and Responsibilities

Structure

Emergency Planning Committee (EPC)

The EPC, shall consist of not less than two people, and shall represent the stakeholders in the terminal building.

The EPC, where necessary, in collaboration with senior Airport Management, terminal tenants, stakeholders and facility specialists, shall be responsible for the development, implementation and maintenance of the emergency plan, emergency response procedures and related training. This may be undertaken in conjunction with relevant external organizations.

NOTE: If the EPC becomes aware of features of the facility that could jeopardise the evacuation of the occupants and visitors, the EPC should notify the persons responsible for the facility.

The duties of the EPC shall include the following:

- Identifying events that could reasonably produce emergency situations.

- Developing an emergency plan in accordance with Section 3 AS3745:2010

- Ensuring that resources are provided to enable the development and implementation of the emergency plan.

NOTE: Resources include time, finance, equipment and personnel.

- Nominating the validity period for the emergency plan and the evacuation diagram.

NOTE: The validity period should not exceed 5 years but may be less than 5 yearly, depending on the requirements of a maintenance cycle, a major change to the facility or an accreditation regime.

- Ensuring that the emergency plan is readily identifiable and available to the appropriate persons.

- Establishing an emergency control organisation (ECO) to operate in accordance with the emergency plan.

- If deemed necessary, establishing a specialist Emergency Response Team (ERT).

- Authorising, or having authorised, the release and implementation of the emergency plan. The following shall apply to the implementation process:

- Awareness of the emergency response procedures Information about the procedures shall be disseminated to occupants. The information shall be in a suitable format.
- Training - A formalised training schedule shall be developed to ensure that:
    - relevant training is provided to ECO members and facility occupants
    - The training program shall be based on the emergency response procedures and be in accordance with the guidance provided within AS 3745:2010.

- Testing the emergency procedures - The EPC should ensure that the emergency procedures are tested in accordance with Clause 7.2 of the AS 3745:2010.

- Review of procedures. The effect of the procedures on an organisation should be monitored at all stages of the implementation process. Amendments shall be made to rectify any deficiencies or inaccuracies that are identified in the procedures.

- Establishing arrangements to ensure the continuing operation of the ECO:

    Example, resignation, holidays, training of deputies, etc.

- Ensuring that the register of ECO members is current and readily available.

- Establishing strategies to ensure visitors are made aware of emergency response procedures.

- Ensuring that the emergency response procedures remain viable and effective by reviewing, and testing the emergency response procedures at least annually.

- Ensuring that the emergency plan is reviewed at the end of the validity period, after an emergency, an exercise, or any changes that affect the emergency plan.

- Ensuring that a permanent record of events for each emergency is compiled and retained.

- Identifying and rectifying deficiencies and opportunities for improvement in the emergency plan and emergency response procedures.

Emergency Control Organisation(ECO)

An Emergency Control Organisation (ECO) has been established to deal with all emergency incidents that may affect the safety and wellbeing of terminal occupants and members of the public who may be in the terminal or within the precinct.

The ECO comprises a number of persons (Wardens) located in specific areas throughout the terminal. The specific roles for each of the positions are detailed in this section.

Training

All ECO personnel are to undertake site and duty specific training before being tasked for their role.

All ECO personnel and their deputies will receive refresher training at intervals not exceeding 6 months (AS 3745:2010).

Emergency Control Organisation - Chain of Command and Identification

The ECO has a defined structure (Chain of Command) to ensure that all members of the ECO understand their responsibilities and delegation of authority. The structure at DIA is:

Chief Warden	White hat
Deputy Chief Warden	White hat
Communications Officer	White hat refer Note 3
Zone Wardens	Yellow hat
Deputy Wardens	Red hat refer Note 4
First Aid Personnel	Green hat with white refer Note 5

Eco Structure (Indicative)
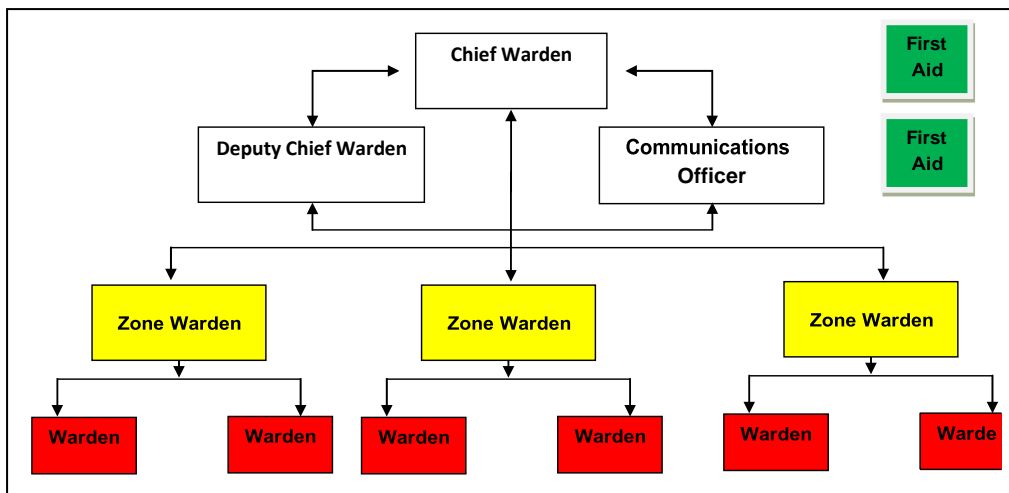
Note:

1. Not all of the above positions may be necessary.

2. The number of ECO personnel will vary depending on the number of staff and terminal occupants.

3. In some cases, one person may adopt several roles such as the Deputy Chief Warden also acting as the Communications Officer.

4. Zone Wardens or Deputy Wardens primarily carry out the same function and either may respond to a terminal emergency activation.

5. Emergency First Aid response is normally provided by ARFF until arrival of ambulance.

Exercises and Testing

Initial Testing and Implementation

Once the EPC has established that the emergency response procedures are satisfactory and workable and the ECO has been trained, the emergency response procedures should be tested within the first 12 months. The first emergency response exercise should be an evacuation exercise.

When the ECO and procedures have been proven to be satisfactory, the first large -scale evacuation should be held.

The EPC in collaboration with the facility owners, managers, occupiers and employers should arrange for occupants to be notified before the evacuation exercise takes place.

Adequate planning time, including the proposed date, shall be given.

All occupants and ECO members shall have participated in an evacuation exercise in the first 12 months of the implementation of the emergency response procedures.

Ongoing Program

Following the implementation phase, a program of site-specific emergency response exercises shall be developed for each facility. A program of evacuation exercises shall be included.

The size and configuration of the facility, together with the type of occupancy, will determine the type and time interval between emergency response exercises.

NOTE: A minimum of one exercise is conducted every 12 months.

These may be conducted either as partial emergency response exercises or a total emergency response exercise covering the entire facility.

All areas of the terminal shall participate in at least one emergency response exercise in each 12-month period.

All occupants of the various zones involved in the emergency response exercise shall take part, unless the EPC grants a written exemption prior to conducting the emergency response exercise.

ECO – Authority to Act

In the event of an emergency, it is important that all employees, customers, contractors and visitors act in accordance with the Emergency Procedures and follow directions of the nominated Emergency Control Organisation personnel.

Instructions given by the ECO personnel override normal management structure during an emergency.

Indemnity of Wardens

AS3745-2010 provides that ECO personnel should be indemnified against civil liability resulting from practice or emergency evacuation of a site where the personnel act in good faith and in the course of the duties of such personnel.

The NTAPL will indemnify all personnel who act as members of the ECO and are carrying out their duties as described in these procedures.

Selection Criteria for ECO Personnel

General

Persons appointed to the ECO should:

- Be physically capable of performing their duties;
- Have leadership qualities and command authority;
- Have maturity of judgment, good decision-making skills and be capable of remaining calm under pressure;
- Be familiar with their future areas of responsibility;
- Be available to undertake their appointed duties;
- Have clear diction and be able to communicate with the majority of occupants and visitors; and
- Be willing and able to undergo relevant training.

Chief Warden (White Hat)

The person selected to head the ECO, in addition to the above, should have a good knowledge of the layout of the building, structure and workplace.

Communications Officer (White Hat)

The communications officer shall be competent in the use of the communication equipment in the building, structure and workplace and have a clear commanding voice.

Note: A communication officer's duties may be carried out by a Deputy Chief Warden.

Zone Wardens (Yellow Hats)

Zone Wardens should be appointed consistent with the level of their day-to-day responsibilities.

Where possible, the Zone warden responsibilities should be attached to a specific position so that the person appointed to the position, in either a permanent or temporary capacity, carries out the necessary warden functions. In any event, it is essential that the persons appointed have the qualities needed to enable them to perform duties required in emergencies. Factors to be considered include the following:

- Availability – they should be persons who spend most of their time at, or near, their workstations.
- Ability to organise others in an emergency
- Reliability

Deputy Wardens (Red Hats)

Wardens should be appointed to assist the Zone warden on the basis of there being sufficient wardens to ensure the life safety of occupants. Wardens should also be capable of deputizing for other nominated positions

Persons With Special Needs

Introduction

A person with special needs is defined in Australian Standard 3745-2010 as someone having a physical, intellectual, visual or auditory disabilities or impairments, either temporary or permanent. There could be at least one person in the terminal whose movement through emergency exists would be restricted in an emergency evacuation which will require special needs procedures being implemented with the work place. Children may also be classified as a person who requires special assistance during an evacuation.

Categories of Impairments

There are five general categories of impairments:

- Mobility impaired
- Visual impairment
- Hearing impairment
- Speech impairment; and
- Cognitive impairment

Personal Emergency Evacuation Plan

The person in charge of a workplace must identify any person under their control who has an impairment that may restrict their movement in an emergency. Personal Emergency Evacuation Plans (PEEPs) must be compiled for each identified person with a disability. The procedure must also include the details of person(s) nominated to be the designated assistant(s).

Information on the PEEP shall be disseminated to all people responsible for its implementation. PEEPs should be held by the relevant Warden.

An example of a PEEP, as detailed in Australian Standard 3745-2010, is attached as Annex J to this document.

A Person with Special Needs in an Incident Affect Area

A person with special needs in an incident-affect area should be guided to a Warden Communication Point and the Chief Warden is notified. The Chief Warden will brief the ARFF and/or responding emergency services to arrange priority evacuation. If the person is located in an area with direct access to a road or open space that person should be immediately removed from the Terminal.

In any other case where there is no direct access to a road or open space, once all other occupants have been evacuated, the person with special needs may be placed in a safe holding area, for example on the stairwell landing areas adjacent an emergency ex it with a Warden or responsible person to provide comfort and reassurance.

A Person with Special Needs in a Non-Affected Area

On becoming aware of an incident which could place the safety and wellbeing of occupants at risk, any person with special needs should be notified and prepared for movement either from the building or to a safe area.

Emergency Action Procedure - All Staff

ACTION ON DISCOVERING A FIRE OR OTHER EMERGENCY/INCIDENT

Step	Action
1.	Take immediate action to control the emergency if safe to do so and if properly trained.
2.	Raise the Alarm – alert all persons in immediate area of danger. **The most important and immediate actions you should take** **R**emove people from immediate danger **A**lert others in the area (Hit the Manual Call Point if fire alarm is not sounding) **C**ontain the emergency e.g. by closing the door **E**vacuate or Extinguish if trained and safe to do so
3.	Contact - **ADM - 0401 005 977** and provide the following: • description of the incident and • any hazards/injuries identified, • the exact location, • a description of what action is taking place and • your full name and extension from which you are calling. NOTE: Allow time to answer any questions or to have the message repeated.
4.	Activate Fire Alarm by using Break Glass Alarms if required
5.	The ADM - will contact the ECO & external Emergency Services as required and notify Zone & Deputy Zone Wardens.
6.	Report back to others in the area and assist as required, or follow instructions given by the Zone Wardens.
7.	Assist Zone Wardens if required.
8.	Evacuate to the designated assembly area in an orderly manner if directed by the Wardens. Escort any customers, contractors and visitors. **DO NOT take personal belongings.**
9.	Follow the designated route from your work area to the assembly area, avoiding the emergency and remain there until all clear is given.

Refer to Appendix F - Roles and Responsibilities

Includes more detailed lists with the actions and tasks for the respective Wardens. The lists are not exhaustive and may be supplemented by additional Procedures (PRO); and each position holder is required to use their skill, knowledge, experience and initiative to achieve resolution of incidents/emergencies.

Emergency Assembly Areas

In the event of an evacuation of the terminal, all employees, customers, contractors and visitors should follow the directions of the Wardens and proceed to the emergency assembly area.

Whilst emergency assembly areas can be nominated in advance, it may be necessary to use an alternate area at the time of the incident.

This could be due to the wind blowing smoke over the area or an obstruction preventing easy access.

The Chief Warden would assess the pre-assigned area on the day to determine its appropriateness given the particular emergency situation and may decide to assemble at an alternate safe area.

Note in a significant event AFP or NT Police may take control and nominate an alternative assembly area.

Your designated emergency assembly areas are:

LANDSIDE -

- **A2** & **A3** - Public Carpark areas opposite the Terminal Building; and
- **A5** - to the EAST of the Terminal.

AIRSIDE -

- **A1** – **EAST -** Move along the Terminal Building, remaining clear of the Aircraft and assemble to the east (Control Tower end) of the Terminal building. Remain in the undercover walkway area if safe to do so.
- **A4 – WEST -** Move along the Terminal Building, remaining clear of the Aircraft and assemble to the west (towards Bay 23) of the Terminal Building. Remain in the undercover walkway area if safe to do so.

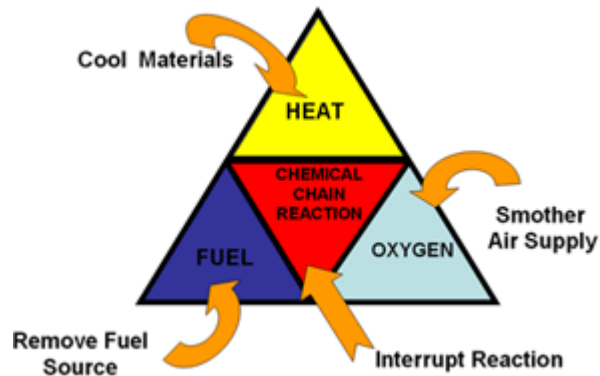**Refer Appendix K - Evacuation Diagrams**

Fire Prevention

WHAT IS FIRE?

Four elements are necessary to have a fire...

FUEL + AIR + HEAT+ Chemical Chain Reaction

Take away any element of the Tetrahedron and it will collapse - the same with fire. Remove air, or heat or fuel, or interrupt the chemical reaction and the fire is extinguished.

Fires can spread rapidly given the right environment. Provided there is sufficient fuel and oxygen the fire will continue to burn until either the fuel or oxygen is completely consumed.

All fires produce smoke and/or toxic fumes. This causes disorientation when inhaled and in large enough quantities, becomes fatal.

All Wardens should actively monitor Good Housekeeping. This means:

- Empty rubbish bins regularly
- Dispose of cardboard boxes and unwanted packaging
- Keep passageways clear of obstructions
- Turn off electrical equipment when not in use (particularly at the end of the day)
- Report any damaged or frayed wiring or equipment
- Adopt no smoking policy
- Familiarise yourself with location of fire extinguishers, fire blankets and fire exits
- Ensure doors leading to emergency exits are always closed
- Do not store anything in the emergency exits
- Monitor the correct storage of flammable liquids and other dangerous goods
- Staff should, prior to closing the workplace for the night, ensure that the premises are fire safe or that you reduce the risk of fire.

Remember: if these procedures are not adopted, the Terminal may suffer considerable smoke, heat or water damage. This could render whole sections of the building uninhabitable with probable loss of revenue and possible subsequent loss of employment.

Work Permits

Hot Work

A permit system must be utilised for any hot works i.e. grinding, cutting, brazing, welding or other similar works.

Hot works that require the isolation of an essential fire suppression system must be formally risk assessed and formally authorised by DIA management prior to the works being undertaken.

Other Work

All other works that may impact upon the safety and egress capacity of the building occupants and visitors must be approved by DIA Operational Management Staff following an effective Risk Assessment/Job Safety Analysis.

Other works that require the isolation of an essential fire suppression system must be formally risk assessed and formally authorised by DIA management prior to the works being undertaken.

Appendix A - Colour Codes

The following colour coding is utilised broadly within the Emergency Management environment and, is defined within the AS3745:2010.

Whilst DIA do not currently utilise this system as the process for the identification of incidents, it is important that all staff and occupants are aware of this coding as it may become useful for the covert communication of particular incidents.

EMERGENCY	COLOUR
Fire and/or Smoke	RED
Bomb Threat	PURPLE
Medical Emergency	BLUE
Personal Threat (Armed or Unarmed)	BLACK
Internal Emergency	YELLOW
External Emergency	BROWN
Evacuation	ORANGE

Appendix B - Emergency Procedures

ECO - Emergency Procedures

These procedures DO NOT cover all possible occurrences or eventualities. The ECO is expected to utilise their experience and initiative to resolve any situation outside of the scope of this Appendix.

Additionally - the ECO personnel SHALL NOT place themselves in danger to facilitate any component of this plan or the contained procedures.

Fire

In the event of fire -

The Emergency Control Organisation personnel should:

- Alert all persons nearby and request assistance
- During Normal Business Hours:
    - Notify the ADM - **0401 005 977**
    - ARFF - **8920 4899**
- Assist and remove person(s) in immediate danger (if safe to do so)
- If possible, Close the door on the fire to contain fire spread
- Contact Chief / Deputy Warden as required
- Extinguish the fire (only if safe to do so)
- If threat to life exists, commence immediate evacuation
- ECO members check all areas have been cleared
- Control the movement of all staff and persons to assembly area
- Maintain control of persons at Evacuation Assembly Area

Note: The primary role of the ECO is the safe removal of persons from the area of danger.

First Attack Fire Fighting Procedures

NOTE: Only personnel who are trained in the use and operation of extinguishers and hose reels should attempt to fight the fire, if safe to do so.

- Remain calm
- Announce a fire warning to everybody in the immediate area
- Ensure the Chief / Deputy Chief Warden is advised
- Select appropriate extinguisher
- Always stay between the doorway and the fire
- Ensure someone backs you up with an additional extinguisher

Remember the **PASS** formula:

Pull the pin

Aim the nozzle at the base of the fire

Squeeze the handle

Sweep the fire from side to side

Medical Emergencies

In the event of a medical emergency:

The Emergency Control Organisation personnel should:

- Check for any threatening situation and remove persons from danger as required

- Remain with the casualty(s) and provide appropriate support

- During Normal Business Hours:

    - Notify the ADM - **0401 005 977**

    - Notify ARFF - **8920 4899**

    - If required, ADM will notify St. John's Ambulance

- Delegate a person to obtain advanced medical equipment (i.e. Defibrillator) if available

- Notify the Chief Warden

- Designate someone to meet the ambulance and direct it to the correct location

Note:

1. Provide support and appropriate assistance

2. Try not to leave the casualty alone

3. Do not move the casualty unless they are exposed to a life-threatening situation

Gas Leakage

In the event of a gas leak -

Emergency Control Organisation Personnel should:

- Ensure the ADM is notified - **0401 005 977**

- Isolate the gas supply at the source (if safe to do so)

- During Normal Business Hours:

    - Notify the ARFF - **8920 4899**

    - Notify the Chief Warden

    - If required, ARFF will Notify NT FRS

- Shut down all air conditioners to assist in containing the leak

- Remove all ignition sources (only if safe to do so), turn off electricity

- Report to Chief Warden for information on action to be taken

- Initiate full evacuation of premises ensuring assembly area is upwind from affected area

- Remain at Evacuation Assembly Area until otherwise notified by emergency services

Hazardous Materials / Substances

In the event of hazardous material spill -

Emergency Control Organisation personnel should -

If the spill may give toxic or noxious fumes:

- During Normal Business Hours:
    - Notify the ARFF - **8920 4899**
    - Notify the ADM - **0401 005 977**
    - If required, ARFF will Notify NT FRS
- Provide as much information as is possible on the nature of the incident
- Contact relevant persons to arrange to turn off all air management systems (air conditioning etc. if possible) as required
- Initiate full evacuation of the terminal ensuring assembly area is upwind from affected area

If the spill is a suspected flammable material:

- Remove ignition sources (if safe to do so)
- Ensure evacuation assembly area is at least 200 metres clear of building
- Do not re-enter affected area
- Control movements of personnel to the Evacuation Assembly Area
- Remain at Evacuation Assembly Area until otherwise notified by emergency services.
- If safe to do so contain the spill using spill material provided on site - if provided.

Note: Refer to Safety Data Sheets for more detailed information.

Civil Disturbance / Disorder

In the event of civil disturbance or disorder, such as industrial unrest, emotional international situations or unpopular political issues that may lead to public demonstrations that could threaten the security of the terminal -

Emergency Control Organisation Personnel should coordinate the response to the incident until the arrival of AFP and/or NT Police.

As soon as the Chief Warden or Airport Management is aware of a civil disturbance or disorder occurring inside or in the vicinity of the terminal, the following actions should be taken:

- Contact AFP - **131 AFP** and request assistance
- Ensure ADM is notified immediately - **0401 005 977**
- Contact Trident Security
- Restrict entry to the terminal as required; consider closing doors
- Move people away from windows
- Do not do anything that may provoke additional violence

Offices should be locked, and any cash or valuables secured.

The ECO and Airport Management should promote an air of confidence and calm.

Bomb Threat / Threat of Violence

In the event of receiving a telephone bomb threat or threat of violence

The recipient of the call should keep the caller talking (**Do not hang up at any time**) and note as many details as possible on the Bomb / Threat Checklist (see below).

- Complete Bomb Threat Checklist (**Do not hang up the phone**) (Appendix C)
- Using a different phone call OOO
- Notify the ADM - 0401 005 977
- ADM to notify AFP 131 237 (AFP) & ARFF 89 204899
- ADM to call Head of Security (HoS) & Head of Operations (HoO)
- ADM to setup temporary Incident Assessment Team (IAT) and have the following attend; AFP, ARFF, company representative that received the call and the HoS and HoO. If the HoS and HoO are off site a teleconference is to be setup whilst they are on route to the airport
- The IAT will they assess the threat and actions to be taken

ALERT

Threatening Phone Call occurring now

Please call 000
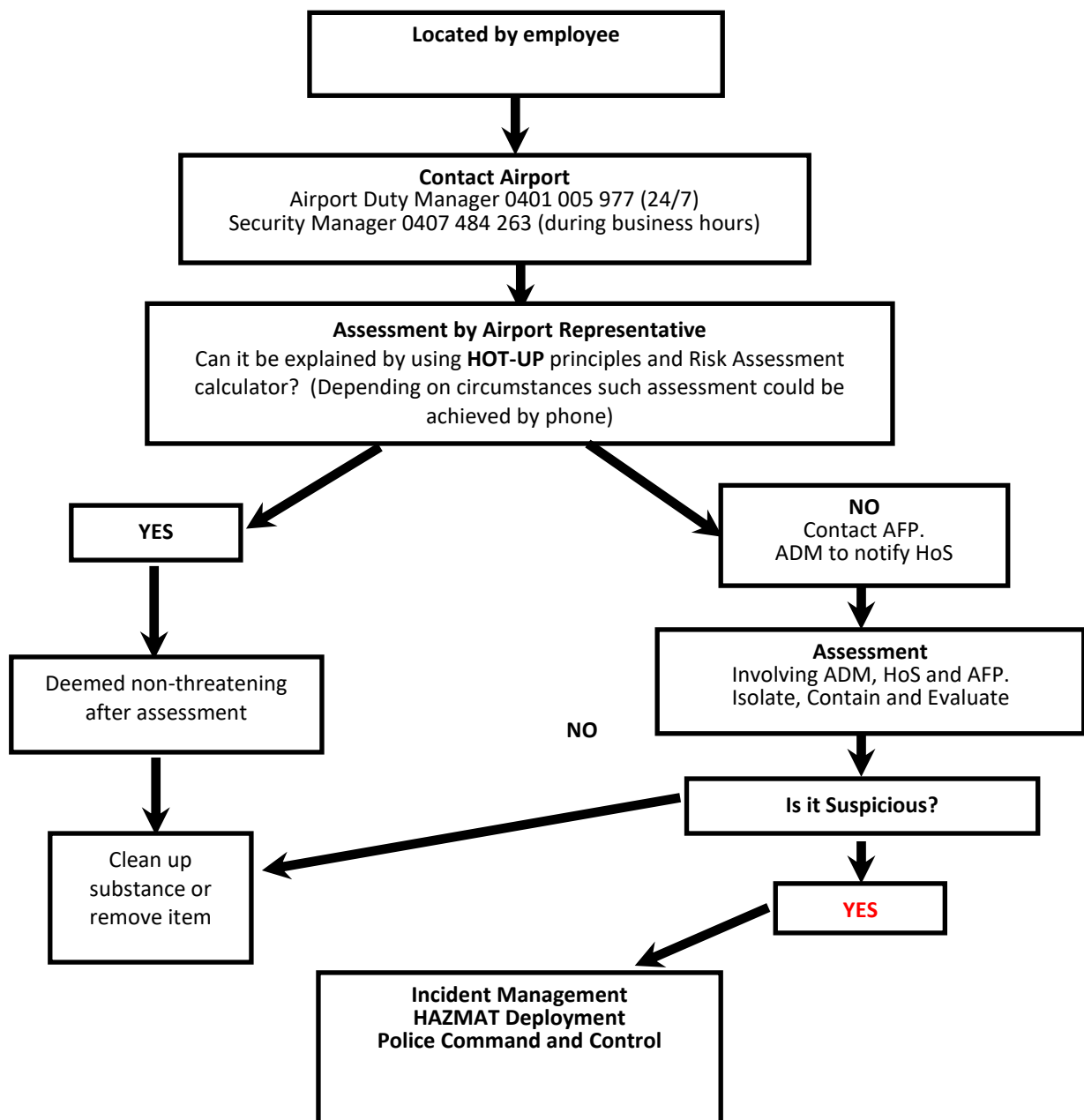
Suspicious Article / Item

In the event that a suspicious article or item is located, an assessment should occur prior to alerting AFP.

This assessment is referred to as the 'HOT UP' principle.

The **HOT-UP** principle asks 5 simple questions as to whether an unknown item or substance requires further assessment. Is the item or substance:

- **H**idden?
- **O**bviously suspicious?
- **T**ypical of the Area?
- **U**nauthorised Access to the Area? A known Security Breach?
- **P**ublic Access – has there been general access to the area?

The **HOT-UP** principle will generally be applied by an airport staff member who has located an item or substance or has received a report by a member of the public of such an item or substance.

```
┌─────────────────────────────────┐
│      Located by employee        │
└─────────────────────────────────┘
                │
                ▼
┌─────────────────────────────────┐
│         Contact Airport         │
│ Airport Duty Manager 0401 005 977 (24/7) │
│ Security Manager 0407 484 263 (during business hours) │
└─────────────────────────────────┘
                │
                ▼
┌─────────────────────────────────┐
│ Assessment by Airport Representative │
│ Can it be explained by using HOT-UP principles and Risk Assessment │
│ calculator? (Depending on circumstances such assessment could be │
│ achieved by phone) │
└─────────────────────────────────┘
       │                          │
       ▼                          ▼
   ┌───────┐              ┌─────────────────┐
   │  YES  │              │       NO        │
   └───────┘              │  Contact AFP.   │
       │                  │ ADM to notify HoS│
       ▼                  └─────────────────┘
┌─────────────────┐               │
│ Deemed non-     │               ▼
│ threatening     │     ┌─────────────────────┐
│ after assessment│     │     Assessment      │
└─────────────────┘     │ Involving ADM, HoS and AFP. │
       │                │ Isolate, Contain and Evaluate │
       │      NO        └─────────────────────┘
       ▼                          │
┌─────────────────┐               ▼
│   Clean up      │◄─────┌─────────────────┐
│ substance or    │      │ Is it Suspicious? │
│ remove item     │      └─────────────────┘
└─────────────────┘               │
                                  ▼
                            ┌───────┐
                            │  YES  │
                            └───────┘
                                  │
                                  ▼
                    ┌─────────────────────────┐
                    │   Incident Management   │
                    │   HAZMAT Deployment     │
                    │ Police Command and Control │
                    └─────────────────────────┘
```

Flood / Cyclone / Severe Storm

In the event of Flood, Cyclone or Severe Storm -

Emergency Control Personnel should:

- Store or secure all loose items external to the building

- Secure all windows.

- Isolate / shut off electricity, water and gas services (if necessary)

- Protect valuables, disconnect electrical equipment (if necessary)

- During a severe storm, occupants should be kept away from external windows

- Prevent people from leaving the building whilst storm is in progress

- Access media reports and follow any emergency instructions

- After the storm, evaluate structural integrity of buildings as well as occupant safety and report back to the Chief Warden – **0401 005 977**

Note the DIA Aerodrome Cyclone Plan will be activated following receipt of advice of a Cyclone Watch (Stage 1) and the DIA Cyclone Committee will be convened following receipt of advice of Cyclone Warning (Stage 2).

The DIA Cyclone Committee will determine priorities and actions required.

SITREPS will be provided by the Chair of the Cyclone Committee keeping stakeholders, air operators and government agencies informed of status of the terminal and airport operations.

Earthquake

In the event of an earthquake -

Emergency Control Organisation personnel should:

During the Earthquake:

- Instruct occupants to keep away from windows and seek shelter in doorways or under tables.

After the Earthquake:

- Evaluate the need to evacuate due to structural damage and fires

- Ensure Evacuation Assembly area is clear of buildings and power lines

- Isolate electricity, gas and water (if necessary)

- Arrange medical assistance where required

- Report to the Chief Warden regarding the status of occupant safety and to seek further instructions

- Access media reports and follow any emergency instructions

External Emergency - outside Site (i.e. Bomb Threat to Aircraft or Fuel Depot)

In the event of an external emergency -

Emergency Control Organisation personnel should:

- Notify the ADM - **0401 005 977** - of any potential situation that may endanger life, property on this site

    - ADM to Activate the Chief Warden (if required)

- Chief Warden is to:

    - During Normal Business Hours:

        - Contact AFP - **131AFP**

        - Notify the ARFF - **8920 4899**

        - If required, ARFF will Notify NT FRS

- Emergency Control Organisation will follow steps contained in this package appropriate to the risk presented

- The Chief Warden will be responsible for any reasonable action deemed necessary however will take instruction from emergency services

Note the DIA Aerodrome Emergency Plan may be activated in response to a significant event.

Active Armed Offender

An Active Armed Offender (AAO) is defined as a person/s who enter the terminal with a weapon or firearm with the intent to cause harm to others.

In the event of an AAO entering the terminal, once identified the AAO alarm needs to be activated. Upon activation the smoke spill doors will unlock (free to air) and the national alert alarm will sound.
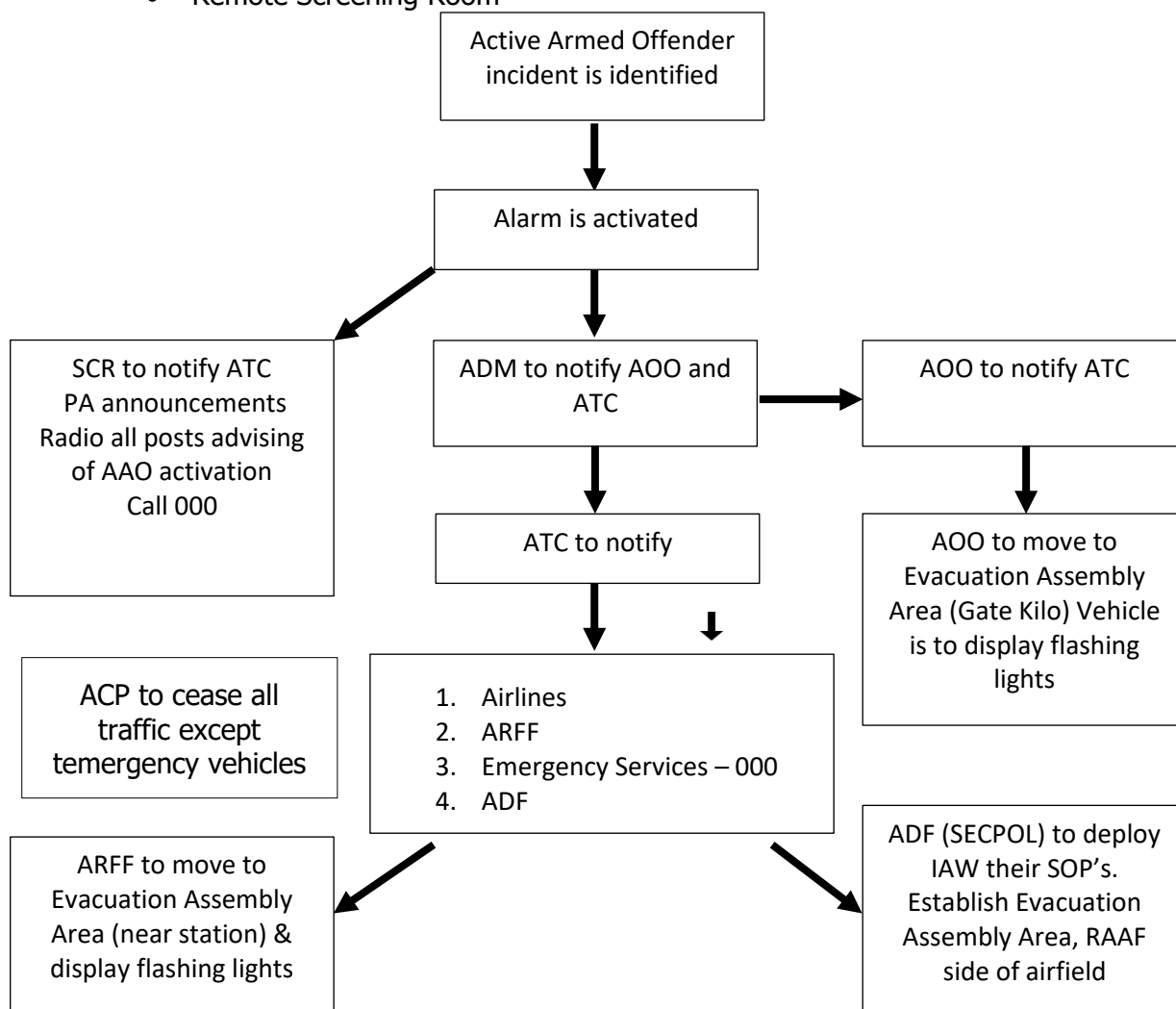
Upon hearing this your priority action should be to remove yourself and any others from proximity to the offender(s), or areas that they have gained access to or may be able to gain access to.

DO NOT PROCEED TO DESIGNATED LANDSIDE EMERGENCY EVACUATION POINTS

There are three actions every person can take in the event of an AAO. In order of preference, these actions are ESCAPE, HIDE, ACT. Please take the time to read and understand the *Active Armed Offender – DIA* SOP.

AAO alarms are installed in the following locations:
- Terminal Operations Office
- Main Screening Point
- Eastern Screening Point
- Security Control Room
- Remote Screening Room

```
                    ┌─────────────────────────┐
                    │ Active Armed Offender    │
                    │ incident is identified   │
                    └─────────────────────────┘
                                 │
                                 ▼
                    ┌─────────────────────────┐
                    │   Alarm is activated     │
                    └─────────────────────────┘
                     │                   │
                     ▼                   ▼                      ▼
┌──────────────────┐   ┌─────────────────────┐   ┌─────────────────────┐
│ SCR to notify    │   │ ADM to notify AOO   │──▶│ AOO to notify ATC   │
│ ATC              │   │ and ATC             │   └─────────────────────┘
│ PA announcements │   └─────────────────────┘              │
│ Radio all posts  │              │                         ▼
│ advising of AAO  │              ▼             ┌─────────────────────┐
│ activation       │   ┌─────────────────────┐ │ AOO to move to      │
│ Call 000         │   │  ATC to notify      │ │ Evacuation Assembly │
└──────────────────┘   └─────────────────────┘ │ Area (Gate Kilo)    │
                                  │             │ Vehicle is to       │
┌──────────────────┐   ┌─────────────────────┐ │ display flashing    │
│ ACP to cease all │   │ 1. Airlines         │ │ lights              │
│ traffic except   │   │ 2. ARFF             │ └─────────────────────┘
│ temergency       │   │ 3. Emergency        │
│ vehicles         │   │    Services – 000   │ ┌─────────────────────┐
└──────────────────┘   │ 4. ADF              │ │ ADF (SECPOL) to     │
                       └─────────────────────┘ │ deploy IAW their    │
┌──────────────────┐      │              │     │ SOP's. Establish    │
│ ARFF to move to  │◀─────┘              └────▶│ Evacuation Assembly │
│ Evacuation       │                           │ Area, RAAF side of  │
│ Assembly Area    │                           │ airfield            │
│ (near station) & │                           └─────────────────────┘
│ display flashing │
│ lights           │
└──────────────────┘
```

Refusal to Evacuate

At no time are the wardens to use physical force to remove someone who refuses to evacuate.

In this situation, the Warden will:

- Verbally persuade the occupant to evacuate

- If they still refuse, the Warden must:

  - Obtain their full name

  - Leave them in location

  - Report the location of this person to the Chief Warden for the notification to the Fire Services on their arrival

Appendix C - Bomb Threat Checklist

QUESTIONS TO ASK	THREAT LANGUAGE
When is the Bomb going to explode?	Well spoken:
Where did you put the Bomb?	Incoherent:
When did you put it there?	Irrational:
What does the Bomb look like?	Taped:
What kind of Bomb is it?	Message read by caller:
What will make the Bomb explode?	Abusive:
Did you place the Bomb?	Other:
Why did you place the Bomb?	**BACKGROUND NOISES**
What is your name?	Street noises:
Where are you?	House noises:
What is your address?	Aircraft:

EXACT WORDING OF THREAT:	Voices:
	Music:
	Machinery:
	Local call:
	Long dist:
ACTION	STD:
Report call immediately to:	Other:

CALLER'S VOICE		
Accent (specify):		Any impediment (specify):
Voice (loud, soft, etc):		Speech (fast, slow, etc):
Diction (clear, muffled, etc):		Manner (calm, emotional, etc):
Did you recognise the voice?		If so who do you think it was?
Was the caller familiar with the area?		

OTHER		
Sex of caller:	male	female
Estimated age of caller:		

CALL TAKEN		
RECIPIENT		
Name (print):	Telephone No.:	

Appendix D - Contact Numbers

Organisation	Phone Number	Comments/ Directions
Airport Duty Manager	**0401 005 977**	24/7
Aviation Rescue and Fire Fighting (ARFF)	**Emergency 8920 4899**	Staffed 24/7
	Administrative 8920 4810	Staffed 24/7
AFP	**131AFP or 131 237**	Staffed 24/7
NT FRS NT Police St John's Ambulance Service	**000** **000** **000**	Always dial 000 or Mobiles/Cell Phones dial 112
NT FRS Hazardous Materials unit (HAZMAT)	**000**	Fires and spills involving dangerous goods
NTES	**132 500**	Flood or major storm damage
Security Manager	**0407 484 263**	Security events e.g. bomb threat

Appendix E - Essential Fire Measures & Emergency Equipment

Exit Signs

Exit signs direct occupants to the exit from the building. They should be illuminated at all times.

Smoke Detectors

Smoke detectors are designed to detect a fire in the early stage, communicate with the FIP and sound an alarm.

Thermal Detectors

Thermal detectors operate when there is a sudden rise in temperature. They communicate with the FIP and activate the fire alarm system.

Fire Hose Reels

Fire hose reels are for use on "A" class fires such as wood, paper and textiles.

There is 36m of hose with a spray/jet nozzle attached. Provides a continuous water supply and can project a stream of water up to 7m in distance.

Not for use on electrical fires

Portable Fire Extinguishers

Extinguishers are installed throughout the building for first attack firefighting. It is important that all occupants become familiar with the type of fire extinguisher provided and where they are located.

Refer to the plans attached to this document at Appendix K, for the location of the first attack firefighting equipment.

NOTE: Only personnel trained and proficient in the use of the extinguishers should utilise this method of Fire Fighting.

Fire Extinguishers — Know The Difference

Extinguishers Type	FIRE TYPE					Class D
	Class A wood, paper, plastic	Class B flammable & combustible liquids	Class C flammable gases	Class E Electrically Energised Equipment	Class F Cooking Oils and Fats	For fire involving combustible metals use special purpose extinguisher
Water color code: (red)	✓	✗	✗	✗	✗	Dangerous if used on flammable liquid, energised electrical equipment and cooking oils/fat fires
Wet Chemical color code: (tan)	✓	✗	✗	✗	✓	Dangerous if used on energised electrical equipment
Foam color code: (blue)	✓	✓	✗	✗	LIMITED	Dangerous if used on energised electrical equipment
Powder color code: (white)	✓ (ABE) / ✗ (BE)	✓ (ABE) / ✓ (BE)	✓ (ABE) / ✓ (BE)	✓ (ABE) / ✓ (BE)	✗ (ABE) / LIMITED (BE)	Look Carefully at the extinguisher to determine if it is a BE or ABE unit as the capability is different
Carbondioxide color code: (black)	LIMITED	LIMITED	LIMITED	✓	LIMITED	Not suitable for outdoor use
Powder color code: (yellow)	✓	LIMITED	LIMITED	✓	✗	Check the characteristics of the specific extinguishing agent

LIMITED indicates that the extinguisher is not the agent of choice for the class of fire, but that it may have a limited extinguishing capability. Solvents such as alcohol or acetone mix with water and therefore require special foam. Green text indicates the class or classes in which agent is most effective.

Stored Water

1. Red extinguisher
2. Suitable for wood, paper and textiles

NOT for use on electrical fires; Flammable liquids, Petrol or Paint; or Cooking Oil, Animal Fats and Vegetable Oil Fires

Foam

- Red with centrally located blue band.
- Suitable for flammable liquid fires

NOT for use on electrical fires or Cooking Oil, Animal Fats and Vegetable Oil Fires

Dry Chemical Powder

- Red with centrally located white band
- Suitable for use on all classes of fires

NOT for use on Wood, Paper, Textiles etc or Cooking Oil, Animal Fats and Vegetable Oil Fires

CO2 (Carbon Dioxide)

- Red with a centrally located black band
- Best suited for electrical fires limited use on other classes of fires

Wet Chemical

- Red with a centrally located Tan band

- Suitable for cooking oil, Animal Fats and Vegetable Oil Fires

Fire Blankets

Fire blankets can be used to smother small fires. The fire needs to be contained in a bin or saucepan to be effective.

Fire blankets must be replaced after use.

IMPORTANT NOTE:

The Chief Warden **MUST** be notified of any equipment used during an incident i.e. Fire Extinguishers to ensure that the Terminal remains ready for any subsequent incident.

Appendix F - Roles and Responsibilities

The following information are tasks that each of the key ECO members should take note of including:

- Chief Warden
- Deputy Chief Warden
- Communications Officer
- Zone and Deputy Wardens

The lists are not exhaustive and may be supplemented by additional Procedures (PRO); and each position holder is required to use their skill, knowledge, experience and initiative to achieve resolution of incidents/emergencies.

NOTE: The Chief Warden or Deputy Chief Warden may elect to absorb the role of Communications Officer in smaller or less technical events. During major or prolonged events, it is strongly recommended that the Communications Officer position is staffed.

CHIEF WARDEN

TIMELINE	TASK

NOTE: Always Log your Actions and Critical decisions taken during an emergency

TIMELINE	TASK
Pre Emergency	▪ Maintain a current register of ECO members.
	▪ Replace ECO members when a position becomes vacant.
	▪ Program the conduct regular exercises.
	▪ Ensure the emergency response procedures are kept up-to-date.
	▪ Attend meetings of the EPC, as appropriate.
	▪ Attend training and emergency exercises, as required by the EPC
	▪ Ensure personal ECO identification is available.
Emergency Responsibilities On hearing an alarm or becoming aware of a situation, the Chief Warden should:	▪ Respond to EWIS and take control, as appropriate refer 51-PRO – Chief Warden Duties for more detail.
	▪ Identify location of alarm or emergency situation.
	▪ Ascertain the nature of the emergency and implement appropriate action.
	▪ Ensure that the appropriate Emergency Service has been notified. ▪ Contact **89204899** to notify the ARFF of all situations
	▪ In the event of an activation the Emergency Warning System will go into automatic alarm mode and if no actions are taken it will go into the Evacuation mode in 03 minutes.

	▪ In the event that there is not a known emergency situation the Chief Warden following assessment of the current status that there is no immediate requirement to commence an evacuation; will access the EWIS panel to silence the Emergency Warning System automatic alert tones:
	    - Place key switch into **Manual** position
	    - Press BUZZER MUTE/ACK (Orange)
	    - Press MASTER RESET (Green)
	
	      This will cancel the alert tones.
	▪ NOTE only trained personnel are permitted to operate the Emergency Warning System

	▪ To activate the Evacuation Alarm when the panel is in Manual mode: - Press EVAC (Red)
	▪ Brief the ARFF personnel on arrival of any known information e.g. type of emergency, scope and location; and the status of the evacuation (if applicable).
	▪ Establish communications, ensure that floor or area wardens are advised of the situation, as appropriate.
	▪ Notify Safety One – may need to redirect arriving passengers/aircraft.
	▪ Continue to control and coordinate as required. Carry out actions considered to be necessary or as directed by ARFF.

	▪ If necessary, after evaluation of the situation and using all of the information, and resources available, initiate an action plan i accordance with the emergency response procedures and control entry to the affected areas.
	▪ Ensure appropriate PA announcements are made keeping Terminal occupants informed.
	▪ Ensure a log is maintained of the emergency.
During the Evacuation	▪ Monitor the progress of the evacuation and record any action taken.
	▪ You remain responsible for the safety of the evacuees until the building is reoccupied.
	▪ Maintain communication with ARFF and emergency services; and other responding agencies, such as AFP or NT Police.
	▪ Advise ARFF or other responding agencies of any known occupants with special needs (e.g. PEEP).
	▪ Maintain communication with Safety One – may need to restrict/cease aircraft operations on RPT Apron.
	▪ Coordinate First Aid response (if required)
	▪ Coordinate welfare requirements with the Zone Wardens (i.e. water food, shelter etc).
Post Emergency Responsibilities	▪ Manage in Re-establishing the Security Systems and Sterile Area before allowing passengers back into the terminal
	▪ Ensure that passenger and visitor safety is maintained during the reoccupation of the terminal building
	▪ Compile a report of the actions taken during the emergency for the debrief
	▪ Ensure that an appropriate and effective debrief occurs and a report is compiled.
	▪ Ensure that any required investigations are carried out.

Notes for Guidance

▪ Typically, the ADM is the nominated Chief Warden; Trident Supervisor (Deputy Chief Warden) will adopt the role and all associated tasks of the Chief Warden during their absence or non-attendance at an incident/emergency.

▪ On arrival of the emergency services, the Emergency Control Organisation (ECO) ceases to have full authority of the premises. The Incident Controller from the combating Agency/Organisation will assume all responsibility for staff movements. Although the structure of the ECO will not change, all directions given by emergency services must be followed.

▪ Refer to **Appendix I** - Emergency Operating Instructions - Emergency Warning System

▪ Refer to **51 - PRO - Chief Warden Duties** for more detail and information on the following procedures:

- Emergency Operating Instructions of EWIS

    - Emergency Warning System (EWS)

    - Emergency Intercommunication System (EIS)

    - Warden Intercommunication Phone (WIP)

    - Sample Public Address Announcements

Deputy Chief Warden

TIMELINE	TASK

NOTE: Always Log your Actions and Critical decisions

TIMELINE	TASK
Pre Emergency	• Assist the Chief Warden
	• Conduct regular exercises.
	• Assist the Chief Warden to ensure the emergency response procedures are kept up-to-date.
	• Attend meetings of the EPC, as appropriate.
	• Attend training and emergency exercises, as required by the EPC
	• Ensure personal ECO identification is available.
Emergency Responsibilities On hearing an alarm or becoming aware of a situation, the Deputy Chief Warden should:	• Respond and take control, as appropriate.
	• Ascertain the nature of the emergency and implement appropriate action.
	• Consider restricting access to the terminal
	• Notify/Activate the Chief Warden
	• Ensure that the appropriate Emergency Service has been notified. • Contact **89204899** to notify the ARFF of all situations
	• Ensure that floor or area wardens are advised of the situation, as appropriate.
	• If necessary, after evaluation of the situation and using all of the information, and resources available, initiate an action plan in accordance with the emergency response procedures
	• Control entry to the affected areas.
	• Monitor the progress of the evacuation and record any action taken.
During the Evacuation	• You remain responsible for the safety of the evacuees until the building is reoccupied.
	• Continue to provide assistance to Chief Warden (or assume Chief Warden duties as required)
	• Carry out duties of Communications Officer as required.
	• Assist Chief Warden coordinate requirements for any occupants with special needs (e.g. PEEP).
	• Coordinate welfare requirements with the Zone Wardens (i.e. water food, shelter etc).
Post Emergency Responsibilities	• Assist in Re-establishing the Security Systems and Security Restricted area before allowing passengers back into the terminal.
	• Ensure that passenger and visitor safety is maintained during the reoccupation of the terminal building.
	• Compile a report of the actions taken during the emergency for the debrief.
	• Ensure that an appropriate and effective debrief occurs and a report is compiled.
	• Ensure that any required investigations are carried out.

Notes for Guidance

- The ADM (Deputy Chief Warden) will adopt the role and al associated tasks of the Chief Warden during their absence or non-attendance at an incident/emergency.

- On arrival of the emergency services, the Emergency Control Organisation (ECO) ceases to have full authority of the premises. The Incident Controller from the combating Agency/Organisation will assume all responsibility for staff movements. Although the structure of the ECO will not change, all directions given by emergency services must be followed.

COMMUNICATIONS OFFICER

TIMELINE	TASK

NOTE: Always Log your Actions and Critical decisions

Pre Emergency	**Ensure personal proficiency in operation of facility communication equipment.**
	Maintain records and logbooks and make them available for emergency response.
	Ensure that ECO members are proficient in use of the facility communication equipment.
	Ensure that emergency communication contact details are up-to-date.
	Attend training and emergency exercises, as required by the EPC
Emergency Responsibilities On hearing an alarm, or becoming aware of a situation, the Communications Officer should:	▪ Ascertain the nature and location of the emergency.
	▪ Confirm that the appropriate Emergency Service has been notified.
	▪ Notify appropriate ECO members.
	▪ Transmit instructions and information.
	▪ Record a log of the events that occurred during the emergency.
	▪ Act as directed by the chief warden NB: the role of Communications Officer will normally be filled by ADM
During the Evacuation	▪ Assist the Chief Warden with Communications requirements
Post Emergency Responsibilities	▪ Assist the Chief Warden with Communications requirements
	▪ Compile a report of the actions taken during the emergency for the debrief
	▪ Participate in the debrief

ZONE WARDEN

TIMELINE	TASK

NOTE: Always Log your Actions and Critical decisions

Pre Emergency	▪ Confirm sufficient wardens for area of responsibility.
	▪ Coordinate the completion of PEEP documentation.
	▪ Report on deficiencies of emergency equipment.
	▪ Ensure that wardens have communicated the emergency response procedures to all occupants within their nominated areas.
	▪ Ensure that occupants are aware of the identity of their wardens.
	▪ Coordinate safety practices (e.g., clear egress paths, access to first-attack equipment and disposal of rubbish) by wardens throughout their area of responsibility.
	▪ Attend training and emergency exercises, as required by the EPC.
	▪ Ensure personal ECO identification is available

Emergency Responsibilities. On hearing an alarm or becoming aware of a situation, the Area Warden should:	▪ Implement the emergency response procedures for their floor or area.
	▪ Ensure that the appropriate Emergency Service has been notified. ▪ Attendance at the WIP
	▪ Direct wardens to check the floor or area for any abnormal situation.
	▪ Commence evacuation if the circumstances on their floor or area warrant this.
	▪ Communicate with the chief warden by whatever means available and act on instructions.
	▪ Advise the chief warden as soon as possible of the circumstances and action taken.
	▪ Co-opt persons as required to assist a warden during an emergency.

During the Evacuation	▪ You remain responsible for the safety of the evacuees until the building is reoccupied.
	▪ Coordinate welfare requirements with the Chief Warden (i.e. water food, shelter etc)

Post Emergency Responsibilities	▪ Assist in Re-establishing the Security Systems and Sterile Area before allowing passengers back into the terminal. (Stakeholders first)
	▪ Ensure that passenger and visitor safety is maintained during the reoccupation of the terminal building
	▪ Compile a report of the actions taken during the emergency for the debrief
	▪ Be available for the debrief.
	▪ Assist with any required investigations.

Notes for Guidance

Ensure that you report information back to the Chief Warden or ADM.

On arrival of the emergency services, the Emergency Control Organisation (ECO) ceases to have full authority of the premises. The Incident Controller from the combating Agency/Organisation will assume all responsibility for staff movements. Although the structure of the ECO will not change, all directions given by emergency services must be followed.

DEPUTY WARDEN

TIMELINE	TASK

NOTE: Always Log your Actions and Critical decisions.

Pre Emergency	▪ Ensure that the emergency response procedures have been communicated to all occupants within their nominated areas.
	▪ Ensure that occupants are aware of the identity of their wardens.
	▪ Coordinate safety practices (e.g., clear egress paths, access to first - attack equipment and disposal of rubbish) by wardens throughout their area of responsibility.
	▪ Attend training and emergency exercises, as required by the EPC
	▪ Ensure personal ECO identification is available.
Emergency Responsibilities On hearing an alarm or becoming aware of a situation, the Deputy Area Warden should:	▪ Act as Deputy Zone Wardens.
	▪ Operate the communication system(s) in place. ▪ Attend WIP
	▪ Check that any fire doors and smoke doors are properly closed.
	▪ Close or open other doors in accordance with the emergency response procedures.
	▪ Search the Area to ensure all people have evacuated.
	▪ Ensure orderly flow of people into protected areas, for example, stairways.
	▪ Assist occupants with disabilities.
	▪ Act as leader of groups moving to nominated assembly areas.
	▪ Report status of required activities to the Area Warden on their
During the Evacuation	▪ You remain responsible for the safety of the evacuees until the building is reoccupied.
	▪ Coordinate welfare requirements with the Zone Wardens (i.e. water food, shelter etc).
Post Emergency Responsibilities	▪ Assist in Re-establishing the Security Systems and Sterile Area before allowing passengers back into the terminal
	▪ Ensure that passenger and visitor safety is maintained during the reoccupation of the terminal building
	▪ Compile a report of the actions taken during the emergency for the debrief
	▪ Be available for the debrief.
	▪ Assist with any required investigations.

Notes for Guidance

Ensure that you report information back to the Area Warden for delivery to the Chief Warden or ADM.

On arrival of the emergency services, the Emergency Control Organisation (ECO) ceases to have full authority of the premises. The Incident Controller from the combating Agency/Organisation will assume all responsibility for staff movements. Although the structure of the ECO will not change, all directions given by emergency services must be followed.

After Hours

In the event of an emergency occurring after hours, the person becoming aware of the incident will contact the **ADM on 0401 005 977**

The ADM will assess the situation and activate other Aerodrome Management and Emergency Services personnel as required.
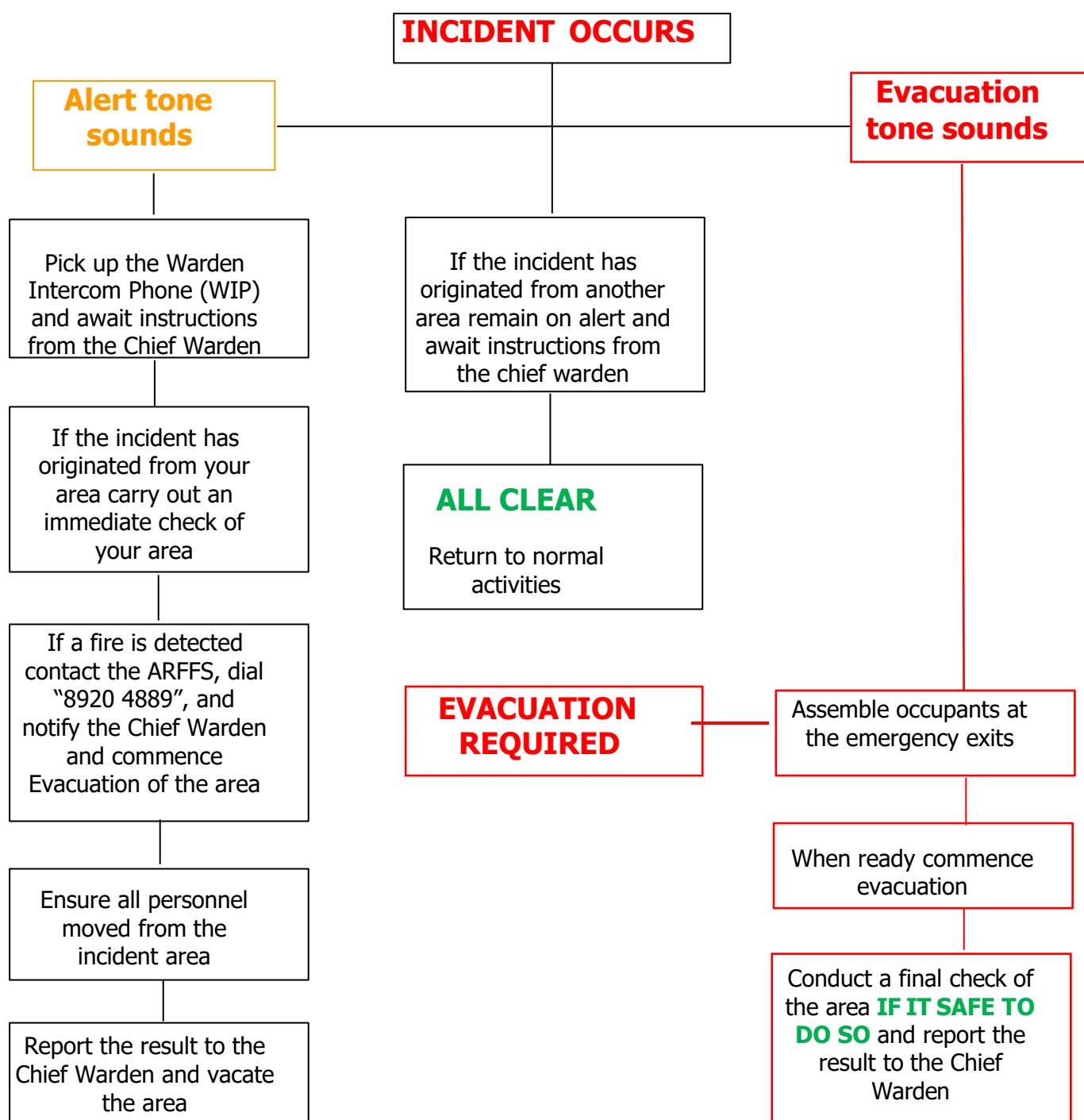
The ADM shall notify the following:

- ARFF

- Applicable Emergency Services

- Manager Airport Operations

Appendix G - Warden Flow Chart

The following Flow Chart details the typical initial actions that the Warden's take following the activation of the Terminal Emergency Warning Intercommunication System (EWIS):

Darwin International Airport

Please note, the Alert tone could sound for a number of minutes depending on the incident in hand.

INCIDENT OCCURS

Alert tone sounds

Evacuation tone sounds

Pick up the Warden Intercom Phone (WIP) and await instructions from the Chief Warden

If the incident has originated from another area remain on alert and await instructions from the chief warden

If the incident has originated from your area carry out an immediate check of your area

ALL CLEAR

Return to normal activities

If a fire is detected contact the ARFFS, dial "8920 4889", and notify the Chief Warden and commence Evacuation of the area

EVACUATION REQUIRED

Assemble occupants at the emergency exits

Ensure all personnel moved from the incident area

When ready commence evacuation

Report the result to the Chief Warden and vacate the area

Conduct a final check of the area **IF IT SAFE TO DO SO** and report the result to the Chief Warden

Appendix I - Emergency Operating Instructions - Emergency Warning System

EMERGENCY OPERATING INSTRUCTIONS

EMERGENCY WARNING SYSTEM (E.W.S.)

1. TO SILENCE AUTOMATIC TONES — PLACE KEYSWITCH IN MANUAL POSITION.
   PRESS [BUZZER MUTE/ACK]
   THEN PRESS [MASTER RESET] TO CANCEL TONES

2. INDIVIDUAL ZONE OPERATION
   PUBLIC ADDRESS — PRESS [P.A.] SWITCH
   ALERT SIGNAL — PRESS [ALERT] SWITCH
   EVACUATION SIGNAL — PRESS [EVAC] SWITCH
   TO CLEAR SELECTION — PRESS [CANCEL] SWITCH

3. ALL ZONE OPERATION — PRESS REQUIRED 'ALL CALL' SWITCH.

4. TO RESTORE E.W.S. TO NORMAL — PRESS [BUZZER MUTE/ACK], [MASTER RESET]
   THEN RETURN KEYSWITCH TO AUTO.

5. WHEN TESTING FIB, PLACE E.W.S. IN MANUAL.

EMERGENCY INTERCOMMUNICATION SYSTEM (E.I.S.)

1. TO CALL INDIVIDUAL WIP — (FIVE WIPS MAX) LIFT HANDSET, PRESS WIP SELECT SWITCH FOR REQUIRED WIP, THEN WAIT FOR WARDEN TO ANSWER THE WIP.

2. TO ANSWER INCOMING CALL — (FIVE WIPS MAX) LIFT HANDSET, PRESS WIP SWITCH WITH FLASHING INDICATOR, INDICATOR WILL GO STEADY.

3. TO TERMINATE CALL — PRESS WIP SELECT SWITCH WITH STEADY INDICATOR OR REPLACE HANDSET ON CRADLE.

4. TO 'ALL CALL' WIPS — LIFT HANDSET, PRESS 'ALL CALL' ON MASTER PHONE, WIP SELECT INDICATORS WILL FLASH, THEN BECOME STEADY AS WIPS ARE ANSWERED - CONVERSATION IS FROM MASTER TO WIPS ONLY.

5. TO TERMINATE ALL CALL — REPLACE HANDSET ON CRADLE.

6. ZONE CLEARED — PRESS ZONE CLEARED SWITCH FOR ZONE CLEARED INDICATOR ON OR OFF. (MASTER WIP HANDSET MUST BE LIFTED).

AMPAC EV3000

Appendix J - Example of a "Personal Emergency Evacuation Plan"

PERSONAL EMERGENCY EVACUATION PLAN

Occupant's Name: _____

Location: _____

Building/Facility _____

Floor _____

Room Number _____

Is an Assistance Animal involved?   YES ☐   NO ☐

Are you trained in the emergency   YES ☐   NO ☐
response procedures(including the
evacuation procedures)?

Preferred method of receiving updates to the emergency response procedures: (Please state,
e.g. text, email, Braille etc.)

_____

Preferred method for Notification of Emergency: (Please state, e.g. visual alarm, personal
vibrating device, SMS, etc.)

_____

Type of assistance required: (Please list procedures necessary for assistance.)

_____

_____

_____

Equipment required for evacuation: (Please list.)

_____

_____

_____

Egress procedure: (Give step by step details.)

1. _____

2. _____

Date of Issue: _____   Review Date: _____

Occupant approved: _____   Date: _____
                          (signature)

Appendix K - Diagrams and Floor Plans

Evacuation Diagrams

The following evacuation diagrams provide details of access routes to Landside and Airside Assembly Areas:

- Ground Level

- Level 1

"You Are Here" evacuation diagrams are installed at various locations throughout the Terminal.
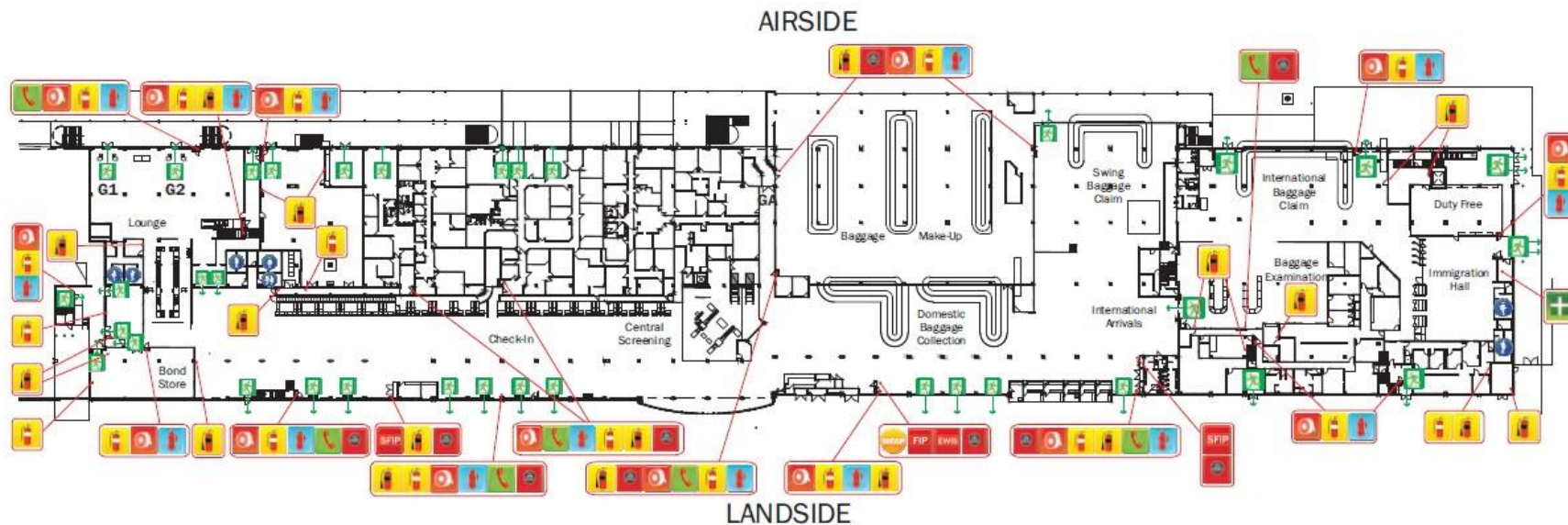
GROUND LEVEL

DARWIN INTERNATIONAL AIRPORT - VIA HENRY WRIGLEY WAY, DARWIN

EVACUATION DIAGRAM

LEVEL 1

DARWIN INTERNATIONAL AIRPORT - VIA HENRY WRIGLEY WAY, DARWIN

STAGES OF EVACUATION

Evacuation should be conducted in three distinct stages depending on the severity of the incident.

STAGE 1 - REMOVAL OF PERSONS FROM THE IMMEDIATE DANGER AREA
Occupants are removed from the affected compartment into the next compartment, eg from a room into a corridor. Doors should be closed to confine smoke and fire in the affected compartment.

STAGE 2 - REMOVAL TO A SAFE AREA
If the severity of smoke or heat warrants further evacuation, occupants and visitors should be moved to safe areas on the same level.

STAGE 3 - COMPLETE EVACUATION OF THE FLOOR
Should the emergency necessitate evacuation of the affected floor, Wardens are to direct occupants to the assembly area via the emergency exits.

RESPONSE TO AN EMERGENCY

R.E.A.C.T™

RESPOND TO OR RAISE THE ALARM
You should always Respond to or Raise the Alarm

EXAMINE
Examine what type of emergency you may be facing

ASSESS
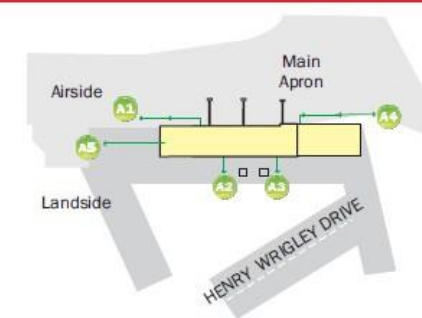Assess the risks to your life safety and that of others

CONTROL
Take control of the situation, act responsibly

TALK
Always Talk (Communicate) with all parties concerned

ASSEMBLY AREA

Issue Date: 13 April 2015
(Valid for a period of 5 years)

Diagrams used on this sign are NOT to scale.

first 5 minutes
Experience makes all the difference.
Phone: 1300 321 120
Website: first5minutes.com.au

MANUAL CALL POINT | FIRE HOSE REEL | EMERGENCY ALARM INITIATING DEVICE (WHITE EOP) | CARBON DIOXIDE FIRE EXTINGUISHER | DRY CHEMICAL POWDER FIRE EXTINGUISHER | FIRE HYDRANT | WARDEN INTERCOM PHONE | ASSEMBLY AREA | EMERGENCY EXIT | EXIT ROUTE