

A black and white photograph of a young woman with shoulder-length hair, smiling warmly at the camera. She is wearing a checkered shirt and a dark backpack. The background is a blurred outdoor setting with trees.

# EMERGENCY MANAGEMENT SERVICES

**THE TRUSTED SOLUTION  
FOR SCHOOLS, COLLEGES  
AND UNIVERSITIES**

Ensuring the safety and security of our clients is at the core of everything we do. We have years of experience in the education sector in primary, secondary and tertiary environments and our tailored emergency management solutions are developed to meet our clients' individual needs.

Our experienced team will lead you through every step required to maintain an effective Emergency Management System and will provide procedures and visual aids to give your team the capability to respond in emergency situations. Our tested methodology includes

developing customised emergency management systems, training your teams to ensure they are prepared to act in an emergency, running exercises to test and report on your preparedness and advising on required changes and additional training.

With Dynamiq's help you can be confident that your responsibility to maintain the safety and protection of your staff, students and visitors in an emergency will be met.

## EMERGENCY MANAGEMENT TOOLS AND VISUAL AIDS

Dynamiq lead the way in the production of simple and effective emergency management tools and visual aids that assist you and your team in dealing with emergencies.

## EMERGENCY PROCEDURE MANUALS

Dynamiq will create customised Emergency Procedure Manuals for your workplace based on your individual risks and foreseeable emergencies. Our experienced consultants conduct detailed assessments of your preparedness to ensure that your emergency management systems continue to meet current standards, state legislation and industry best practice.

Our unique Emergency Procedure Manuals serve as a useful resource to assist Wardens familiarise themselves with their role and are designed for the Chief Warden to use during an emergency situation. Emergency Procedure Manuals are presented in weather resistant folders and contain colour coded flip-charts of procedures for various types of emergencies.

## EVACUATION AND PROCEDURE WALL CHARTS AND DUTY CARDS



WHAT TO DO IN AN EMERGENCY	
<b>WHEN TO EVACUATE</b> If a member of staff has been instructed to do so by the Chief Warden. <b>EVACUATION PROCEDURE</b> Stop all work immediately that may be in progress. Leave your workstation and any equipment. Follow the evacuation route to the designated assembly area. Remain in the assembly area until instructed to do so by the Chief Warden. Do not re-enter the building until instructed to do so by the Chief Warden.	<b>WHEN TO LOCKDOWN</b> If a member of staff has been instructed to do so by the Chief Warden. <b>LOCKDOWN PROCEDURE</b> Remain quiet. Remain seated if possible. Lock all doors and windows and turn off lights and mobile phones. Do not open any doors or windows. Do not use any lifts or escalators. Do not use any mobile phones. Wait for further instructions from a member of staff.
<b>MEDICAL</b> - RAISE THE ALARM - Check for anyone injured or unwell. - Call for medical assistance. - Do not attempt to move a person unless they are in immediate danger.	<b>HAZARDOUS MATERIALS</b> - Avoid persons in danger if safe to do so. <b>WINDY WEATHER</b> - Point people to the sheltered areas. - Do not attempt to move a person unless they are in immediate danger.
<b>FIRE</b> - Sound fire alarm. - Assist persons in danger. - Follow the fire escape. - Do not use the lift. <b>RAISE THE ALARM</b> - Contact person in the immediate area. - Communicate evacuation via the closest available communication system. <b>EVACUATION PROCEDURE</b> - Follow the Chief Warden.	<b>BOOM THREAT</b> - Sound fire alarm. - Take the sheltered area. - Do not use the lift. - Do not use the fire escape. - Do not use the fire escape. - Do not use the fire escape. <b>RAISE THE ALARM</b> - Contact person in the immediate area. - Communicate evacuation via the closest available communication system. <b>EVACUATION PROCEDURE</b> - Follow the Chief Warden.
<b>ARMED INTRUSION</b> - Sound fire alarm. - Take the sheltered area. - Do not use the lift. - Do not use the fire escape. - Do not use the fire escape. <b>RAISE THE ALARM</b> - Contact person in the immediate area. - Communicate evacuation via the closest available communication system. <b>EVACUATION PROCEDURE</b> - Follow the Chief Warden.	<b>ADVERSE WEATHER</b> - Sound fire alarm. - Take the sheltered area. - Do not use the lift. - Do not use the fire escape. - Do not use the fire escape. <b>RAISE THE ALARM</b> - Contact person in the immediate area. - Communicate evacuation via the closest available communication system. <b>EVACUATION PROCEDURE</b> - Follow the Chief Warden.

Our wall charts and diagrams detail evacuation routes, assembly areas and a summary of what to do in an emergency. They are all produced individually for your site and satisfy required Australian standards.

**Evacuation Diagrams** - These are depictions of building footprints, landmarks and designated evacuation assembly areas. They are ideal for exhibition in public areas.

### Procedure Summary Charts –

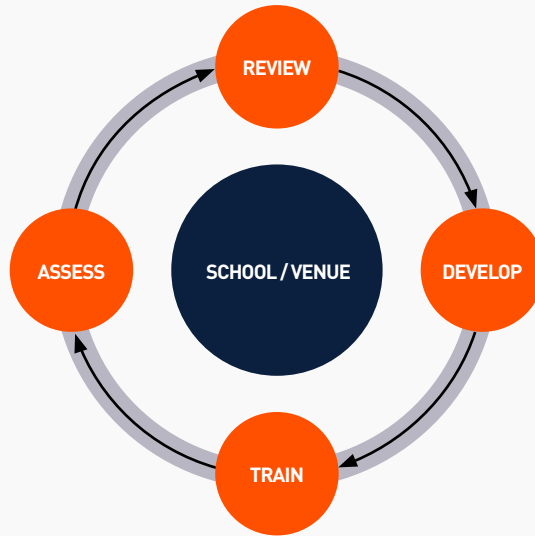
These are for display in staff areas or classrooms and include key elements of the Emergency procedures.

**Warden Duty Cards** – These are diagrams that break the site into manageable search areas. They include a list of warden duties to assist staff fulfil their warden obligations.

# DYNAMIQ SERVICES

Our comprehensive service offering includes:

- > Emergency Procedures
- > Training & Exercises
- > Evacuation Charts and Visual Aids
- > Warden Response Packs
- > Compliance Auditing



REVIEW, DEVELOP,  
TRAIN & ASSESS

## WARDEN RESPONSE PACKS

It is essential that wardens are immediately recognisable in the case of an emergency. Our warden response packs provide instant identification and include:

- > Helmet (with title)
- > Whistle
- > High Visibility Vest
- > Room Checked Post-Its
- > Utility Bag (with title)



## TRAINING AND EXERCISES



Training your team in how to manage emergency situations is an essential part of being prepared. We provide a range of training services tailored to meet the specific needs of your workplace to ensure that your team are prepared to act accordingly in any emergency.

Our training is conducted by experienced facilitators and meets Australian Standard AS 3745.

Training services offered include:

- > Warden Training
- > Chief Warden Training
- > Fire Extinguisher Training
- > Critical Incident Management Training
- > Staff Awareness Training
- > Full-scale Evacuation and Lockdown Exercises
- > First Aid Training
- > Travel Risk Management Training

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We also have a suite of online training courses that may be customised to your workplace. Online training enables users to complete modules as time permits and is available 24/7. Upon completion of online training, users are tested for competency and workplace administrators have access to complete reports for required record keeping.

## PACKAGES

Dynamiq Emergency Management Solutions can also be provided as a Multi Year Package to ensure ongoing compliance for your school and minimise administration and budget management for your team.

Our Multi Year packages provide outstanding value and include a suite of services to provide immediate compliance with AS.3745 in addition to ongoing professional training and audit services to maintain compliance over the contract period.

Dynamiq's multiyear packages also allow documentation setup costs to be amortised over the duration of the agreement resulting in fixed costs each year for simple budget management.



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