

Section 5

**EMERGENCY EVACUATION & WARDEN
PROCEDURE MANUALS - COLOR PRINTING & SITE SPECIFIC**

PURPOSE

Emergency Evacuation Procedure Manuals are designed and developed in accordance with Australian Standard AS 3745:2002 edition and the Occupational Health and Safety Act 107/2004(21 & 25) Duty of Care obligations that relate to employers and employee's. These procedure manuals are designed in accordance with site-specific information and shall be available for all Emergency Control Organization (E.C.O.) team members for reference.

SCOPE

To provide the Emergency Control structure and direction in an emergency which will prevent injury to staff members, visitors and contactors on site. To provide an E.C.O. team to evacuate all personnel from immediate danger to a safe assembly area, by way of communication and procedures, Warden's duties and responsibilities.

PRICE

Master Emergency Procedure Manual POA

Each Additional Master Manual POA

CLIENT TO PROVIDE:

A CAD Diagram or A3, A4 site plan to be available to implement the Master Procedure Manuals (client to supply).

Client to supply company Logo for insertion on site plans (Emailed preferably if available).

Additional Cost

Emergency Procedure Flip Chart – Laminated

Bomb Threat Check List

Additional Cost

Additional costing on company logos P.O.A.

Emergency Evacuation Procedures should be reviewed and amended as required on an annual basis.

EMERGENCY EVACUATION PLANS DEVELOPMENT

On Site Consultancy and Assessment:

Cost: \$120.00 per hour
Plus GST: \$12.00
Total Cost: \$132.00

(Minimum 2 hours)

If any client requires RTW Solutions to undertake a site assessment for equipment implementation the above costs will apply (site specific).

Initial Development of Emergency Evacuation Plan(s):

CLIENT TO PROVIDE:

Each client to provide a CAD diagram or site plans if available preferably by email.

Upon receipt of a building plan RTW Solutions will provide a quotation to design and develop a site-specific plan(s) for evacuation procedures. **P.O.A.**

NB: This costing may vary depending on the structure & design of the building.

Upon Client approval to continue development and completion of Emergency Evacuation Plan as above:

POA

NB: Development time may vary depending on the structure & equipment to be implemented within the plans. The client will be advised on expected duration time for this development.

Emergency Evacuation Plans should be reviewed and amended annually.

Invoicing will occur prior to delivery.

Emergency Evacuation Plans. (Laminated) @

A3 size with Standard Fire Orders implemented.

Cost: \$55.00 each
Plus GST: \$5.00
Total Cost: \$60.00

A4 size not including Standard Fire Orders. @

Cost: \$32.00 each
Plus GST: \$3.00
Total Cost: \$35.00

A4 Standard Fire Orders Laminated. @

Cost: \$8.00 each
Plus GST: \$0.80
Total Cost: \$8.80

A4 Fire Extinguisher Identification Chart Laminated. @

Cost: \$12.00 each
Plus GST: \$1.20
Total Cost: \$13.20

KEEP YOURSELF SAFE TO HELP OTHERS

RTW Solutions Training Department Confirmation Purchase Order Request Form

Phone No. 03 9563 2122

Fax No. 03 9563 1833

FROM:-Stephen Yeats 0418 373504

DATE:

COMPANY: _____

ATTENTION: _____

ADDRESS: _____

PHONE NO: _____

FAX NO: _____

EMAIL: _____

Purchase Order No.: _____

Preferred Training Dates/Times: _____

Training Facilities and Equipment – Can your company provide:

Training Room

Yes

No

TV/Video

Yes

No

I would like to provide our staff training and instruction in the following:-

EMERGENCY EVACUATION & WARDEN PROCEDURE
MANUALS - COLOR PRINTING & SITE SPECIFIC

EMERGENCY EVACUATION PLANS DEVELOPMENT

Other i.e safety equipment etc.....

Additional Overtime Rate for Instructors Provided

Weekday - After 7pm a minimum charge of 1.5 hours will apply at a rate of \$80.00 per hour per instructor

Weekend - A minimum charge of 2 hours will apply at a rate of \$100.00 per hour per instructor.

Additional costs will be incurred for country, regional and national sites, i.e. travel, accommodation & expenses if applicable. P.O.A.

Please contact our training department for further details of these and other courses that we can design & develop for your needs.

Commercial In Confidence

If notice of cancellation is not forwarded within 7 days prior to date of training, a cancellation fee may be incurred.

For your convenience we have Credit Card facilities - should you wish to avail yourself of these a 5% surcharge on the total cost will apply.

I wish to pay by credit card

Yes

Card Type:

Mastercard

Visa

Bankcard

Card Number:

Exp.Date: