

AGE CARE EMERGENCY EVACUATION PROCEDURE MANUALS SUPPLY, DESIGN & DEVELOP - SITE SPECIFIC

PURPOSE

Emergency Evacuation Procedure Manuals are designed and developed in accordance with Australian Standard AS 3745:2002 and the Occupational Health and Safety Act 2004, 21 & 25, Duty of Care, obligations of employers and employee's Age Care Service Act 1997. These procedure manuals are designed in accordance with site-specific information obtained from your site and shall be available for all Emergency Response Organisation (E.R.O.) team members for reference or placed upon your own organisational server via a CDROM supplied.

SCOPE

To provide Management and Staff with a structure and direction in case an emergency situation should arise and one that will assist in the prevention of injury to residents, staff members, visitors and contactors on site. To also provide your E.C.O. team with written assistance to evacuate personnel from immediate danger to a site assembly area, by way of a common procedure so that any coordinator or person in charge can refer to.

PRICE: POA

Master Emergency Procedure Manuals x 1

Free Quote supplied upon request

Additional Master Manual

Free Quote supplied upon request

Site-Organisation Specific Flip Charts, Each Commence at

Free Quote supplied upon request

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

Client to supply company Logo (emailed preferably)

#	Additional Cost	Sub Total	GST	Total
	Bomb Threat Check List	\$10.00	\$1.00	\$11.00
	A4 Emergency Colour Code Chart	\$10.00	\$1.00	\$11.00
	A4 R.A.C.E. Chart	\$10.00	\$1.00	\$11.00
	A4 Extinguisher Chart	\$10.00	\$1.00	\$11.00
	A4 Standard Fire Orders	\$10.00	\$1.00	\$11.00
	Identification colour codes- Badge size	P.O.A.		
	Register Book	P.O.A.		
	Emergency Evacuation Kits	P.O.A.		

It is recommended that all evacuation Procedure Manuals are reviewed on an annual basis.

CONSULTANCY, EVACUATION PLANS & SITE ASSESSMENT

On Site Consultancy and Assessment:

Free Quote supplied upon request

Upon Client approval to develop and complete Emergency Evacuation Plan:

Free Quote supplied upon request

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 development.

THE CLIENT WILL BE INVOICED AFTER RECEIVING GOODS.

Emergency Evacuation Plans. (Laminated)

A3 size with Standard Fire Orders implemented.

Free Quote supplied upon request

A4 size not including Standard Fire Orders.

Free Quote supplied upon request

It is recommended that all Emergency Evacuation Plans are reviewed on a annual basis.

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:-

- MASTER EMERGENCY PROCEDURE MANUALS
- ADDITIONAL EMERGENCY PROCEDURE MANUALS
- EMERGENCY FLIP CHARTS A4
- EMERGENCY FLIP CHARTS A5
- OPT. 5 - EVACUATION - TABLETOP EXERCISES OR EVACUATION.
- BOMB THREAT CHECK LIST
- A4 EMERGENCY COLOUR CODE CHART
- A4 R.A.C.E. CHART
- A4 EXTINGUISHER CHART
- A4 STANDARD FIRE ORDERS
- IDENTIFICATION COLOUR CODES- BADGE SIZE P.O.A.
- REGISTER BOOK P.O.A.
- EMERGENCY EVACUATION KITS P.O.A.
- EMERGENCY EVACUATION PLANS. (LAMINATED)
- A3 SIZE WITH STANDARD FIRE ORDERS IMPLEMENTED.
- A4 SIZE NOT INCLUDING STANDARD FIRE ORDERS.

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: