

CORPORATE BROCHURE

# Five minutes makes all the difference



# Your emergency preparedness partner

Founded in 1986, First 5 Minutes is at the forefront of knowledge sharing and training in active threat and emergency response preparedness. The Australian threat environment is constantly evolving; First 5 Minutes develops industry best-practice solutions to ensure businesses, facilities and people are armed with the knowledge and skills to respond to any emergency with confidence and effectiveness.

## Are you prepared to **respond**?

While we can't map the future to predict the occurrence of a specific emergency event, we can plan and prepare the proper policies and procedures to mitigate the impact of an emergency. Strengthen your business and facility; arm your people with the knowledge and understanding of what to prepare for and how to respond to an emergency.

### OUR CORE AREAS OF EXPERTISE INCLUDE:



Emergency Planning



Training & Exercise Facilitation



Security Risk Management



Reporting and  
Compliance Management



# Working to the higher standard

First 5 Minutes is a recognised leader in the field of emergency response preparedness to a wide range of clients across Australia. What makes us different?



National Service Delivery



30+ Years' Experience



100+ Staff



Vast Portfolio of Industry & Property Types



Online Program Management



In-house Customer Service Team



Certified Trainers



Constant Investment in Product Innovations



Broad Property Risk and Preparedness Capability

## CAPABILITY 01

# Emergency Planning

Emergency management planning is a regulatory requirement of Australian Standard 3745:2010 Planning for Emergencies in Facilities. An effective plan helps ensure your business is equipped to make urgent decisions about keeping your people safe.

First 5 Minutes has taken the complexity out of emergency management planning. Our substantial bank of knowledge, research and experience accrued over 30 years, means we have the resources to deliver and support your requirements.

## OUR SERVICES INCLUDE:



Emergency Management Manuals



Evacuation Diagrams



Personal Emergency Evacuation Plans



Management In Use Plans



## Compliance **Guaranteed**

To ensure your compliance in accordance with Australian Standard 3745:2010 Planning for Emergencies in Facilities, our experts will visit your site gathering the required information to develop the policies and procedures for your Emergency Management Manual (EMM), provide recommendations on the required safety equipment, training and custom design your Evacuation Diagrams.

Having an effective Emergency Management Plan in place will assist your facility in:

- Reducing the effects of an emergency
- Preventing personal injuries
- Minimise impact of business disruption





## CAPABILITY 02



# Training & Exercise Facilitation

Emergency preparedness training provides occupants with confidence and a means to validate their knowledge and understanding.

First 5 Minutes offers a range of programs delivered by our leading Training Consultants either in-person or online. We provide accredited courses, theory and practical based training. Our Consultants are certified, with experience in emergency services and education. All programs are reflective of current legislation, standards and industry best-practice.



## Training Programs

First 5 Minutes offers training both on-site and online. We're happy to travel to your facility or just like a video conference, we can broadcast training via Zoom.

### SOME OF OUR MOST POPULAR TRAINING PROGRAMS INCLUDE:



Chief Warden,  
Emergency Coordinator  
and Warden



Fire Safety Advisor



Assisted  
Evacuation Exercise



General Occupant  
Emergency Response



Bomb, Hazardous  
Substance and Suspicious  
Mail Package Handling



Armed Intruder/  
Robbery Response



Hostage/Lockdown/  
Active Threat Response



Aggressive and Irate  
Client Awareness



Fire Extinguisher Training



## Self-Paced Online Training **SPOT**



For general building occupants or supplementary warden training, we offer online training courses covering fire safety, fire equipment and emergency evacuation procedures. Our SPOT platform makes it easy to ensure everyone is trained at intervals mandated by Australian legislation, regulations, codes and standards.

- ✓ It's a cost-effective service, designed to suit any size business
- ✓ There are no contracts, simply pay-as-you-go
- ✓ 30-minute sessions minimise business disruption
- ✓ Available 24 hours a day for maximum flexibility

# DELIVERING 24/7 ON DEMAND ONLINE TRAINING

## FLAIM **Training**

FLAIM enables hands-on use training for scenarios that are inherently unsafe and not possible due to environment or regulatory constraints. The HotFire exercise provides users the opportunity to use a fire extinguisher in an alternate environment.

The program has been designed and developed by our own industry experts in conjunction with one of Australia's emerging VR leaders. The exercise involves identifying the existence of a fire, deciding on the type of extinguisher to use and then using it to extinguish the fire in appropriate manner.

The exercise is supplemented with a theory component and delivered on-site for your convenience.





## CAPABILITY 03

# Security Risk Management



Taking proactive measures such as inspections and audits of your premise, safety systems, plans and procedures goes a long way to maintaining a secure facility.

First 5 Minutes provides a range of auditing, consulting and advisory solutions. Our audits involve a full investigation of your facility and compliance in accordance with relevant Australian standards and risk management principles and guidelines.



## Security Risk Management Services

Audits are completed by licensed personnel in accordance with the security advisor requirements of each state in Australia. We review processes, procedures and protocols. Our people are highly experienced in threat and risk scenarios both within Australia and internationally.

We provide detailed reports from all our investigations including risk mitigation strategies to assist in diminishing your risk profile.

### SECURITY RISK MANAGEMENT SERVICES INCLUDE:



Security Risk Assessments



Independent Security Advice



Fire Safety Audits



Work Health and Safety (WHS) Inspections



## CAPABILITY 04

# Reporting & Compliance Management



Good governance and compliance are essential to the success of meeting obligations to Australian Standard 3745:2010 Planning for Emergencies in Facilities.

## Online Program Management

24/7 ACCESS

Our customer portal Webconnect provides instant access to your property's compliance status and records. Check your building's current compliance level; download all site-specific documents such as Emergency Management Manuals and Evacuation Diagrams along with historical attendance records.



First 5 Minutes is one of four businesses that make up First Five Group. F5G owns and holds controlling shares in - First 5 Minutes, Sky5, Sharp5 and RiskLogic. Collectively the Group creates Australia's most comprehensive and experienced family of companies in the APAC region, providing end-to-end services in risk, safety, crisis & emergency management and business continuity.

The service offering across First Five Group includes:

- ✓ Crisis and Critical Incident Management
- ✓ Business Continuity
- ✓ Crisis Communications
- ✓ Cyber Consulting
- ✓ Emergency Preparedness
- ✓ Security Risk Auditing
- ✓ Accredited Safety Skills Training
- ✓ Working at Heights Safely

**first5**  
MINUTES

**RiskLogic**  
A Resilient Future

**sky5**

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