Perth Airport ✦

Airport Operating Standard

Terminal Evacuation & Fire Safety

August 2022

EVACUATION DIAGRAM

Fire hydrant

Fire extinguisher

WIP Zone 30
Secondary WIP

Warden point
& intercom

Contents

Introduction

Airport Operating Standards have been produced by Perth Airport to ensure safe and secure operations at Perth Airport. The *Terminal Evacuation & Fire Safety* standard applies to all businesses and their employees operating within PAPL operated terminals (including the Combined Logistics Facility and Skybridge) at Perth Airport and are to be performed in conjunction with each individual organisation's procedures and requirements.

The *Terminal Evacuation & Fire Safety* standard aims to provide a safe and secure environment for all businesses, staff, visitors, passengers and aircraft and to ensure that the requirements documented in this standard are relevant and capable of practical implementation by all staff.

It also aims to ensure that personnel across the PAPL Terminals have the skills and knowledge to minimise the risk of fire and how to respond efficiently and appropriately to different emergencies in accordance with Perth Airport's Terminal Evacuation Plans.

This Standard and the procedures described within may be amended from time to time by PAPL. PAPL will endeavour to provide sufficient notification of changes; however, it is the responsibility of each business and their employees to keep informed of any amendments. Any information published via a Perth Airport Notice (PAN), or directed by the incident controller in an emergency situation, takes precedence over the information contained in this document.

The Standard includes:

- Responsibilities
- Reporting fire incidents and hazards
- Terminal evacuation
- Terminal fire safety
- Warden requirements

The Standard is designed to be read in conjunction with:

- Perth Airport Operating Protocol;
- Perth Airport Emergency Framework;
- Perth Aerodrome Emergency Plan;
- Terminal Evacuation Plans; and
- *Incident Reporting & Responding* and *Aviation Security* Airport Operating Standards

The above documents are available via the Perth Airport Extranet at https://perthairport.sharepoint.com/sites/extranet or via the Corporate page on the Perth Airport website www.perthairport.com.au/AOP noting that the AEP and Terminal Evacuation Plans can be provided to organisations upon request.

Responsibilities

Perth Airport Pty Ltd (PAPL)

PAPL is responsible for producing this Standard and consulting with stakeholders as necessary to determine operating requirements and necessary restrictions.

PAPL (Security & Emergency team) has the day-to-day responsibility for development of the fire safety and terminal evacuation response measures around the terminals to protect people and infrastructure.

Operators

All operators are responsible for ensuring that their employees are trained in evacuation procedures, consistent with the requirements of the *Work Health and Safety Act 2020 (WA)* and the *Work Health and Safety (General) Regulations 2022 (WA)*. It is expected that operators meet the requirements as defined in *Australian Standard 3745 Planning for emergencies in facilities.* Any variation to this must be addressed with the Perth Airport Fire Safety Manager.

People working in terminals

Everyone working in the terminals must:

- report all emergency incidents to 000 then ACC on (618) 9478 8500;
- be familiar with the terminal evacuation arrangements for the area in which they work;
- be familiar with Perth Airport's emergency procedures, equipment and facilities;
- participate in Perth Airport evacuation drills/exercises where requested to do so;
- follow instructions from the Perth Airport Emergency Control Organisation 'wardens' (ECO);
- be proactive in assisting wardens in emergency incidents to fulfil our duty of care obligations for the safety and welfare of staff and the public;
- where it is safe to do so, assist others during an emergency situation, particularly those who may be unfamiliar with the terminal, including passengers and members of the public;
- listen closely to all public announcements made in the terminal during an emergency and ensure passengers and visitors are aware and understand the situation; and
- report any fire safety hazards to ACC on (618) 9478 8572.

Evacuation Planning Committee (EPC)

An EPC has been established to cover all terminals. The committee meets quarterly and consist of members from Perth Airport, representing airlines, operators, tenants, contractors and emergency responders. It is the responsibility of the EPC to review and implement the terminal evacuation plan, recommend improvements, and oversee the general appointment and conduct of the wardens (ECO). Tenants and other organisations operating from the terminals are encouraged to consult with their EPC representatives to ensure their own plans, including warden allocations, align with the airport's.

Emergency Control Organisation (Perth Airport Warden Structure)

Each terminal has a Perth Airport warden structure, known as the Emergency Control Organisation (ECO), comprised of a Chief Warden, Mobile Wardens (Deputy Chief Wardens), and Airport Wardens. Their primary purpose of Perth Airport Wardens is to safely manage the evacuation of occupants from the terminal building. Refer to page 5 or contact the Fire Safety Manager for more information.

Reporting & Responding to Fire Incidents and Hazards

If you see a fire incident and/or hazard anywhere on the Perth Airport estate it **must** be reported to:

- in a life-threatening emergency - 000 then the ACC emergency line on (618) 9478 8500.
- in an emergency situation — ACC emergency line on (618) 9478 8500.
- any other circumstances — ACC on (618) 9478 8572.

These numbers are displayed on the back of PAPL-issued ASIC cards.

Types of emergencies

While fire is the principal reason for the implementation of an evacuation plan, other types of emergencies may also require immediate action including:

- gas leak/bomb/arson threat
- security breach
- suspicious packages
- external emergency
- personal threat
- natural disaster

Fire response

Where there is an immediate threat to life and/or property you should:

- call 000 then ACC on (618) 9478 8500, providing as much detail as possible on the incident.
- raise an alarm and/or activate the nearest fire red break glass alarm.
- attack the fire if comfortable and trained to do so.
- evacuate immediately from the danger area and assist others to evacuate, if safe to do so.
- if present, follow instructions given by wardens or Emergency Services, and offer assistance.
- if safe to do so, assist terminal occupants to safely evacuate the terminal via the nearest safe exit to the nominated assembly area.
- assist wardens at the assembly area, and actively monitor the welfare and safety of evacuees.
- remain at the assembly area for further instructions, provide support for the wardens and customer service for evacuees, while awaiting the 'all clear' broadcast from the Chief Warden.

People can get complacent and may not want to listen to wardens, respond to alarms, or participate in drills. It is important that all staff understand their obligations. If people don't follow directions, especially in a real incident, emergency responders may forcibly remove them from the building and potentially issue fines. Employers can also be reported to WorkSafe WA and fined, not only for lack of response in incidents, but also for non-participation in training or assurance activities such as drills.

Bomb threats

A bomb threat is a situation where an explosive device has reportedly been placed on an aircraft or in an airport terminal or facility.

If you receive a bomb threat:

- remain calm, maintain conversation and **do not hang up** (if threat received by telephone call)
- try to get the callers details
- note the caller's manner
- ask for details of the threat
- ask for the location
- call (618) 9374 4025 (Police) to report threat and initiate call trace
- inform ACC

A Threat Call Checklist is available for use and copies can be requested via the Airside and Landside Security Manager. Refer to the *Aviation Security* Airport Operating Standard for more information on bomb threats and other security related emergency events.

Responding Personnel

Wardens

Wardens are responsible for a number of functions during an alert and/or evacuation with the primary function to assist with the egress of persons from the terminal and coordinating reoccupation.

The effectiveness of evacuations and therefore the safety of staff, tenants, passengers and visitors to our terminals depends upon having appropriately trained wardens for each zone. For this reason, occupants are required to provide staff as wardens (in red below) who can liaise with the Perth Airport Wardens (in blue and grey below). All staff are expected to actively respond to fire alarms and support wardens. (in orange below)

For further information on the responsibilities of wardens, please see Warden Requirements for 3rd parties at page 15 or contact the Fire Safety Manager.
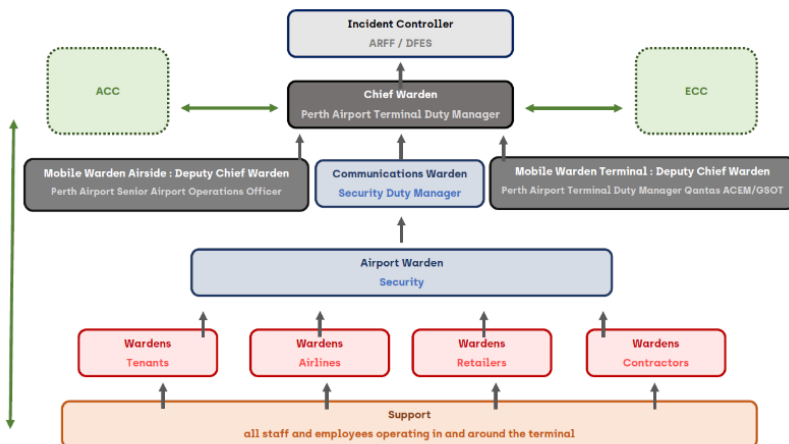
Airservices Australia's Aviation Rescue and Fire Fighting Service (ARFFS) is the first responder when a fire alarm is activated. ARFF has a direct link to the terminal Fire Indicator Panel (FIP) through the Direct Brigade Alarm (DBA) for monitoring and immediate fire alarm notification. ARFF are the incident controller, and in consultation with the Chief Warden, has overriding authority to order an evacuation of the terminal, and declare 'all clear' to allow reoccupation.

ARFF will initiate a response to the alarm and a unit will be dispatched to the fire control room. They will:

- identify the point of alarm activation on the FIP;
- investigate the situation to determine the nature of the emergency; and
- communicate with the Chief Warden who will then determine the appropriate action

Security contractors

In some instances, security contractors take a direct role in the ECO and act as Airport Wardens.

Australian Federal Police

Assistance from the Australian Federal Police (AFP) will vary depending on the nature of the incident and may range from coordinating a search of the terminal to ensuring evacuees reach the designated assembly areas. They will also ensure that Counter Terrorism First Response duties are maintained, consistent with the demands and impositions of the emergency.

Prevention of false alarms

Prevention of false alarms includes refraining from activities that are known to activate nuisance, alarms within the terminal, which includes, but is not limited to:

- unmonitored cooking activities (such as burnt toast)
- dusting or touching smoke detectors
- generating dust, steam, spray, vapor or mist near smoke detectors, including e-cigarettes
- being attentive to general fire prevention activities
- working on the fire system without the necessary permits or following procedures for managing the Life Safety System.

False alarm charging

Some fire alarm activations can be traced to human carelessness or negligence. If you accidentally activate a fire alarm in error, immediately contact ACC on (618) 9478 8500 to provide the Chief Warden with the opportunity to investigate nuisance alarms and possibly prevent unnecessary evacuation.

ARFF and DFES are the agencies responsible for responding to fire alarms, and they may charge a 'false alarm' fee under certain conditions. Contact the Fire Safety Manger for more information.

Discharge of fire extinguishers

Tenants are required to promptly notify ACC on (618) 9478 8572 of any discharge of a fire extinguisher and the reason for the discharge.

Terminal Evacuation

During an emergency or evacuation, your personal safety and the safety of those around you is priority.

You are required to know the emergency procedures in place at Perth Airport, and the location of emergency assembly areas, fire alarms and fire-fighting equipment. The responsibilities of all persons working within the terminals is detailed on page 3 of this Standard.

All staff working in the terminals must be familiar with these standards and make themselves available to assist wardens in the event of an alarm activation, evacuation, or on any occasion that they are requested to assist. In addition, staff must proactively assist others, paying attention to those who may need assistance including young children, elderly and people with disabilities.

Fire Systems Elements

Break glass alarms

Break glass alarms enable you to raise the alarm in the event of a fire and are located throughout the terminals as indicated on the terminal evacuation diagrams. Break glass alarms are activated when the glass or clear plastic panel is pressed until it cracks or bends inwards, and interior button depressed.

Fire Alarm BGA (red-faced) - interfaced with and sends an alarm to the FIP. This will activate the EWIS and automatically notify ARFFS.

Emergency Alarm BGA (white-faced) - activates the fire system.

Emergency Door Release (white-faced) - located on secure doors around the terminal. Releases the previously secure door when activated. The fire system is not activated.

Some devices may require lifting a cover, which may sound a localised alarm. Press the 'glass' until it breaks, and a red light displays on the device. Call 000 and then ACC. Penalties may apply for misuse.

Smoke/thermal detectors and sprinklers

Automatic detection devices such as smoke/thermal detectors and sprinklers are also integrated in the fire alarm system. When a sensor is activated, the Fire Indicator Panel will initiate an 'alert tone'.

Fire hose reels and fire extinguishers

Fire hose reels and extinguishers are located throughout the terminal and must only be used by trained personnel in an emergency. Use of hose reels will activate an alarm.

Only use fire fighting equipment if trained and is safe to do so. Equipment is only for use on small fires, do not continue if the fire is out of control.

Evacuation exit signage

Emergency lighting and exit signs 'green running man' are installed along the path to emergency exits to provide adequate lighting for safe evacuation in the event that power is lost. They may also be of reflective material and as a standard are a combination of green icons and directional arrows.
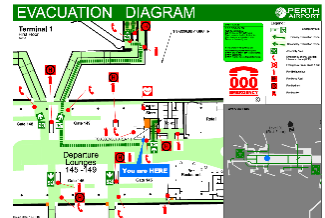

Evacuation diagrams

Evacuation diagrams display the evacuation route from where you are to the nearest exit out of the terminal, along with the location of fire equipment and nearest assembly area.

You are strongly encouraged to familiarise yourself with the evacuation diagrams for your terminal and to review them regularly.

Ensure that you know where to find your closest:

- emergency exit for your floor and terminal building.
- break glass alarm.
- fire equipment.
- warden intercom point.

For further details relating to Perth Airport's emergency evacuation procedures and diagrams, including a guide for designing your own You Are Here diagrams, contact the Fire Safety Manager.

> **Note:**
> It is the responsibility of the tenant to supply evacuation plans for their own leased area.

Assembly areas

Emergency assembly areas are located landside and airside of the terminals.

Evacuation signage leads to an assembly area and evacuation diagrams show the pathways to the assembly areas.

Each assembly area has a weatherproof box containing a loud hailer, first aid kit, checklist and pens.

Warden Intercommunication Point (WIP)

WIP points are located throughout each warden zone. Some WIPs have cabinets that include additional warden equipment that can be used by all wardens.

Wardens are expected to have access to thier own equipment to be used in the first instance. As a minimum they must be identifiable with a red Warden Tabard.

Emergency Warning and Intercommunication System (EWIS)

The Emergency Warning and Intercommunication System is used to warn building occupants of an emergency situation through audible & visual signals, and verbal public address, and provides a means of emergency communication between specific locations in the building.

The EWIS consists of the:

- Warden Intercommunication Point (WIP) phones.
- Flight Information Display System (FIDS) monitors.
- Public address system including the alert signal and evacuation signal.

The master EWIS is located in the Fire Control Room allowing communication to be controlled by the Chief Warden.

> **Note:**
>
> Music systems and/or music players must input directly into the Perth Airport PA System, which is in turn played back into the tenanted area. This enables the requirement for the tenants music to automatically cut out in the event of emergency warnings or security announcements to be met.

Fire Indicator Panel (FIP)

The Fire Indicator Panel indicates visually, by LED lights or by addressable readout, the location of an activated detector or manual call point (MCP).

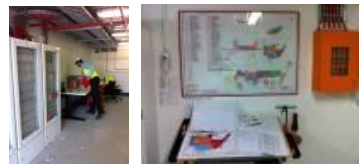The master EWIS is located opposite the master FIP in the Fire Control Room (FCR).

Access to the FCR is strictly controlled by PAPL and ARFFS.

Fire Control Room (FCR)

The Fire Control Room is where the master EWIS and FIP are located. Access to the FCR is strictly controlled by PAPL and ARFFS

Hazard Awareness

During evacuation, wardens are to be aware of potential hazards, including:

- Emergency vehicles and other vehicle movements both airside and landside;
- People requiring assistance, including those who may be more vulnerable or with disabilities;
- Environmental exposure, i.e. rain, extreme sun and heat; and
- Smoke, toxic gasses, exploding fragments.

Alert and evacuation signals

Alert and evacuation signals used across the terminals are as detailed below.

Signal Type	What it means	Alarm tone	Visual alarm	PA message	What occupants to do
Alert	Prepare for evacuation.	*Beep* *Beep* *Beep*	Amber flashing light	Attention please, attention please, an alert condition has been activated in the terminal and is currently being investigated. Wardens report to your positions and await further instructions.	• Operations stop, including servicing aircraft, processing passengers and retail services. • Cease what you are doing, prepare to evacuate and inform terminal occupants about the situation and required actions. • Await further instructions from the Chief Warden and/or Airport Warden, or the sound of the evacuation tone.
Evacuation	Evacuation necessary	*Whoop* *Whoop* *Whoop* *Whoop*	Red flashing light	Attention please, attention please, all occupants must evacuate the terminal immediately. Please exit the building via the nearest emergency exit, or as directed by staff, to nominated assembly areas.	• Stop anyone from entering the terminal (except Emergency Services). • Follow the wardens' instructions and evacuate to the assembly area. • Inform terminal occupants of evacuation procedure and assist where possible. • Advise wardens of persons with disabilities, requiring assistance.

In an evacuation situation, ACC will immediately notify the Chief Warden and commence evacuation procedures. Airport Wardens may also be advised of emergencies via telephone/radio from the Chief Warden or ACC.

When a full terminal evacuation is activated the ACC manually override the FIDS to display the 'EVACUATE' emergency warning message, providing a visual alert to people within the terminal.

A public-address (PA) announcement may also sound in active armed offender situations which directs all persons to leave the terminal. The Terminal Evacuation procedures do not apply in this situation. Refer to the *Aviation Security* Airport Operating Standard for more information.

Evacuation routes

A safe and clear emergency exit route from a building is essential. This may mean that individuals in some areas are evacuated into or through security and/or customs restricted areas or airside. Electronically secured tag doors will become inactive to allow evacuation.

Terminal 1 includes a staged evacuation strategy. For more details on how the evacuation tones cascade throughout the building please contact the Fire Safety Manager.

Evacuation – people with disabilities and those requiring assistance

A person with a disability, or other people, may require assistance during an emergency evacuation. This may include people with a temporary or permanent physical, mental or sensory impairment.

During an evacuation it is the responsibility of all staff working in the terminals to:

- remain aware of people with disabilities, or anyone else requiring assistance, and help them to evacuate in an orderly manner where possible.
- discuss with the person their options to evacuate and agree on a plan, also include any other person who may be accompanying them.
- Notify the warden or ACC of your location and any agreed plan for evacuation, confirm with the warden or ACC before using any alternate routes, other than the nearest exit, and follow their instructions.
- if unable to evacuate the person with disability safely, report their location to the warden or ACC and relocate them to a safe holding area out of immediate danger i.e. a stairwell landing.

The warden will immediately coordinate assistance to aid the person out of the danger area to a safe holding area before being located to an assembly area.

People working in the terminal who may need assistance during an emergency are encouraged to consult with management to develop a Personal Emergency Evacuation Plan (PEEP). The PEEP is to be submitted via the Fire Safety Manager to the EPC for inclusion in the evacuation procedures. PEEP templates can be obtained from the relevant PAPL lease manager or Fire Safety Manager.

Reoccupation of the terminal

Once confirmation is received from the Incident Controller that it is safe to reoccupy the terminal, reoccupation is managed by the Perth Airport Reoccupation Coordinator in a staged process:

Stage 1A: Security staff are the first to reoccupy the terminal to re-establish sterile and other areas with AFP assistance as required.

Stage 1B: Border Agency staff re-sweep and re-establish their area for commencement of operations (for International terminals only).

Stage 2:   Airport staff, airline staff and concession staff re-establish their areas for commencement of operations.

Stage 3:   All remaining staff, passengers and visitors.

Reoccupation will be managed from the assembly areas with the assistance of the wardens, following announcements being made by the Reoccupation Coordinator.

Evacuation and reoccupation debrief

Feedback following an evacuation is encouraged so that all parties can continually learn and improve our processes. Please provide any feedback to the Fire Safety Manager, alternatively feedback can be left with the Terminal Duty Manager for referral. Where there are material findings following an incident, these will be communicated to terminal occupants.

Terminal Fire Safety

Fire prevention activities to reduce the likelihood of fire take place continuously in all Perth Airport terminals. This requires effective identification, management and control of ignition sources and combustible materials by terminal staff and tenants to ensure that fire hazards are identified and removed.

General fire prevention

General fire prevention activities must be adopted for all operations within the terminals and include, but are not limited to:

- Good housekeeping activities;
- Appropriate storage practices;
- Keeping sprinkler heads clear of obstructions;
- Preventing the accumulation of ignition sources;
- Careful assessment and consideration of low fire hazard building materials and furnishings;
- Implementing systems to ensure that all equipment is inspected, tested and maintained in accordance with the relevant Australian Standard;
- Prohibiting bottled or stored LPG used internally to the building;
- Limiting and controlling the quantity of flammable and combustible material;
- Limiting unnecessary accumulation of rubbish (e.g. empty boxes, overflowing bins);
- Controlled battery charging of electric vehicles in designated areas;
- Maintaining open access to fire safety systems and equipment, reporting faults, hazards or suspected tampering e.g. fire hydrants, fire hose reels, extinguishers etc.;
- Maintaining clear emergency exit routes;
- Keeping fire doors shut except during use;
- Prohibiting the storage of items in fire hydrant/hose reel cupboards;
- Keeping curtains, towels and paper products away from cooking and heating appliances;
- Regular inspection of exhaust fans and air conditioning equipment for build-up of dust and grime;
- Cleaning up spills of any hazardous substances immediately;
- Supervising safe cooking activities at all times ensuring items are not left unattended, and flammable items are kept clear of cooking areas and equipment;
- Maintaining a clear view of all exit and emergency signage;
- Maintaining and enforcing 'Smoke-free Terminals', which includes electronic cigarettes;
- Maintaining integrity of all electronic and IT equipment including dust build up, general cleanliness and preventative maintenance; and
- Any other matter that may cause an undue fire hazard.

Clear access routes

It is mandatory that all exit routes, including stairs and corridors, are kept free of obstructions at all times. This will allow free and safe movement of occupants to an exit in the event of an emergency.

Tenanted areas

Tenancies within the terminal buildings must be maintained in accordance with the relevant building standards and as referenced in the tenant's lease or contractual arrangements with Perth Airport. These standards are central to the fire prevention strategies implemented in each tenancy based on the level of risk presented by the operations or activities within that area. For this reason, leased areas must not be used for any other purposes than those approved by PAPL. For further detail, contact the Fire Safety Manager.

The type of tenancy and design of the fit-out may have an impact on a range of fire safety features, including but not limited to:

- number of emergency exits
- equipment and systems required
- egress routes to allocated assembly area
- storage of goods and equipment.

Fire hazards and combustible loads

The terminal buildings are fully protected by sprinklers however the sprinkler systems are not designed for unlimited, high or excessive fire loads.

The following restrictions are related to hazardous material and dangerous goods, including combustible and flammable materials, and must be adhered to always.

Storage

Hazardous materials and dangerous goods must not be stored in the terminals. Occupants who wish to store hazardous materials or dangerous goods in or within the general vicinity of a terminal must first obtain PAPL's written consent, noting that only minimal quantities held in approved containers will be considered.

Compliance with legislation

Where written permission is granted by Perth Airport for the storage of dangerous goods (including combustible or flammable materials) these must be stored and handled in accordance with the requirements of the *Dangerous Goods Safety Act 2004 (WA)* and the *Dangerous Goods Safety (General Regulations) 2007 (WA)* (available at www.slp.wa.gov.au/legislation or www.dmp.wa.gov.au/Dangerous-Goods).

Dangerous goods licenses

Occupants must provide Perth Airport's Fire Safety Manager with copies of any dangerous goods license granted by the Department of Mines and Petroleum.

Limitation of combustible and flammable materials and loads

Occupants/tenants in the terminals must not store or maintain amounts of combustible or flammable materials that pose an excessive fire load as detailed in *Australian Standard AS1940 – 2004: The Storage and Handling of Flammable and Combustible Liquids*.

Class 2 and 3 goods (as defined in the *Australian Dangerous Goods Code* ADGC 7.4) may only be stored in accordance with the following requirements:

• Where Class 3 flammables are stored in quantities above five litres in any one storage location, they must be stored in a dedicated and certified flammable liquid cupboard.

• When considering the total amount of flammable goods in a storage area, the aggregated total amount of all flammables and/or combustibles within the storage area must be considered. This aggregated total must not exceed the minor storage limits set out in the *Australian Standard AS1940 – 2004: The Storage and Handling of Flammable and Combustible Liquids*.

• Storage of Class 2 marked aerosols of more than 12 canisters (of any size) that contain flammable gas propellants, must be in a dedicated, wire caged section within the storage area. The storage cage must be constructed in accordance with the *Australian Dangerous Goods Code* (ADGC7.4).

• Flammable goods containing oxidising agents must not be stored within 20 metres of other materials.

LPG and explosive materials

The storage of LPG or explosive materials within the terminal is **strictly prohibited**.

Limitation on stacking heights adjacent to sprinkler heads

Where racks are installed in tenant store rooms, or for any other reason, stacked goods must not obstruct the sprinkler system, in particular, sprinkler heads, to a distance closer than one metre, and in accordance with *Australian Standard AS 2118.1, Automatic fire sprinkler systems*

Electrical equipment

All electrical equipment owned and/or operated by terminal tenants must, at a minimum, be inspected and tested in accordance with the requirements of *Australian Standard AS3760 – 2003: In Service Safety Inspection and Testing of Electrical Equipment.* The use of personal electrical appliances, i.e. heaters, is not permitted, unless approved prior to installation.

Fire protection equipment

All fire protection equipment and high hazard suppression systems owned and/or operated by terminal tenants (e.g. portable fire extinguishers and suppression systems in overhead range hoods) must be inspected, tested and maintained in accordance with the requirements of *Australian Standard AS1851 – 2012: Maintenance of Fire Protection Equipment.*

Essential Maintenance Compliance Program

Terminal Concessionaires are required to provide records to Perth Airport of regular inspection, testing and maintenance of critical equipment in line with Australian Standards. Critical equipment includes, but is not limited to, the following:

- Exhaust Fans
- Fire Equipment
- RCD/Switchboards
- Electrical devices

All documentation must be uploaded into the Maintenance Management System (MMS) by the tenant and log books must be retained on site for inspection.

For further information on the compliance program, refer to the PAPL Fact Sheet 'Essential Maintenance Compliance Program. Terminal Concessionaires – Using MMS' or contact your relevant PAPL Retail Business Development Manager.

Other building occupants who do not reside under a retail concession agreement may have alternative reporting procedures and should check with their relevant Property Manager.

Undertaking works

It is vital that all contractors engaged by terminal occupants follow the correct contractor engagement procedures and obtain all relevant approvals before commencing any works. Refer to www.perthairport.com.au/undertakingworks for further information.

Contact the Perth Airport WHS Manager or Fire Safety Manager for access to the Contractor Safety Manual, which includes further information on managing fire safety during construction and Life Safety System (LSS) impartments during works.

Warden Requirements for Tenants, Concessionaires & Contractors (3rd Parties)

Wardens play a vital part in safe evacuation and reoccupation of the terminal areas.

To ensure the welfare and safety of staff, contractors and customers in relation to terminal evacuation for leased areas, and the surrounding areas that customers and contractors frequent, each terminal has defined warden zone to be managed during alarm activations and evacuation events. Terminal occupants and 3rd parties have obligations as defined in WHS legislation and their lease or contractual arrangements held with Perth Airport. All operators in the terminal are required to manage and maintain their own emergency response arrangements, inclusive of fire safety and evacuation. Contact the Fire Safety Manager for assistance to ensure there is alignment between these plans and the airport's.

The Evacuation Planning Committee (EPC) for Perth Airport is responsible for reviewing the effectiveness of the evacuation arrangements in each terminal building and will liaise with terminal occupants where corrective actions or assurances are required.

Operators in the terminal are expected to have one trained warden as a minimum on site at all operating times. Warden allocations vary for different locations and operational models, and multiple wardens may be required in some instances. It is common for 5-10 staff to be trained to cover one warden position in some areas (such as retail, lounges or office spaces) ensuring a warden is rostered on at all times. Copies of Warden Zone Plans can be provided by the Fire Safety Manager to assist in planning.

Skills retention and assurance activities, such as drills, exercises and training are the responsibility of the operator. Further information on how to access warden training, terminal familiarisations, and to participate in Perth Airport drills and exercises is detailed in Appendix A.

Below are some frequently asked questions of tenants with area warden responsibilities.

Q   We are unsure of our warden obligations and have only 1 staff member on during quiet times. What do we do in this situation?

A   Please notify your Perth Airport representative if this is the case. Given the reduced occupant numbers (potential evacuees) outside of peak periods, PAPL accept that in quiet times it may be adequate for only 1 warden, and that there may be minor delays in response time whilst they secure their premises. These arrangements need to be discussed with the Fire Safety Manager before taking effect.

It is expected that the staff member on duty is trained and competent to perform their warden duties during an evacuation and will report to the Airport Warden at the first possible opportunity upon notification of a fire alarm (tones or otherwise).

If you only have 1 staff member on during busy periods, then this should be raised with your EPC representative or the Fire Safety Manager to determine the best evacuation strategy for your team.

Q   Can Perth Airport send us a 'You Are Here' Evacuation Diagram for our tenancy?

A   Concessionaires, Tenants and Contractors are responsible for providing Evacuation Diagrams for their own areas. Lease Plans are provided as part of your agreements and should be used to develop appropriate evacuation plans. Any changes to your leased space should be included.

Evacuation Diagrams, or 'You are here' diagrams, are displayed by PAPL in common use public areas throughout the terminal buildings. These diagrams form part of PAPL's Evacuation Plan and are produced, installed and maintained by Perth Airport. These diagrams are outside the space of tenancies however they can be referenced to assist in developing tenancy plans.

Further Enquiries, Contacts and Emergencies

Further enquiries and changes

If you have any questions in relation to this standard, please contact:

General Manager Infrastructure and Assets

Perth Airport Pty Ltd

PO Box 6

Cloverdale, Western Australia, 6985

Phone: (618) 6278 8349

Fax: (618) 9478 8889

For proposed changes to this standard, please email document.controller@perthairport.com.au. Changes will be considered by the Terminal Evacuation Planning Committee.

Important contacts

Airport Control Centre (ACC)

Phone: (618) 9478 8500 (Emergencies)
Phone: (618) 9478 8572 (All other notifications)

Fire Safety Manager

Phone: (618) 9478 8432
Mobile: 0427 502 834

Airport Services Office

Phone: (618) 9478 8454

Australian Federal Police

Phone: 131 237

WA Police

Phone: (618) 9347 4025 (Threat call trace)
Phone: (618) 9374 4001 (Police communications)

Emergencies

In case of emergency contact 000 (if life threatening situation) then ACC on (618) 9478 8500.

Definitions and Acronyms

Term	Definition
Airport Control Centre (ACC)	The centre at the Airport known as the 'Airport Control Centre' and being the centre from which PAPL controls and coordinates Airport operations, including airfield, terminal and landside operations.
Australian Federal Police (AFP)	The Commonwealth agency responsible for counter-terrorism, first response (CTFR) and community policing at Perth Airport.
Aviation Rescue & Fire Flighting Service (ARFFS)	The Commonwealth agency responsible for rescue and fire-fighting services at Australian airports, including Perth Airport.
Aviation Security Identification Card (ASIC)	A card issued by an organisation approved by the Secretary of the Department of Infrastructure and Regional Development which provides a means of identification for persons who have a justifiable need for unescorted access to an airside or landside security zone of a security-controlled airport. ASICs may be colour coded to define areas of permitted access. ASIC issuing arrangements for Perth Airport are prescribed in the Perth Airport ASIC Program.
Break Glass Alarm (BGA)	Also called manual call point (MCP). Break glass alarms enable the raising of fire or emergency alarms and are connected to emergency and security systems. BGAs are either fire alarms, emergency alarms or emergency door release BGAs.
Direct Brigade Alarm (DBA)	Notification of an alarm activation directly to ARFFS.
Emergency Control Organisation (ECO)	The team of wardens for each terminal whose role is to safely manage evacuations from the terminal building(s).
Emergency Warning & Intercommunication System (EWIS)	A system which provides distinctive audible alarm signals, public address, and warden communication via the WIP phone.
Evacuation Planning Committee (EPC)	A committee responsible for establishing an emergency evacuation plan and setting up an ECO.
Fire Indicator Panel (FIP)	Fire Indicator Panels indicate visually by LED lights or by addressable readout the location of an activated detector or manual call point.

Term	Definition
Flight Information Display System (FIDS)	The system responsible for displaying current flight information and other related data through a variety of hardware and software applications to the public and stakeholders in real time.
Personal Emergency Evacuation Plan (PEEP)	Personal Emergency Evacuation Plans which address the needs of staff with disabilities in the event of an evacuation.
Warden Intercommunication Point (WIP)	A centrally located point in each zone from which wardens may direct and report a response to an emergency or an evacuation to the Fire Control Room.

Appendix 1 Warden Training

Fire Safety Training requirements

Training	Type	Duration	Refresher	Book via
Terminal evacuation introduction	printed material (this document)	as required	as required	available on the Perth Airport website
Fire Warden training, including fire extinguisher* *	as defined by the operator.	as required	none	your organisation
Familiarisation	within the terminals	as required	as required	Fire Safety Manager
Fire extinguisher refresher *	online eLearning	20 minutes	every 2 years	FlightPath
Drills and exercises	within the terminals	Approximately 2 hours	yearly	Fire Safety Manager

Perth Airport can provide contact details for organisations wishing to purchase accredited warden training for their staff, this includes a customised module for airport and is delivered by trainers with experience as emergency responders at Perth Airport. Contact the Fire Safety Manager for more details. Alternatively, airport operators may source their own training programs and providers.

* Payment Required

FlightPath

FlightPath is Perth Airport's Learning Management System for external business partners and the centralised location for all your PAPL learning needs. All requirements for the following are hosted on / accessed from FlightPath:

- PAPL Induction bookings and renewals*
- Authority to Drive Airside (ADA)*
- Emergency Management overview eLearning
- PAPL Plant and Equipment users
- ASIC Training

- Waste Compactor
- Drug and Alcohol Management Plan eLearning
- Electrical Contractor requirements
- PAPL Plant and Equipment users
- Active Armed Offender

FlightPath provides functionality for:

Individual Users	Trainers	Administrators
Book training Complete eLearning View your training history and compliance activities within FlightPath	Access resources for: - ADA Training - Aerobridge Training	Book, pay for and assign staff training Register team members View progress charts and reports Assign Training Notification of training dates

How to access FlightPath

Go to Perth Airport's Web page at www.perthairport.com.au.
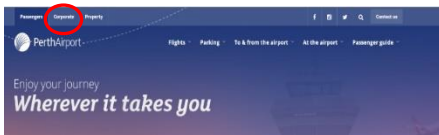
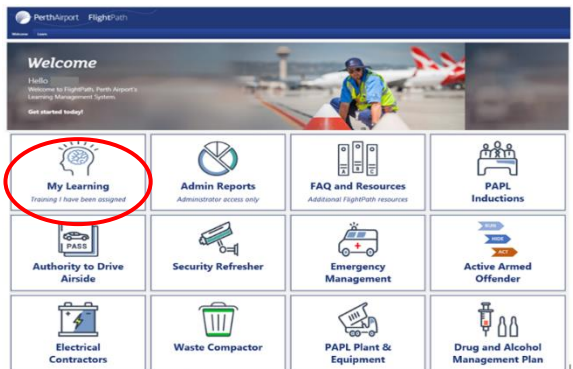Click on **Corporate**   Click on **Extranet**

E-Learning requirements for **Fire Warden training** will be under the **My Learning** tab.

If you require a person within your business to have Administrator functionality, please contact the FlightPath team at FlightPath@perthairport.com.au.

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