*Company or premises name*

**EMERGENCY SERVICES INFORMATION PACKAGE (ESIP)**

**IMPORTANT INFORMATION**

**DO NOT REMOVE FROM**

*ESIP location*

**TITLE PAGE**

**Company or premises name and logo** *(delete if not applicable)* **-**

**Premises address -**

**Head office address** *(delete if not applicable)* **-**

**Premises geocode (GPS co-ordinates) -**

**SafeWork NSW reference number** *(delete if not applicable)* **-**

**EMERGENCY CONTACT DETAILS**

|  |  |  |
| --- | --- | --- |
| **Name** | **Position** | **After Hours Phone Number** |
|  |  |  |
|  |  |  |

**PREMISES OVERVIEW**

*Brief overview outlining primary nature of business, key functions or processes undertaken, number and size of buildings (e.g. number of levels), typical tenancy/occupancy during day time and night time etc.*

**CONTACT LIST**

**List of key personnel to be contacted in an emergency.**

*(e.g. facility emergency controller, emergency services liaison officer, emergency response team, area managers, engineers or technicians, security etc.).*

|  |  |  |
| --- | --- | --- |
| **Name**  | **Position** | **Phone Number** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**EVACUATION OVERVIEW**

*Evacuation overview, the Emergency Control Organisation (ECO) and warden structure with corresponding floor, zone or building evacuation plan (site or elevation view as appropriate) which also indicates the primary and secondary assembly areas.*

**TACTICAL CHECK LISTS**

*(PAGE MAY BE DELETED IF NOT APPLICABLE)*

*Where appropriate, a step-by-step checklist of tactical tasks firefighters follow or consider to effectively manage a fire or emergency incident.*

*Tactical check lists are to identify the location and type of control, valve or assembly that performs an activation, shutdown, isolate, transfer, bypass, or other task as identified in the check list.*

*Details of equipment or features specific to each TCL should be provided, including:*

* *fixed suppression system details – e.g. location and capacity of water monitors, deluge system, foam system, gas extinguishing system, static water source/volume*
* *suppression medium details – e.g. volume/quantity, storage method, foam type, application rate (%), equipment/delivery method*
* *bulk storage tank details – e.g. typical contents, actual and maximum capacity, roof type, diameter/height, access points*
* *spill containment details – e.g. bund wall and compound construction, capacity, surface area, spill equipment, barriers/dams, stormwater isolation valves*
* *exposure details – e.g. heat radiation zones, explosion zones, exclusion area, cooling water for exposures (in L/min.).*

**HAZARDOUS CHEMICALS MANIFEST**

*A copy of the Hazardous Chemicals Manifest and Manifest Site Plan detailing the stored location and identification of Dangerous Goods.*

***Note:*** *An example of a manifest and site plan is provided in Appendix D and E of the* [Notification for Schedule 11 hazardous chemicals and abandoned tanks](https://www.safework.nsw.gov.au/__data/assets/pdf_file/0011/51959/SW08219-0818-427091.pdf) *guidance material.*

**PERFORMANCE SOLUTION SUMMARY** *(PAGE MAY BE DELETED IF NOT APPLICABLE)*

*If the building has a performance solution to meet the performance requirements of the NCC, a summary of the solution is to be provided to assist firefighters determine what impact, if any, it may have on firefighting operations.*

*The summary is to provide details of the applicable fire engineering report (FER) including where a copy of the report is kept on site, document number, version number, date of issue and name of author/fire engineer who prepared the report.*

*The summary is to be presented in simple table format, with each performance solution issue summarised into plain English and the impacts/potential impacts on firefighting operations explained in a format readily understood by firefighters.*

**TACTICAL FIRE PLANS**

*Tactical Fire Plans (TFPs) are colour coded drawings that visually display the installed fire safety systems and other essential features critical to managing a fire or emergency incident. They are intended for fire fighter use only and are a component of the ESIP.*

*TFPs should be at least A3 in size, clear, unambiguous and include:*

* *An overview of the building, facility or site including evacuation.*
* *Firefighting equipment including extinguishers, hose reels and hydrant systems including booster, fire pump and ring main.*
* *Fire sprinkler system including booster, fire pump and ring main (if applicable).*
* *Other active systems including air-handling, foam, monitors, suppression, detection (if applicable).*
* *Essential utility services including distribution and controls.*
* *Hazardous chemicals storages or processes including containment features.*

*The following drawings are to be provided where appropriate:*

1. *a general site plan.*
2. *a plan view of each building level and/or section view of each building.*
3. *schematics of installed systems.*
4. *an evacuation system diagram.*
5. *a copy of any applicable hazardous chemical manifest site plan.*

***INSTRUCTIONS***

*(DELETE FOLLOWING PAGES ON COMPLETION OF TEMPLATE)*

***Form and construction***

*The ESIP is to be a complete, self-contained, portable package that can be picked up and used in any location deemed appropriate for the given emergency.*

***Note:*** *The ESIP may be removed and taken to an external location such as a mobile command centre that has been established as the incident command point.*

*The ESIP is to be constructed and assembled as follows:*

1. *The contents are contained within an A3 size plastic covered D-ring binder folder.*
2. *The ESIP folder must include a cover page which clearly identifies the following:*
* *the company or premises name*
* *‘EMERGENCY SERVICES INFORMATION PACKAGE (ESIP)’*
* *‘IMPORTANT INFORMATION’*
* *‘DO NOT REMOVE FROM’ followed by the ESIP location.*
1. *All pages (except TFPs) are to be printed on medium stock A3 size paper (i.e. 120-150gsm) in portrait orientation.*
2. *All pages are to be laminated for durability and protection against damage, then hole-punched so they are easily removable from the ESIP folder.*
3. *The ESIP must be indexed into sections with tab dividers that enable firefighters to quickly access relevant information.*
4. *All drawings (e.g. TFPs) must be added to the ESIP as follows:*
* *A3 size directly inserted into the folder*
* *A2 size folded in half, with score line, then directly inserted into the folder*
* *where there are many A2 size drawings, these may be inserted into a separate A2 size plastic covered D-ring binder folder which is appropriately labelled and kept with the ESIP*
* *where larger than A2 size, rolled and stored within a roll tube which is appropriately labelled and kept with the ESIP.*

***Note:*** *Drawings larger than A2 size are only acceptable when a suitably sized plan layout table is provided.*

1. *All textual information is to be minimum Arial size 14 font with 1.5 times line spacing and double line paragraph spacing.*
2. *Each page is to be identified for continuity (e.g. header/footer with section title, version or revision number, date of issue, page number by page ‘x’ of ‘y’ pages etc.).*
3. *The ESIP is to use standard terms and abbreviations as referenced by relevant Australian Standards and may also use industry specific abbreviations. A list of all abbreviations used is to be provided in the ESIP.*
4. *Pages may be printed double-sided on the long edge, so pages remain upright when turned. However, single-sided pages may make it easier to update individual pages.*
5. *If any existing A4 size information pages are to be included into the ESIP, they are to be printed or copied scaled at 141% (i.e. A4 > A3 enlargement ratio).*

*For more detailed information on constructing an ESIP go to FRNSW guideline for* [Emergency Services Information Package (ESIP)](https://www.fire.nsw.gov.au/gallery/files/pdf/guidelines/guidelines_ESIP_and_TFP.pdf)*.*