

Emergency Management Preparedness for Council Owned Facilities – Category 2 Sites

Version 1 June 2025

Council has established an Emergency Planning Committee (EPC) tasked with planning for internal emergencies across all our facilities. The EPC develops and reviews the Facilities Emergency Management Procedure which guides how emergencies are to be managed. The EPC has also developed the **Cardinia Shire Council Emergency Evacuation Exercise Planning Policy** which describes who is responsible for preparedness actions at our different sites.

The Shire's various buildings have been split into 4 categories due to their usage and tenancy. This allows an appropriate allocation of resources and differentiation of responsibilities between site/building managers and Council's Emergency Management Team. To find out what category your worksite is, please refer to the Policy.

Main Facilities - Category 1

Each of the three main Council facilities (Officer Civic Centre, Cardinia Cultural Centre and Operations) has an Emergency Control Organisation (ECO). These ECO's are comprised of the emergency wardens for each site. Wardens meet quarterly to prepare for emergencies and evacuation drills occur at these sites at least twice a year.

All Other Facilities - Category 2, 3 & 4

At all Council facilities, the Tenants and Staff should complete annual emergency exercises and training to ensure that in the event of an emergency the building they are working in can be safely evacuated. Where support is required, Staff or Tenants can contact Council's Emergency Management Team.

	Induct Staff to Site Specific Emergency Management Requirements	Conduct Warden Training/Emergency Control Organisation Meetings and Training*	Organise And Conduct Evacuation Drills	Provide Evacuation Drill Observers	Create, Provide, And Maintain Emergency Evacuation Diagrams	Create And Maintain General Emergency Management Procedures	Create And Maintain Emergency Management Plan
Category 1 Sites	EM Team	EM Team	EM Team	EM Team	EM Team	EM Team	EM Team
Category 2 Sites	Tenant	Tenant*	EM Team	EM Team	EM Team	EM Team	N/A
Category 3 Sites	Tenant	Tenant*	Tenant	Tenant	EM Team	EM Team	N/A
Category 4 Sites	N/A	N/A	N/A	N/A	EM Team	EM Team	N/A

Category 2 Sites – Tenant Responsibilities/Actions

These sites are a medium risk. They usually have a combination of Tenants within the building or are a complex site.

Sites in this category currently include:

- Toomah Community Centre
- Emerald Library
- Hills Hub
- Cardinia Life
- Pakenham Library and Hall
- Beaconsfield Community Centre
- My Place Pakenham
- Living and Learning Pakenham

The Shire's Emergency Management Team will support the sites within this category. This includes supervision of evacuation drills and provision of feedback as well as being responsible for the development of building Evacuation Diagrams and Emergency Procedures (if required).

Site Staff/Tenants are responsible for conducting ECO meetings, ECO training and supporting and actively participating in any EM team activities.

Training and Exercising

Warden Training

Tenants are responsible for managing emergency preparedness training at their facility, this includes ECO meetings, warden training and site inductions relating to emergency management procedures for their staff.

Tenants are encouraged to complete Council's Online Warden Training Package annually. This can be accessed via cardiniawardentraining.online. Tenants needing any assistance accessing or completing this training should contact the Council's Emergency Management Team via emergency@cardinia.vic.gov.au. It is recommended that Tenants or regular sub-Tenants, ensure that at least one trained person is on site when they are using their site. However, the appropriate number of trained people on site, is at the discretion of each Tenant based upon the risk present.

Council also supports tenants and organisations by providing ECO Meeting Templates and Guides, which can be found in the **Cardinia Shire Council Emergency Evacuation Exercise Planning Policy**.

Fire extinguisher training can be provided by Tenants as required.

Evacuation Exercises

To ensure the readiness of a site in case of an emergency, evacuation drills should be conducted at least once a year. Council will facilitate 1 drill per year for Tenants on site (if required). However, site Tenants may run their own drills as required.

Tenants are encouraged to use the Evacuation Exercise Checklist and Guide which can be found in the **Cardinia Shire Council Emergency Evacuation Exercise Planning Policy**

Once drills are conducted, completed checklists should be emailed to emergency@cardinia.vic.gov.au for record keeping.

Emergency Procedures and Diagrams

Emergency Evacuation Diagrams

Emergency evacuation diagrams are displayed at every Council site (typically located near the exits of a building). These contain very important information:

- Who to call and where to go in the event of an emergency
- The address of the facility to provide to emergency services
- Location of any equipment which may be required during an emergency
- Where you are in a building
- Evacuation routes and emergency assembly points

These are updated every 5 years or as required. If you have any questions or if you require a copy of a building's Evacuation Diagrams please email emergency@cardinia.vic.gov.au.

Tenants may produce their own diagram if they wish as long as they are compliant with the Australian standard 3745: Planning for emergencies in facilities.

Emergency Procedures

All site Tenants should have emergency procedures in place for common emergencies. Organisations may choose to use **Council's General Emergency Procedures** in place of creating their own procedures.

Where Tenants have their own emergency procedures in place, these should be emailed to emergency@cardinia.vic.gov.au for record keeping.

Operations During the Fire Danger Period and Severe Weather Policy

Cardinia Shire Council has an obligation to provide a safe and healthy work environment so far as reasonably practicable to its employees, contractors, volunteers and visitors.

The Operations During the Fire Danger Period and Severe Weather Policy provides guidance for staff, councillors, contractors and volunteers on Council operations/business during the declared fire danger period and operations during severe weather events.

This Policy states the actions that are to be undertaken by Council, its Officer's and Tenants/Contractors at the described risk trigger where a site is within the Bushfire Prone Area (BPA). Please note that site individual contractual/licensing arrangements may require bespoke arrangements.

For more information on how this Policy may impact Tenants, please contact your normal Council Liaison or Council's Emergency Management Team

More Information

If you require more information regarding Emergency Management responsibilities or actions at your site, please contact your normal Council Liaison or Council's Emergency Management Team
emergency@cardinia.vic.gov.au

Important Documents – available on request

- Council General Emergency Procedures
- Cardinia Shire Council Emergency Evacuation Exercise Planning Policy
- Operations During the Fire Danger Period and Severe Weather Policy