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○ Letter | ○ August | ○ 2010

**DMA** Supplies  
Your safety is our concern

ADDRESSING THE NEEDS OF INDUSTRY IN FIRE SAFETY AND BUSINESS CONTINUITY PLANNING



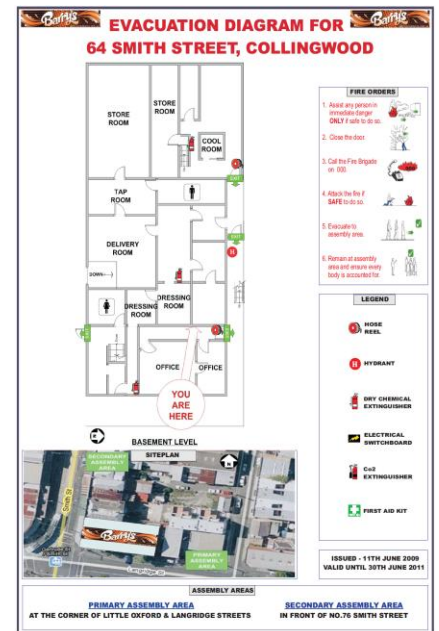
# Evacuation Diagrams for facilities. AS 3745 update.

All facilities should have Evacuation Diagrams developed and installed AS3745. The soon to be published up date to AS3745-2009 has a number of specific minimum requirements these are listed below;

- Correct orientation in regards to the direction of egress points and you are here point
- Height not less than 1200mm and not more than 1600mm from floor
- Floor plan area not less than 200 x 150 mm
- YOU ARE HERE location
- Title EVACUATION DIAGRAM at top

- Designated exits to be green
- Hose Reels & Hydrants in red
- Extinguisher red with colour banding
- Fire Blankets in red
- Validity date
- Legend with symbols
- WIPs in red
- Manual Call Points in red
- Emergency Call Points white or have black border
- Location of assembly area(s) stated or pictorially
- Fire Indicator Panel if present

These just a few of the requirements will you be compliant?



## INDUSTRY WATCH

As part of any Emergency Management Plan you should have a fully developed Business Recovery/Continuity Plan opposite is a pack that can be used to store all items required for a small business this enables quick location of all equipments and paperwork we can customize pack to your requirements and size of business.

You should have a fully developed and TESTED Business Recovery Plan. You should test the plan at least annually or when circumstances change in any part of your business Contact us for details about how best to have a Business Recovery/Continuity Plan developed.



# Disaster Recovery/ Business Continuity Planning

*Preparing for the worst, hoping for the best*

A disaster is any event which prevents our company from carrying on its usual operations at the normal place of work for more than a predefined time period:

Natural disasters (E.g., earthquake, storm, flood)

Accidental hazards (E.g., fire, gas leak, vehicle collision)

Hostile acts (E.g. terrorism, sabotage, vandalism)

Wilful/malicious damage (E.g., security breach, theft)

System/equipment failure (E.g., IT infrastructure)

Loss or destruction of vital records or information

Loss or lack of critical resources, support function, or key personnel

Disaster Recovery /Business Continuity Management gives you the availability of people, processes and resources in order to ensure the continued achievement of our critical objectives

Having a fully developed Disaster Recovery /Business Continuity Management Plan will help ensure the survival of you business and its personnel.

Your plan should involve all key stakeholders both internal and external and be current and up to date with your business.

It is important that the plan is thoroughly tested each year and revised when and where necessary.

Contact us for more information.

## INDUSTRY UPDATES & EVENTS:



- FPAA Conference 2010 November 10 -12 Gold Coast Queensland
- Do you have written and fully tested Business Continuity Plan?
- AS 4083 has been revised.



Contact the Fire & emergency Response Training team if you have any questions regarding any of the articles in this newsletter or would like a question answered by our team in this newsletter.

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### COURSES AVAILABLE

- SCHOOL EMERGENCY MANAGEMENT PLANS AND TRAINING
- WARDEN TRAINING
- CHIEF WARDENS TRAINING
- EMERGENCY PLANNING COMMITTEES (Set up and management)
- DEVELOPMENT OF EMERGENCY MANAGEMENT PLANS (AS3745 AND AS4083)
- EVACUATION DIAGRAMS (AS3745 AND AS4083)
- WARDENS EQUIPMENT (Tabards, hats, etc)
- EVACUATION EXERCISES
- EXTINGUISHER TRAINING
- BOMB THREAT TRAINING
- GUEST SPEAKER
- BUSINESS CONTINUITY PLANS
- EVACUATION PACKS
- BUSINESS CONTINUITY PACKS
- SCHOOL PACKS
- CONSULTANCY SERVICE
- FACILITY SPECIFIC COURSES