



Body
Corporate
Report
Specialists



FIRE SAFETY EVACUATION PLAN

The Body Corporate

PARKLANDS CANNON HILL - CTS 49375



**31 Bombery Street
CANNON HILL QLD 4170**

20 June 2017

Job No. 7928/2017/FSEP

BUILDING DETAILS

Physical Address:	31 Bombery Street CANNON HILL QLD 4170
Property Name:	Parklands Cannon Hill
CTS/SP Number:	49375
Purpose of the Report:	Seymour Consultants was instructed to compile a written fire evacuation plan to assist the property in achieving compliance with reference to Fire safety regulations.
Number of Lots:	44
Date of Report:	20 June 2017
Review Date:	19 June 2018

BODY CORPORATE MANAGEMENT

Body Corporate Management:	Strata Management Group
Address:	PO Box 364
Phone Number:	07 3267 1888
Email:	patrickd@stratamg.com.au
Fax:	

ONSITE CONTACT DETAILS

Onsite Contact:	Anthony Jacob
Phone Number:	0410 619 499

SEYMOUR CONSULTANTS DETAILS

Address:	P.O Box 517, Oxenford, QLD, 4210
Phone Number:	07 5573 4011
Email:	info@seymourconsultants.com.au
Website:	www.seymourconsultants.com.au
Brief Description of Qualification:	Fire Safety Advisor Accreditation

ADMINISTRATION OF PLAN

Name:	Anthony Jacob
Phone Number:	0410 619 499

EVACUATION COORDINATOR (RESPONSIBLE ROLES PERSON)

Name:	
Phone Number:	
Email:	
Commencement Date:	19 June 2017

FIRE EVACUATION PLAN REVIEW

Name:	
Date of Review:	
Changes Made:	
Next Review Date:	

EVACUATION PROCEDURES

Commencement Date:	20 June 2017
Procedure for Contacting the Fire Service:	If a fire is discovered and evacuation of the building/s is/are required, proceed to staged evacuation of the buildings as described in this plan. Ring 000. Ask for the fire service and provide details of the fire and/or emergency. Provide details of the buildings physical address: 31 Bomberly Street CANNON HILL QLD 4170
Assembly Area:	On the grasslands located at the end of the Cul de sac on Bomberly Street.
Persons With Special Needs:	Non ambulant people should be assisted to a safe place. The person nominated to assist can be pre-designated although that person's availability must be considered. In the event of an emergency a nominated person must be assigned the responsibility of ensuring the safety of non ambulant persons. The order of persons evacuating a building are as follows: <ul style="list-style-type: none">• Ambulant people who can walk first• Semi ambulant people who can walk with assistance• Non – ambulant people who cannot walk
Checking that all persons have evacuated:	If safe to do so, a designated person should check that all persons have evacuated

EVACUATION PROCEDURES CONTINUED

In the event of fire, or hazardous material emergency, occupants should evacuate the building and gather at the predetermined Assembly Area.

In the event of a fire, persons will:

- Investigate the fire situation.
- If there is any doubt regarding whether there is a fire situation, the Fire Service should still be called.
- Ensure the safe evacuation of all occupants from the building.
- Account for all occupants at the Assembly Area.
- Ensure occupants do not attempt to re-enter the building until it is safe to do so.
- A designated must meet the Fire Service and advise them of any information relevant pertaining to the emergency.

In the event of a fire being located, or hazardous material emergency persons will:

- Ensure the evacuation of the building – alert all occupants without further compromising life and assist those which are persons with special needs.
- Attempt to extinguish the fire if safe to do so –
If the fire is small enough, use a nearby fire extinguisher to control and extinguish the fire.
Do not fight the fire if the following conditions exist:

- You have not been trained or instructed in using a fire extinguisher
- You don't know what's burning
- The fire is spreading rapidly
- You don't have the proper equipment
- You find your back to an exit
- The fire might block your means of escape
- You might inhale toxic smoke
- Your instincts tell you not to do so

If the first attempts to put out the fire do not succeed, evacuate the building immediately

Meet the Fire Service on arrival & inform them of the situation. If the fire has been extinguished, the Fire Service will still attend.

FIRST ATTACK PROCEDURES

STAGE 1: REMOVAL OF PEOPLE FROM THE IMMEDIATE DANGER AREA

Employees, Occupiers or Members of the public in the immediate danger area, are to evacuate to a place of safety. The emergency exit signs are designated to direct persons out of the building to safety. Once the area has been evacuated, doors should be closed to localise the fire.

STAGE 2: COMPLETE EVACUATION OF THE ENTIRE COMPLEX

Should the emergency necessitate evacuation of the entire complex, employees and/or persons will evacuate. The emergency exit signs are designated to direct persons out of the building to the assembly point. Remain there until otherwise directed.

STAGE 3: ROLL CALL

To be conducted as soon as possible to ensure all occupants are accounted for. Report missing persons to the attending **FIRE OFFICERS**.

STAGE 4: ASSEMBLY AREAS

The assembly area as indicated on the site plan.

Fire and Evacuation Instruction Record

Instruction Guidelines

- **General evacuation instructions** must be given to staff within 2 days of a person commencing work in the building (Points 1-5) and repeated annually.
- **First response evacuation instructions** must be given to staff within one month of a person commencing work in the building (Points 1-7) and repeated two-yearly.
- **Evacuation coordination procedures** must be given to nominated responsible staff within the month prior to that person taking on those responsibilities (All Points) and repeated annually.
- Instructions on **any change to the Fire Evacuation Plan** must be given to all persons within one month of the change taking effect.

The instructions given take into account the following components:

1. The location of the buildings' escape routes (fire exits and pathways to an exit).
2. A procedure for conducting members of the public to an exit and then to the designated assembly area (safe place).
3. Checking of all rooms (including toilets) for people (after assessing the risk from smoke or fire).
4. The location of fire-fighting equipment (fire extinguishers, fire blankets & fire hose reels).
5. The location of fire alarms or equipment for warning of fire (if applicable).
6. The method of operation of fire-fighting equipment (fire extinguishers, blankets & hose reels).
7. The method used to activate fire alarms or equipment for warning of fire (if applicable).
8. Making the announcement for occupants of the building to evacuate. This can be delivered via messengers or a public address system (if applicable)
9. Contacting the Fire Service using '000' telephone number passing on details of the emergency.
10. Assessing the effectiveness of the building evacuation, with consideration as to who may be missing and where they may still be within the building. (Conducting a head count)
11. Meeting the attending Fire Service Officer to pass on updated details of the emergency.

BUILDING NAME:

ADDRESS:

PART OF BUILDING:

Date	Name of Person Trained	Instruction Given (Use numbers listed in the above points as indication)	Instructors Name

RELEVANT APPROVAL DOCUMENTATION

Additional information to assist you in completing this section:

What approval documents does QFRS require?

For buildings built under the Deemed to Satisfy Provisions of the BCA from 1 July 1997 onwards, QFRS requires the following:-

- Certificate of Classification, and
- A list of fire safety installations within the building.

For buildings built with Alternate Solutions from 1 July 1997 onwards: QFRS requires the following:-

- Certificate of Classification,
- A list of fire safety installations within the building, and
- The Fire Safety Management Procedures (Management in Use Documentation)
- Fire Engineering Report

For buildings built prior to 1 July 1997, QFRS requires the following:-

- Certificate of Classification or Certificate of Approval (If either of these are not available QFRS will accept written documentation showing requests for copies of relevant approval documents from the relevant local government or building certifier), and
- A list of fire safety installations within the building.

For Crown buildings QFRS requires the following:-

- A list of fire safety installations within the building, and
- The Fire Safety Management Procedures (Management in Use Documentation) (if the building was built using an alternate building solution.

Displaying Certificate of Classification

Buildings built after 1 July 1997 are required to display the Certificate of Classification for the building in a conspicuous place in the building. This is a requirement under the *Building Act 1975*, Section 108A. It is the owner's responsibility to obtain this document.

For further information refer to the following links.

<http://dlgp.qld.gov.au/resources/factsheet/building/certificates-classification.pdf>

<http://dlgp.qld.gov.au/resources/guideline/ipa/guideline-certificates-classification.pdf>

FIRE SAFETY INSTALLATION	Installed?	
	YES	NO
Emergency lifts	YES	
Emergency lighting	YES	
Fire detection/alarm system	YES	
Fire doors	YES	
Fire extinguishers	YES	
Fire hose reels	YES	
Fire hydrants	YES	
Fire pumps	YES	
Fire hydrant booster assembly	YES	
Passive Fire Installations	YES	

Occupiers Statement

Name of building and address:	Occupiers Statement		
<i>Prescribed fire safety installation²</i>	<i>Nominated Australian Standard or relevant maintenance requirements³</i>	<i>Was a critical defect notice⁴ issued during the period covered by this statement (Yes/No)</i>	<i>Date of rectification of critical defect⁴</i>
Emergency lifts	AS1735.2 & 10	NO	
Emergency lighting	AS2293.2	NO	
Fire detection and alarm systems	AS1851 - section 6	NO	
Fire door sets	AS1851 - section 17	NO	
Fire extinguishers	AS1851 - section 15	NO	
Fire hose reels	AS1851 - section 14	NO	
Fire hydrants (including boosters)	AS1851 - section 4	NO	
Fire pumps	AS1851 - section 2 & 4	NO	

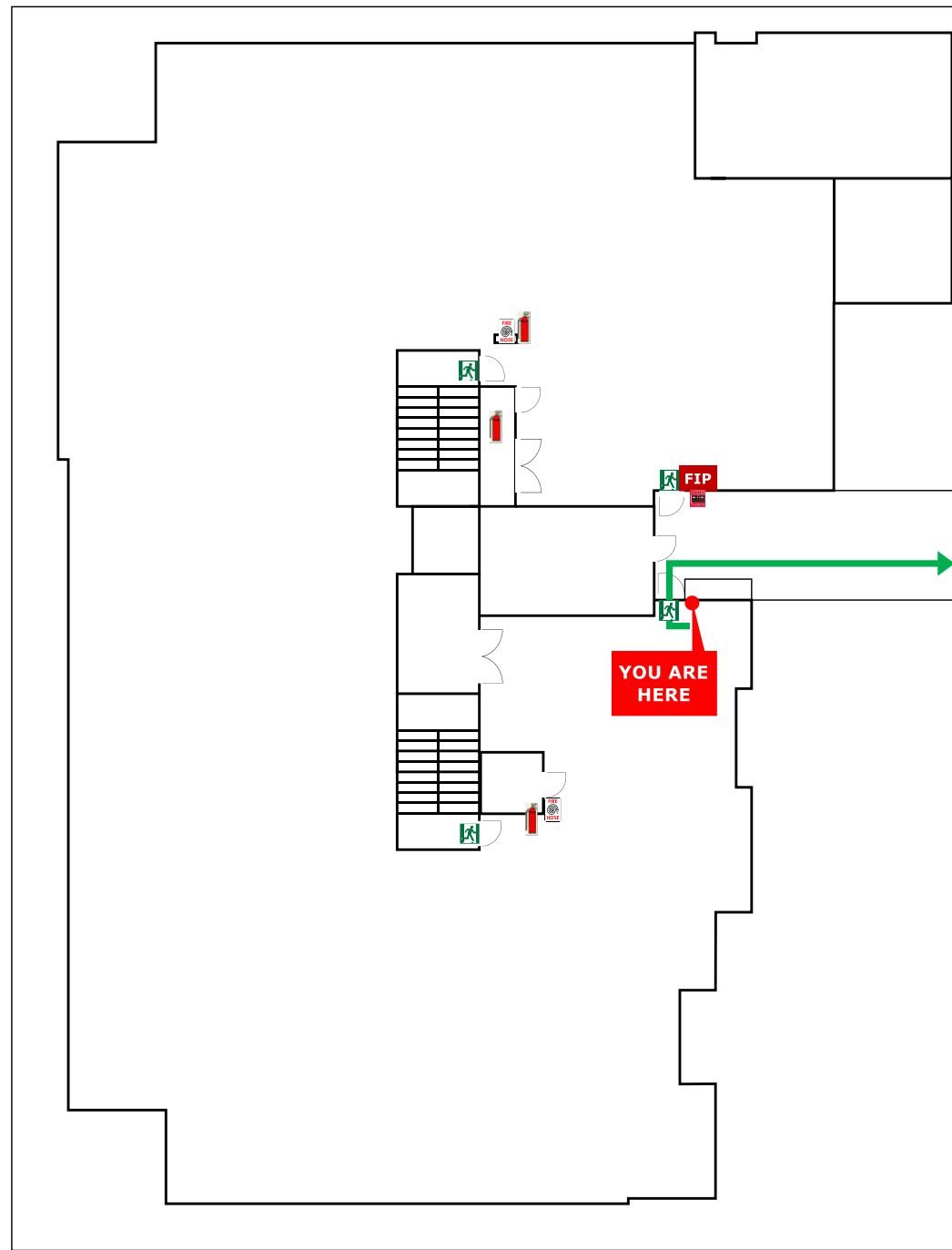
I _____ as an authorised person on behalf of _____⁷ declare the above listed *prescribed fire safety installations* have
(Full name) (Name of organisation)
 been *maintained* during the period covered by this statement in accordance with this code and as specified, _____ on _____
(Signature) (Date)

1. This yearly statement must be kept with the building's *maintenance records* in accordance with A2(c) and be produced on demand by local government officers and authorised officers of the Queensland Fire and Rescue Service.
2. Note: delete *prescribed fire safety installations* that are not installed in/for the building.
3. For example, in accordance with manufacturer's instruction manual date day/month/year or in accordance with the building's *certificate of classification*.
4. Copies of *critical defect notices* issued and proof of rectification within the period of this statement must be attached.
5. This is also known as sound systems and intercommunication systems for emergency purposes.
6. Includes additional *fire safety installations* or conditions that are *required* under the building's *alternative solution* of the *Building Act 1975* or *BCA* clauses E1.10 and E2.3.
7. If the owner is signing or the occupier is not employed by a body corporate the 'name of organisation' section does not need to be completed.

FIRE EVACUATION SIGN AND DIAGRAM

PARKLANDS CANNON HILL – 31 Bombery Street, CANNON HILL QLD 4170

GROUND LEVEL



EVACUATION PROCEDURES

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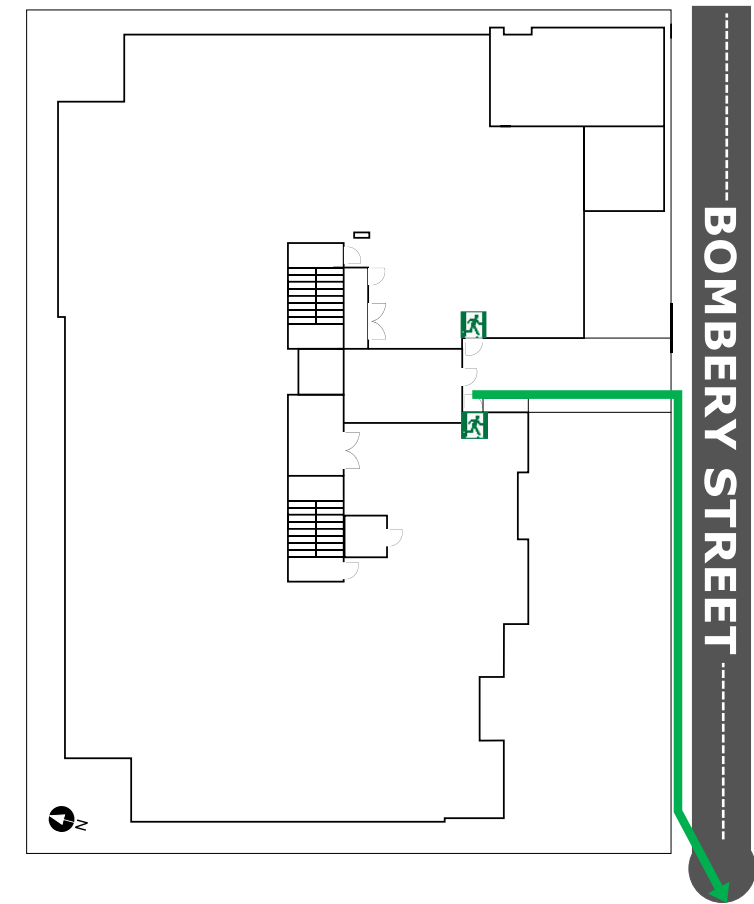
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RACE PROCEDURE

IN CASE OF A FIRE:

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SITE PLAN (GROUND LEVEL) AND ASSEMBLY AREA



AA

Mobility impaired persons should evacuate immediately assisted by a nominated person.



LEGEND



EXIT



ASSEMBLY AREA



EXIT PATH



EXTINGUISHER



HOSE REEL



FIRE INDICATOR PANEL

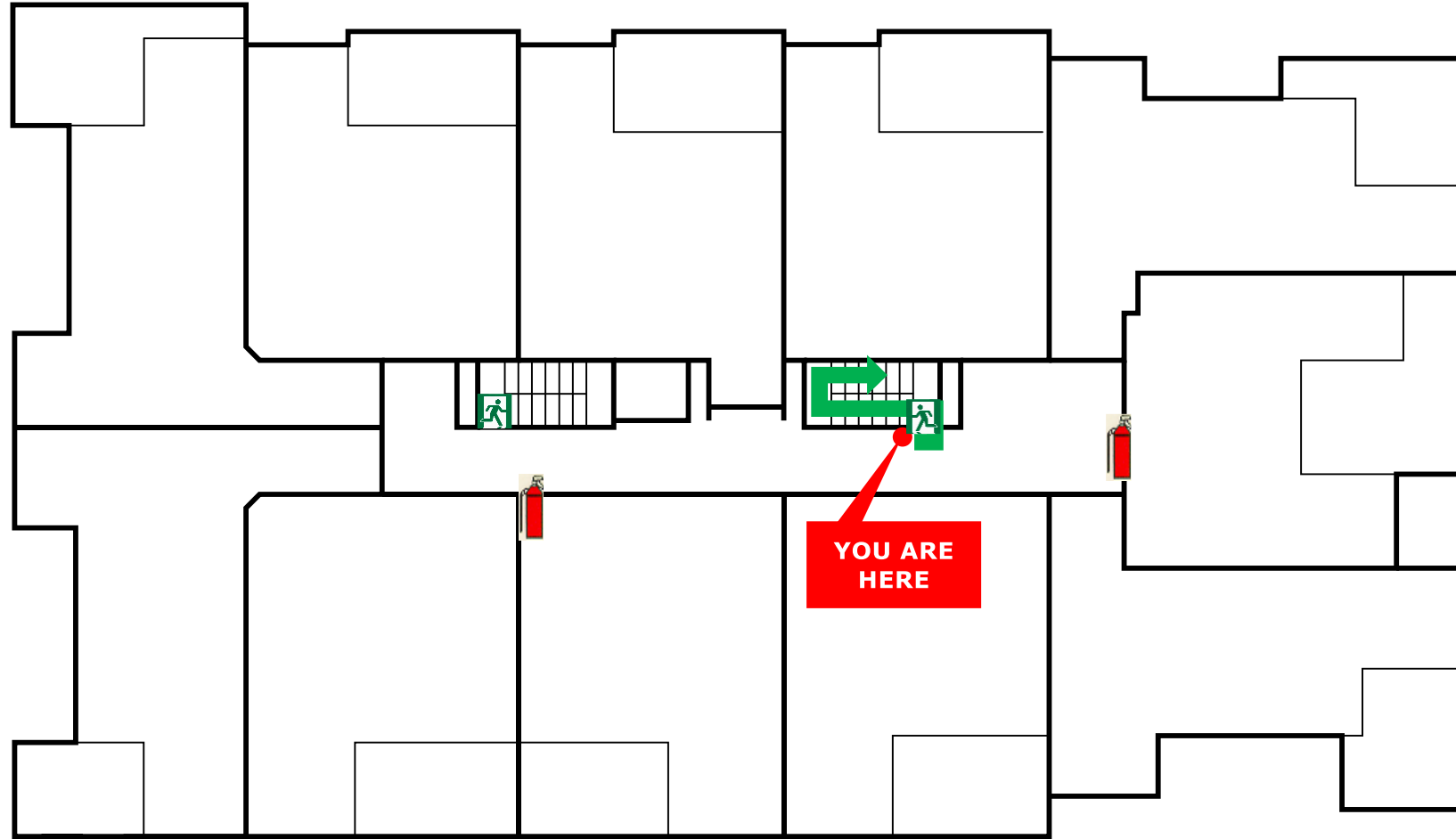


EMERGENCY BREAKGLASS

FIRE EVACUATION SIGN AND DIAGRAM

PARKLANDS CANNON HILL – 31 Bombery Street, CANNON HILL QLD 4170

LEVEL 4



EVACUATION PROCEDURES

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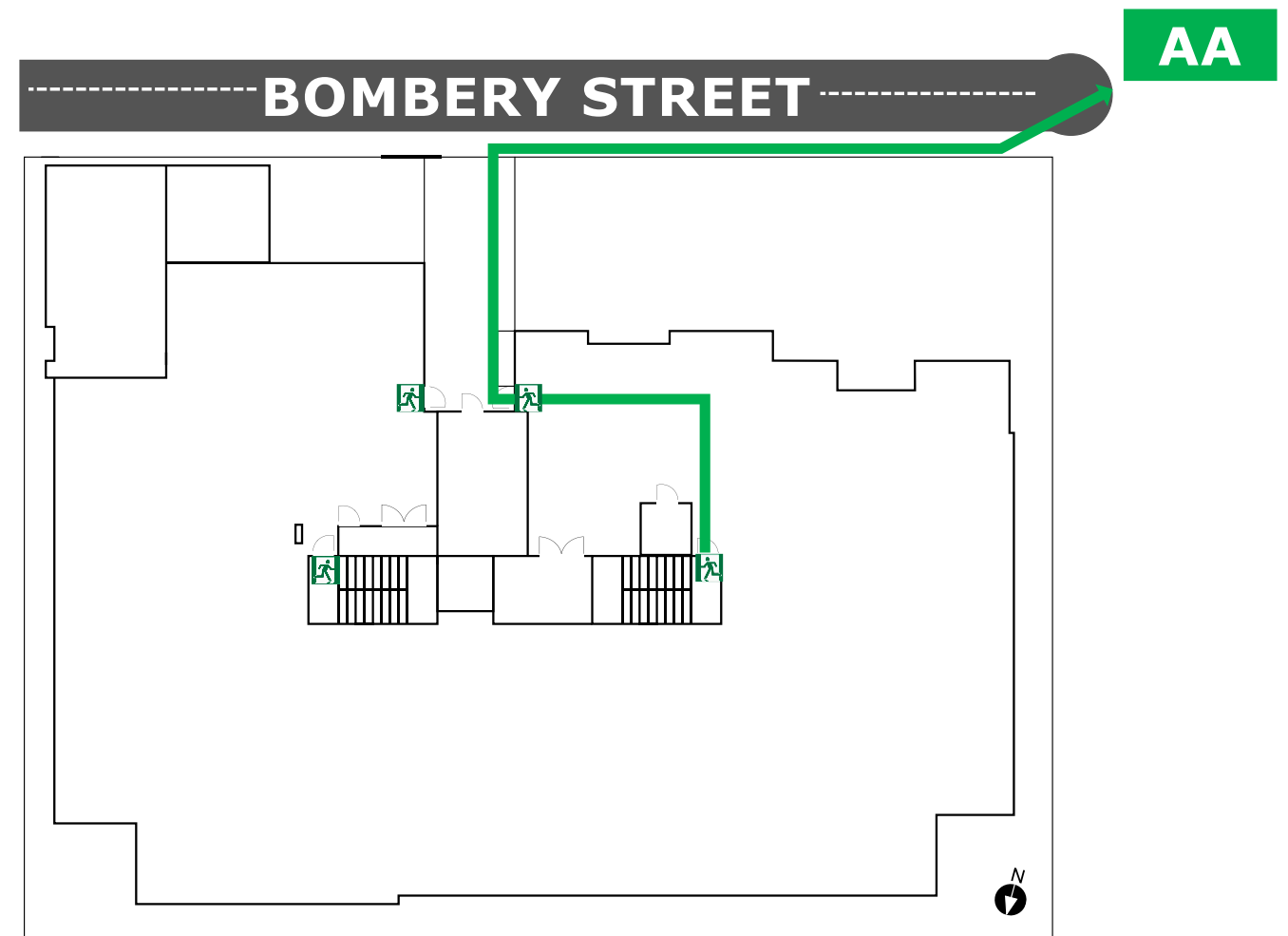
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SITE PLAN (GROUND LEVEL) AND ASSEMBLY AREA



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000
EMERGENCY
In an emergency dial 000

LEGEND



EXIT

AA

ASSEMBLY AREA



EXIT PATH



EXTINGUISHER



HOSE REEL

FIP

FIRE INDICATOR PANEL

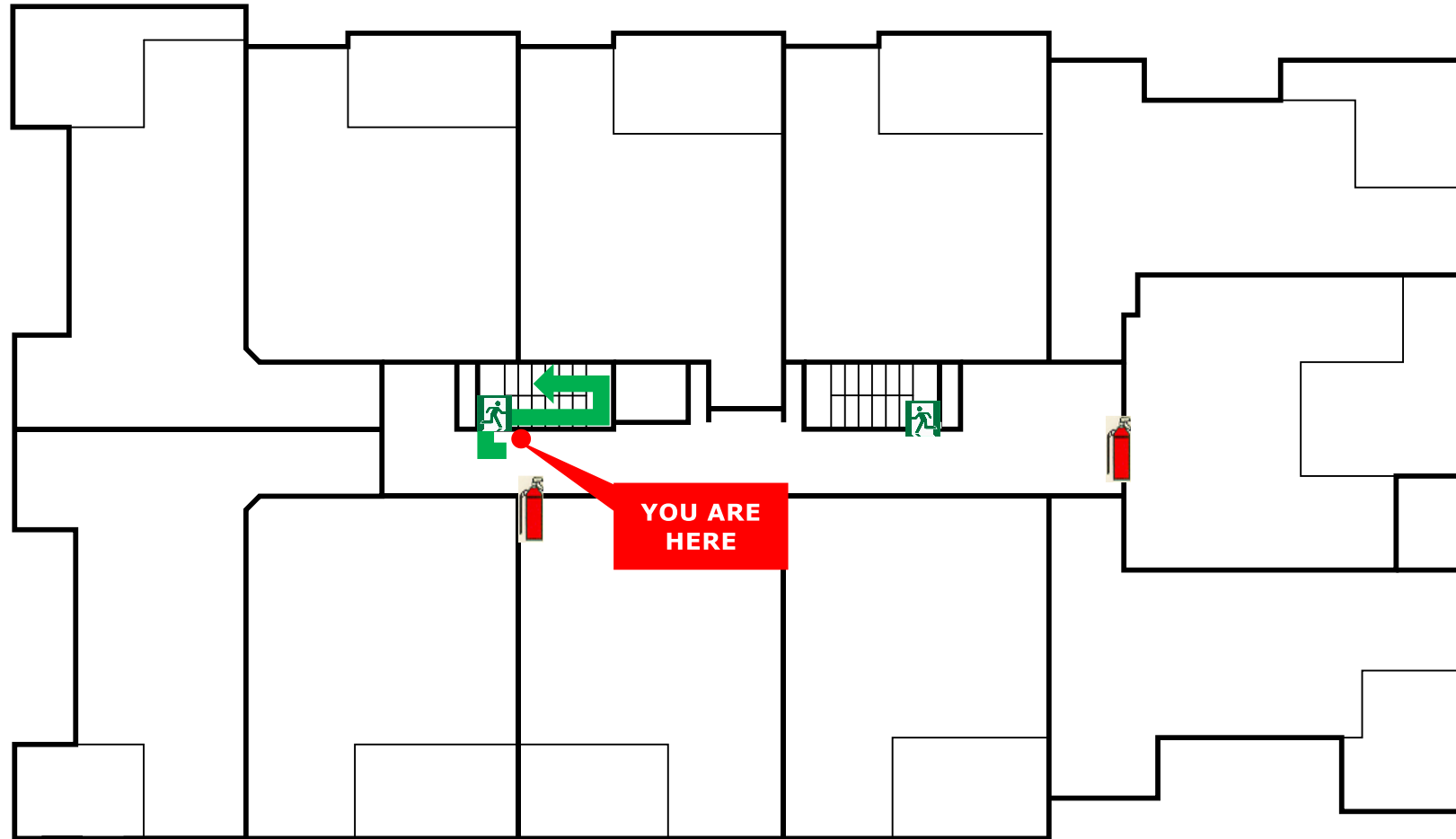


EMERGENCY BREAKGLASS

FIRE EVACUATION SIGN AND DIAGRAM

PARKLANDS CANNON HILL – 31 Bombery Street, CANNON HILL QLD 4170

LEVEL 4



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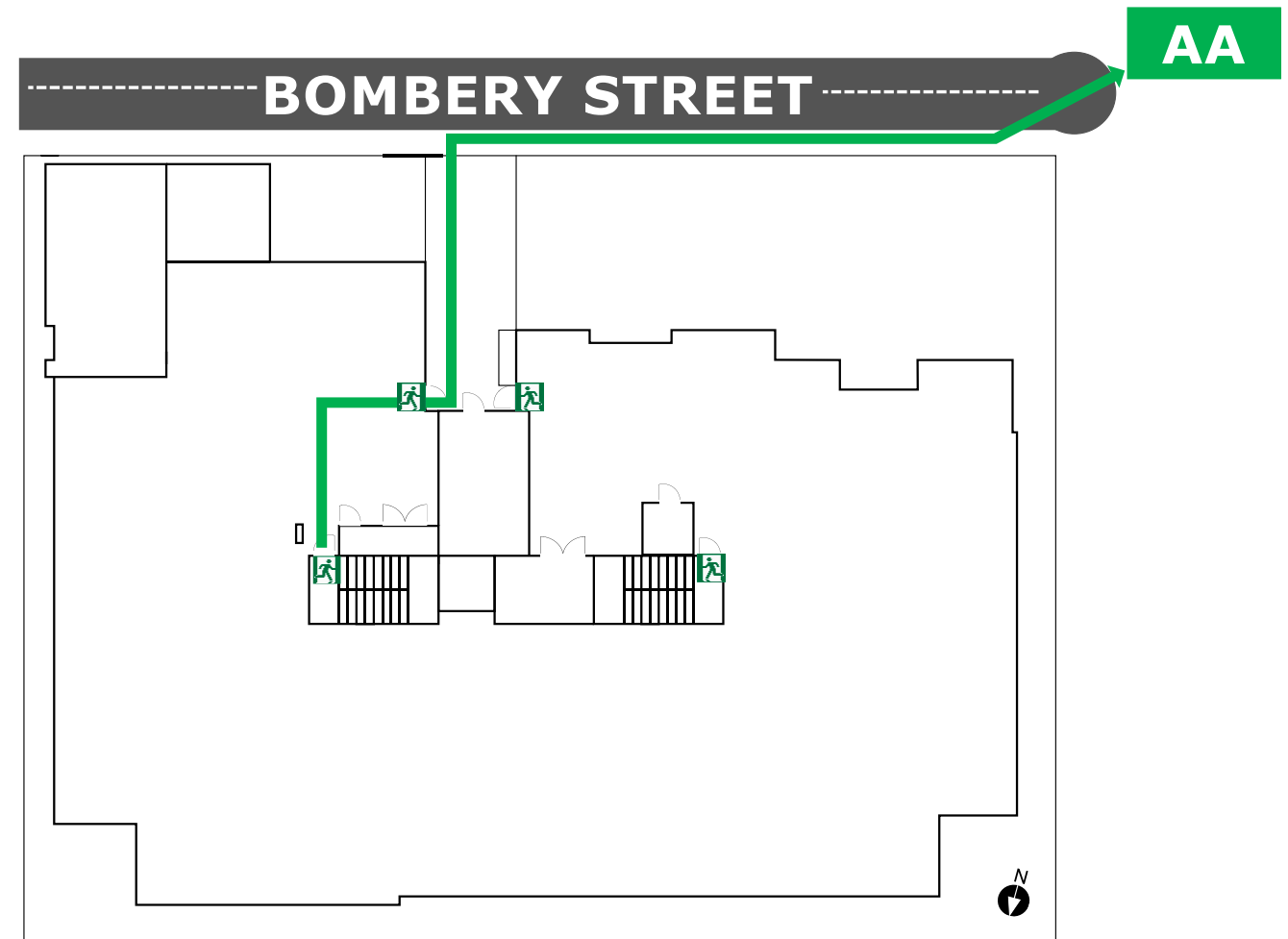
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000 EMERGENCY
 In an emergency dial 000

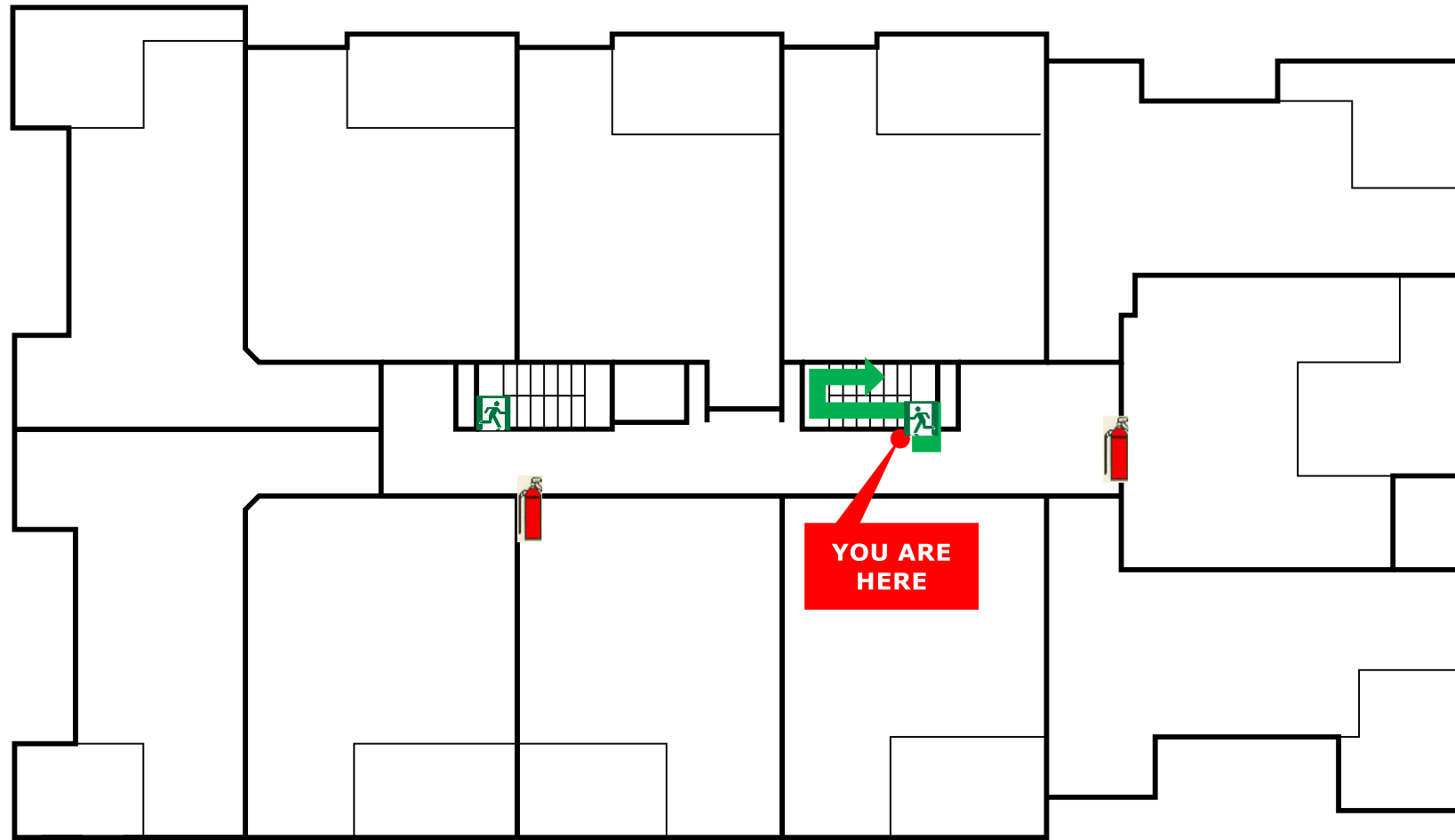
LEGEND

- EXIT
- AA ASSEMBLY AREA
- EXIT PATH
- EXTINGUISHER
- HOSE REEL
- FIP
- FIRE INDICATOR PANEL
- EMERGENCY BREAKGLASS

FIRE EVACUATION SIGN AND DIAGRAM

PARKLANDS CANNON HILL – 31 Bombery Street, CANNON HILL QLD 4170

LEVEL 3



EVACUATION PROCEDURES

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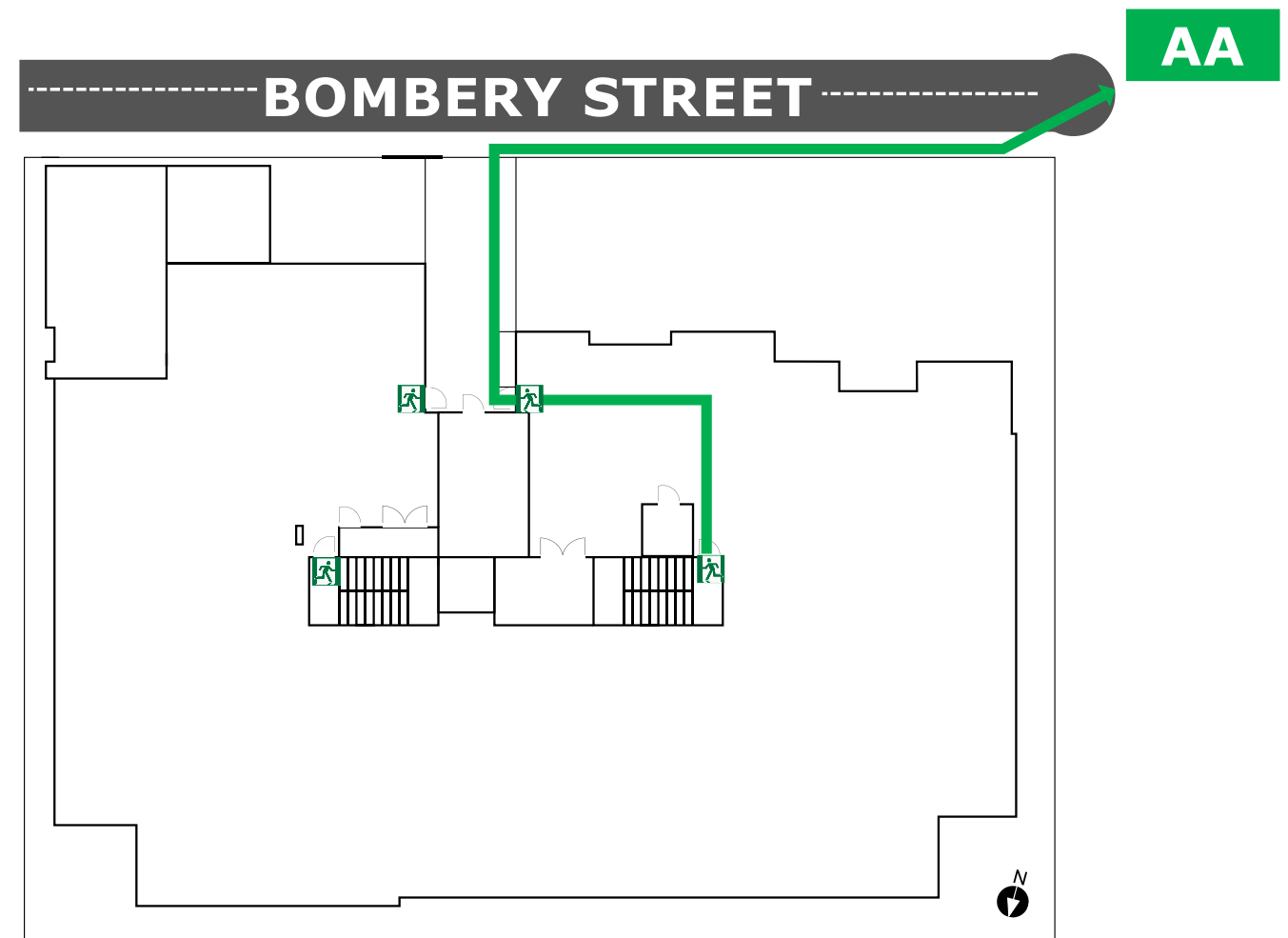
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SITE PLAN (GROUND LEVEL) AND ASSEMBLY AREA



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000
EMERGENCY
 In an emergency dial 000

LEGEND



EXIT



AA ASSEMBLY AREA



EXIT PATH



EXTINGUISHER



HOSE REEL



FIP FIRE INDICATOR PANEL

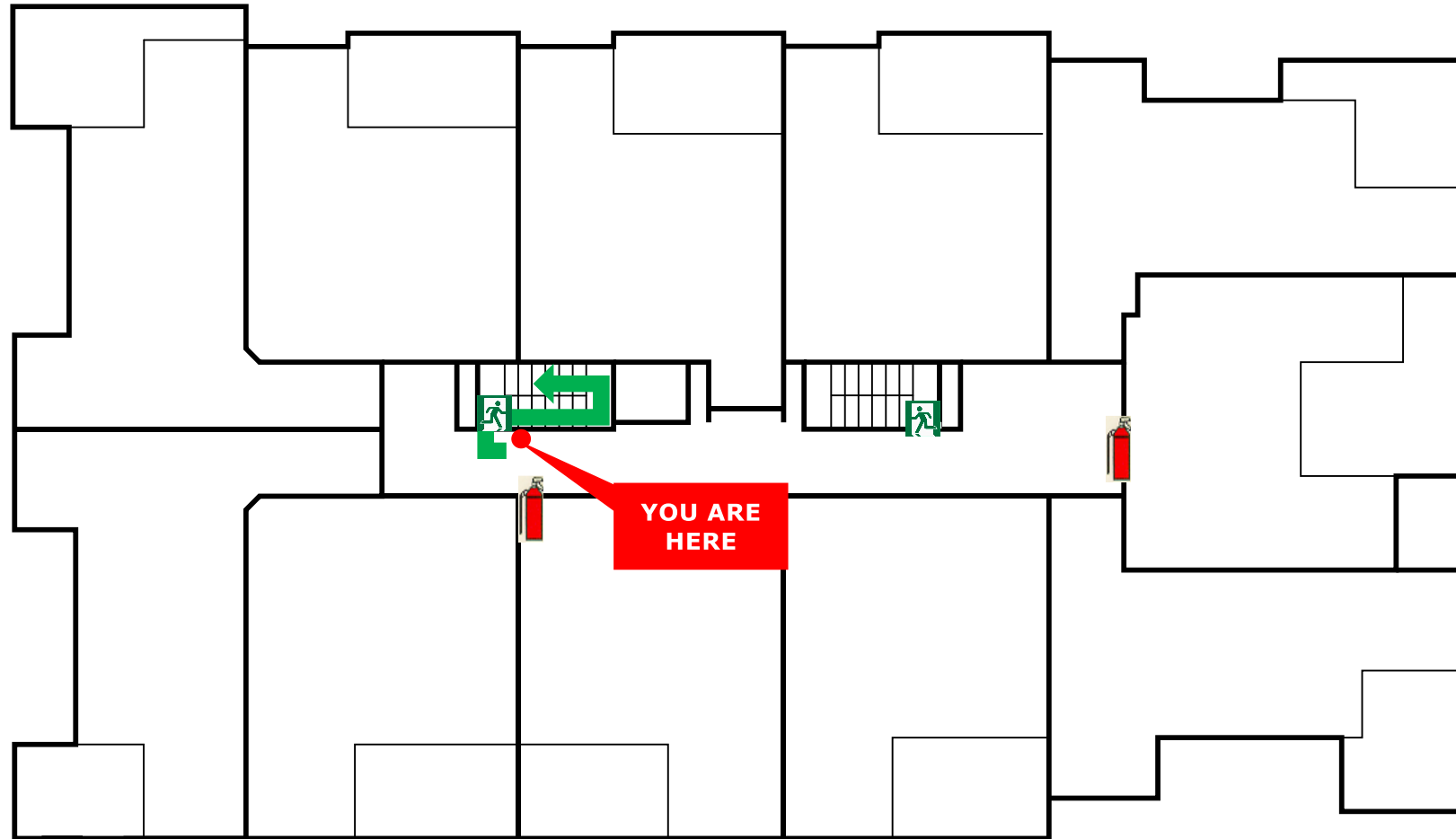


EMERGENCY BREAKGLASS

FIRE EVACUATION SIGN AND DIAGRAM

PARKLANDS CANNON HILL – 31 Bombery Street, CANNON HILL QLD 4170

LEVEL 3



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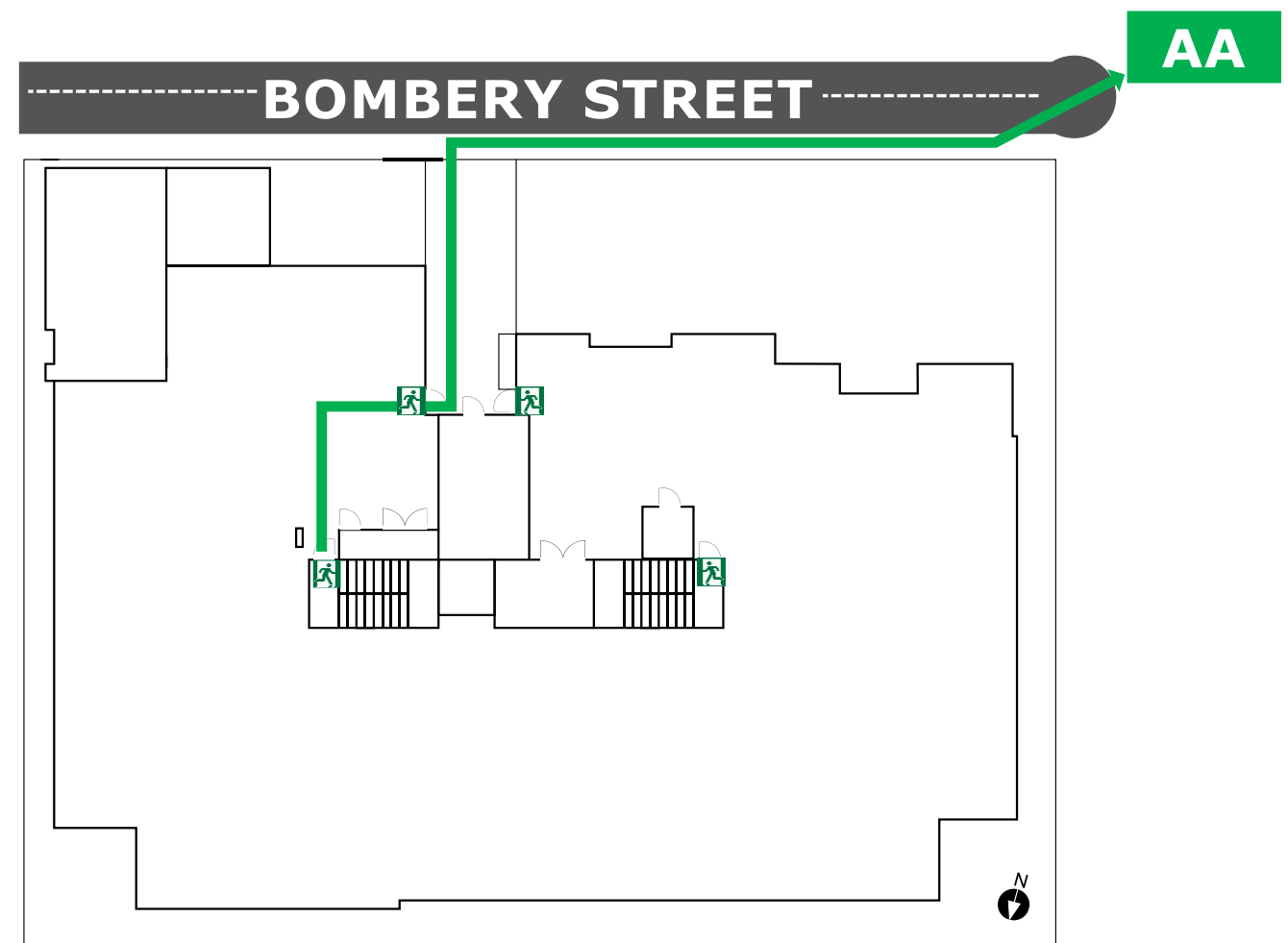
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LEGEND



EXIT



ASSEMBLY AREA



EXIT PATH



EXTINGUISHER



HOSE REEL



FIP

FIRE INDICATOR PANEL

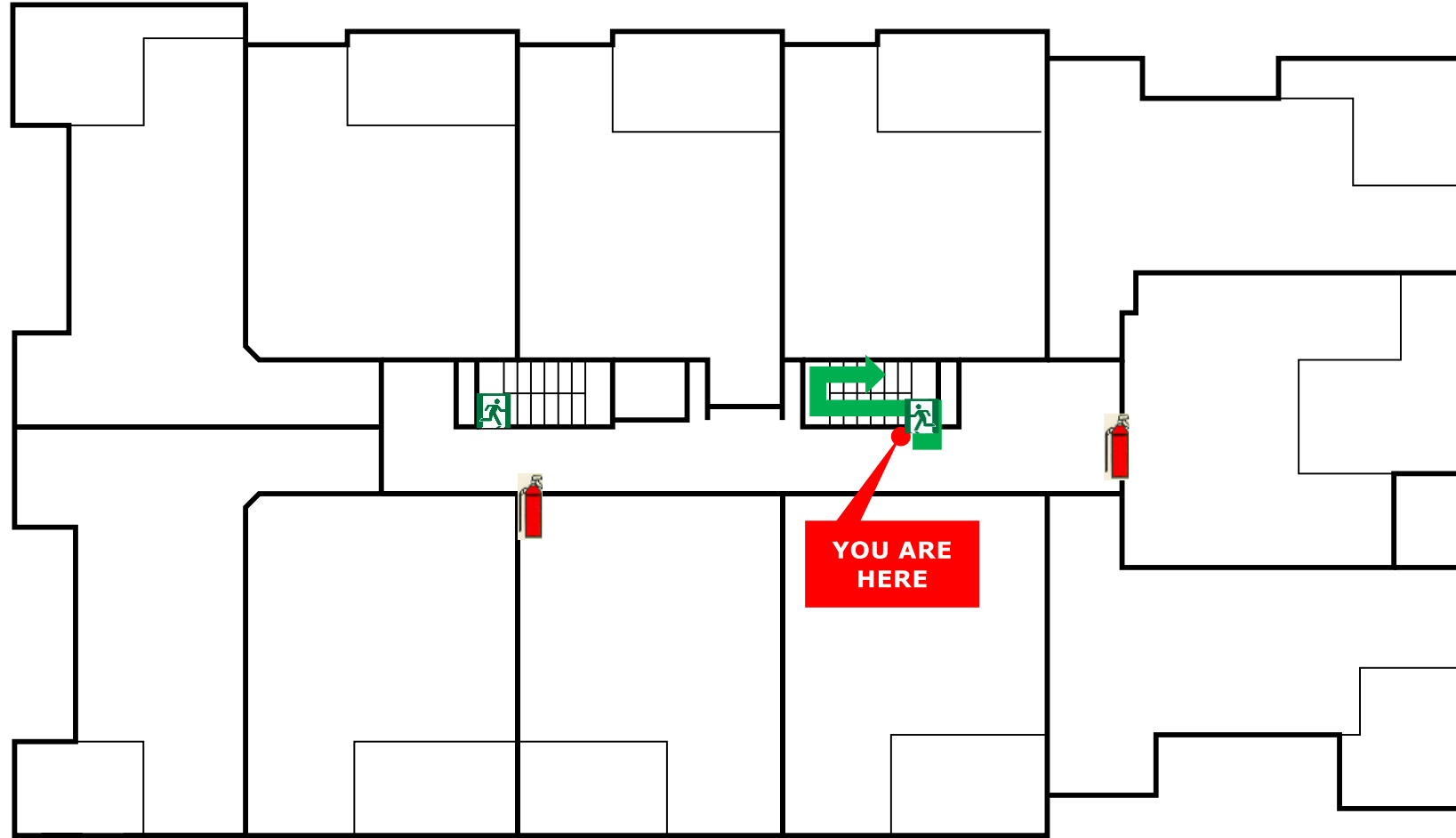


EMERGENCY BREAKGLASS

FIRE EVACUATION SIGN AND DIAGRAM

PARKLANDS CANNON HILL – 31 Bombery Street, CANNON HILL QLD 4170

LEVEL 2



EVACUATION PROCEDURES

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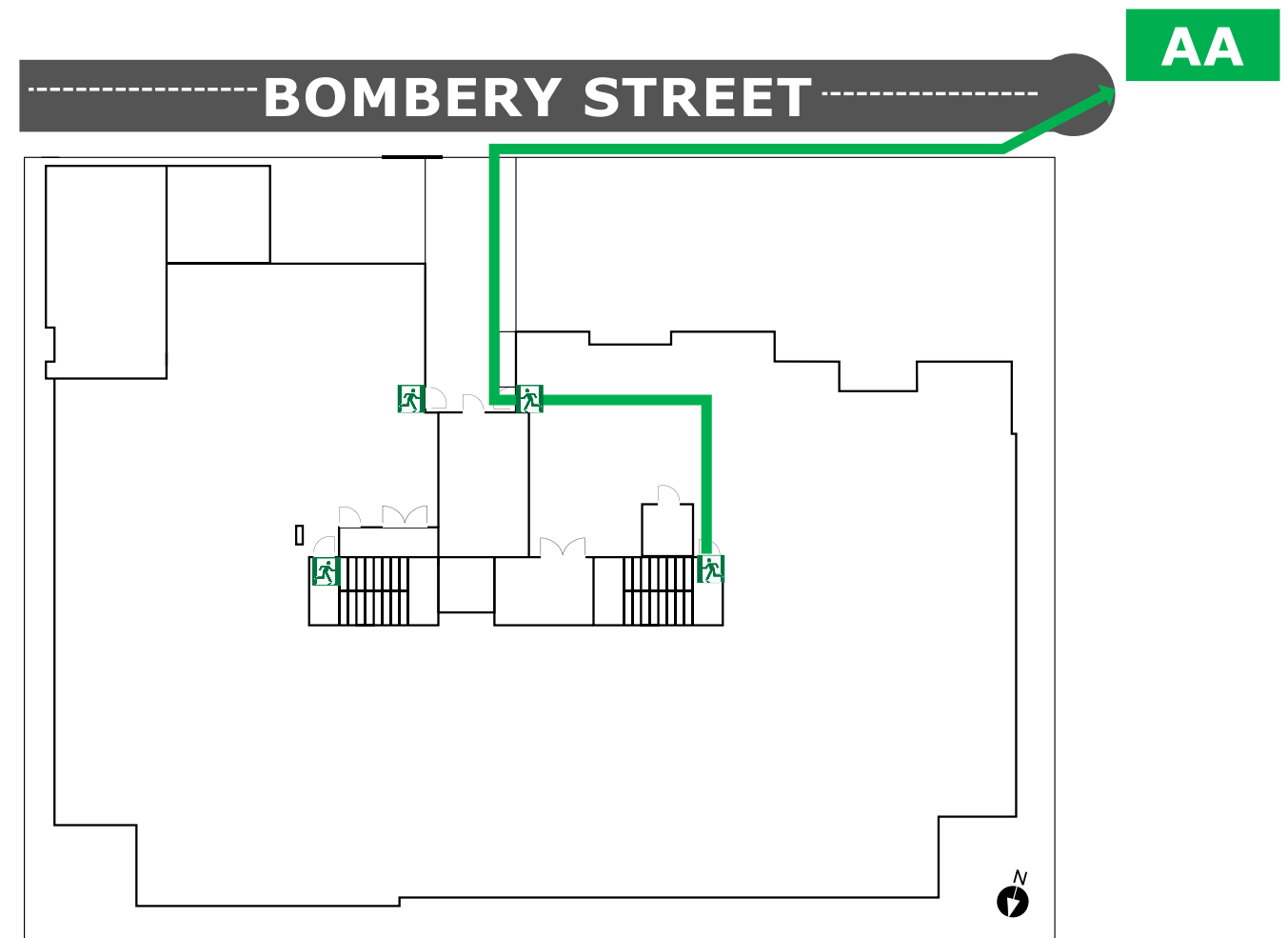
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SITE PLAN (GROUND LEVEL) AND ASSEMBLY AREA



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000
EMERGENCY
 In an emergency dial 000

LEGEND



EXIT



AA ASSEMBLY AREA



EXIT PATH



EXTINGUISHER



HOSE REEL



FIP FIRE INDICATOR PANEL

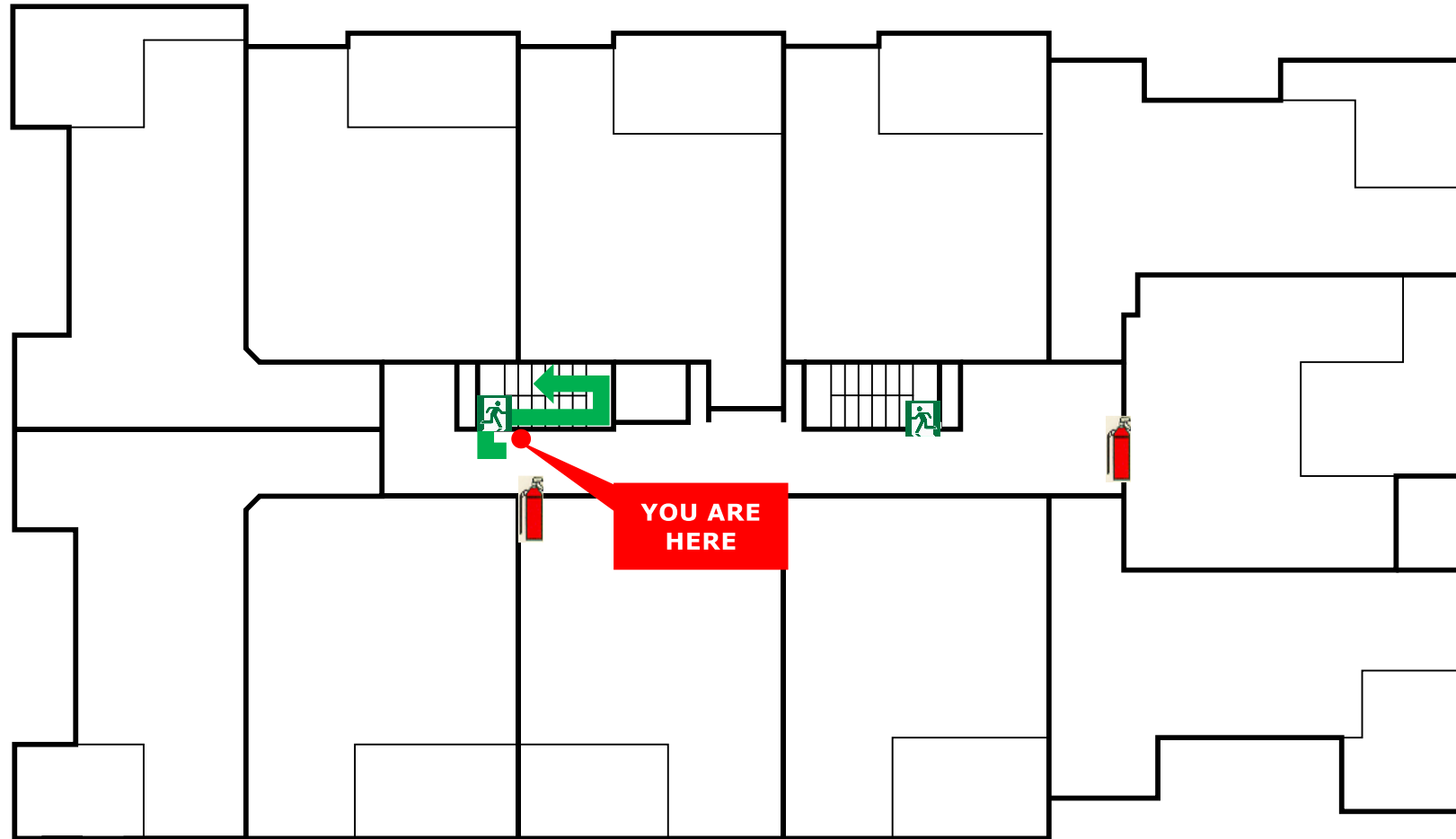


EMERGENCY BREAKGLASS

FIRE EVACUATION SIGN AND DIAGRAM

PARKLANDS CANNON HILL – 31 Bombery Street, CANNON HILL QLD 4170

LEVEL 2



EVACUATION PROCEDURES

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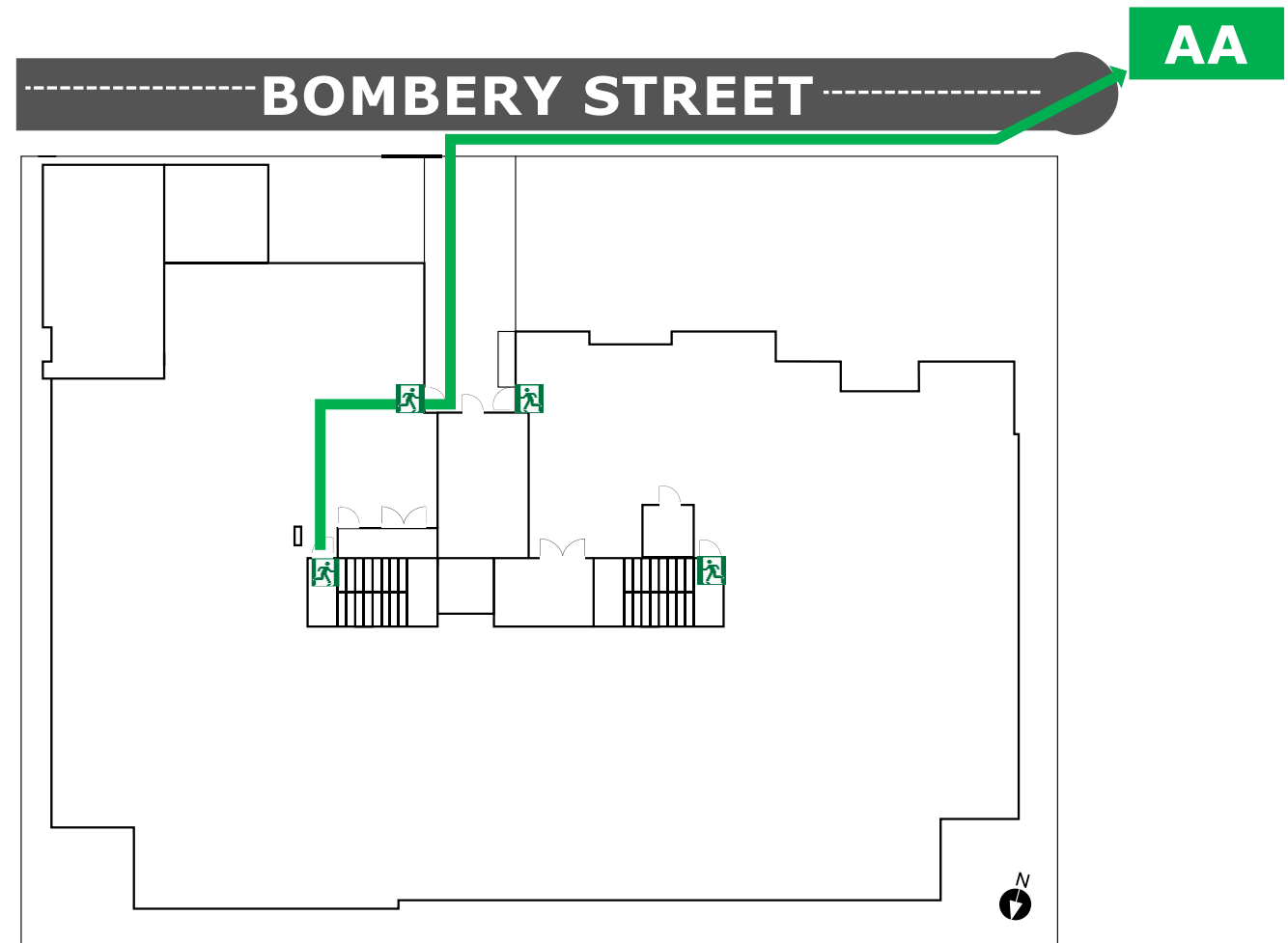
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LEGEND



EXIT



ASSEMBLY AREA



EXIT PATH



EXTINGUISHER



HOSE REEL



FIP

FIRE INDICATOR PANEL

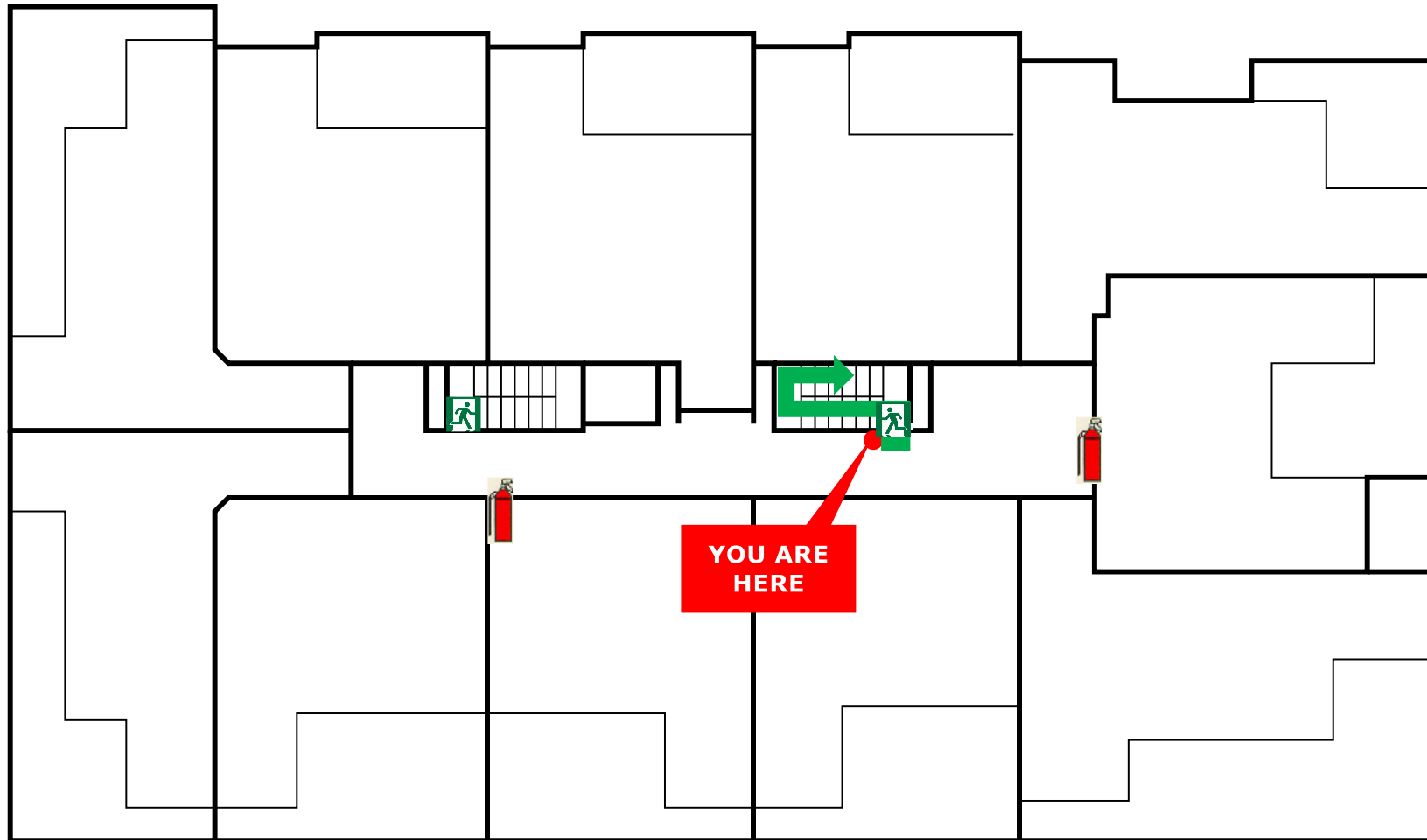


EMERGENCY BREAKGLASS

FIRE EVACUATION SIGN AND DIAGRAM

PARKLANDS CANNON HILL – 31 Bombery Street, CANNON HILL QLD 4170

LEVEL 1



EVACUATION PROCEDURES

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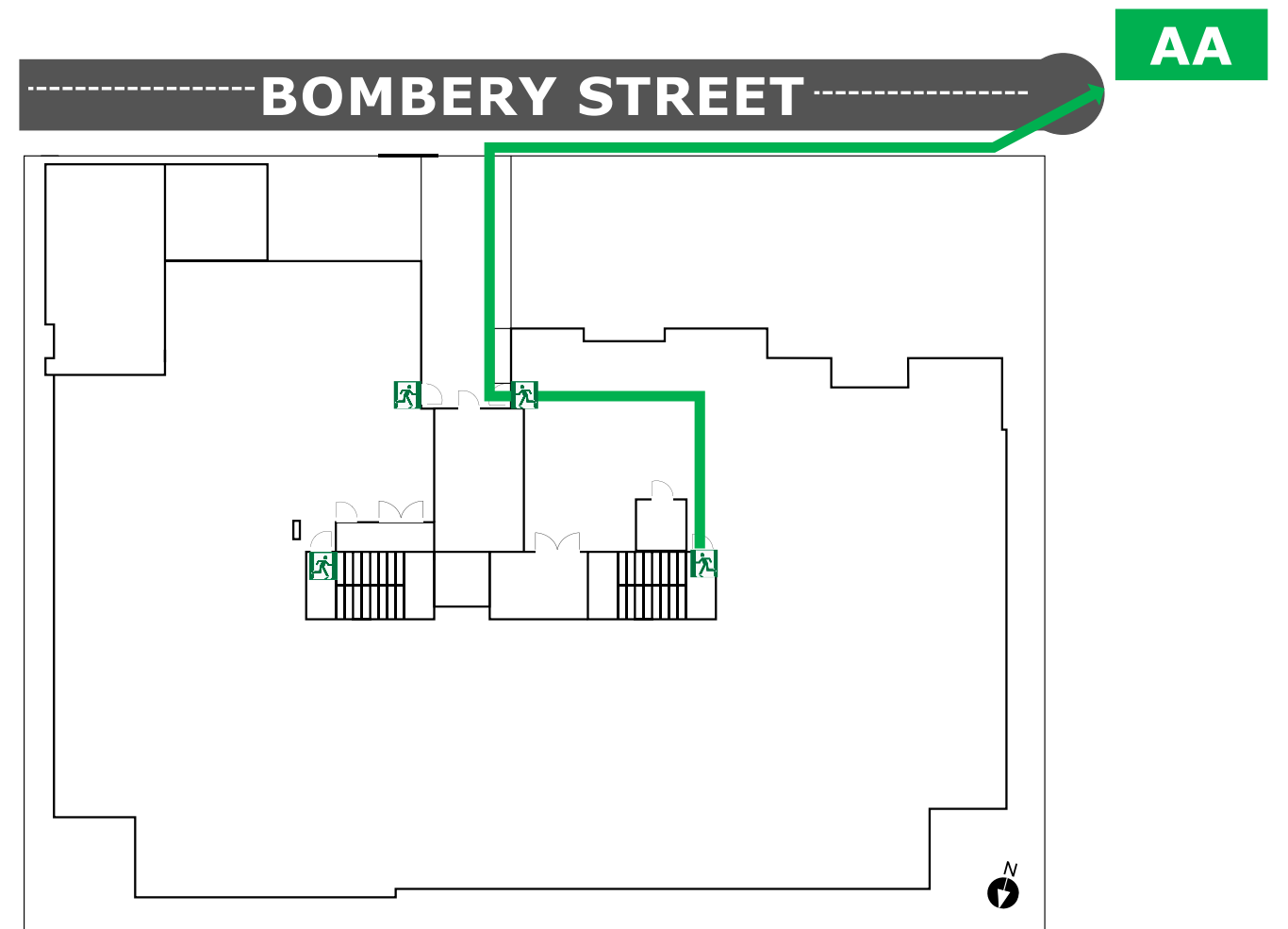
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LEGEND



EXIT



ASSEMBLY AREA



EXIT PATH



EXTINGUISHER



HOSE REEL



FIRE INDICATOR PANEL

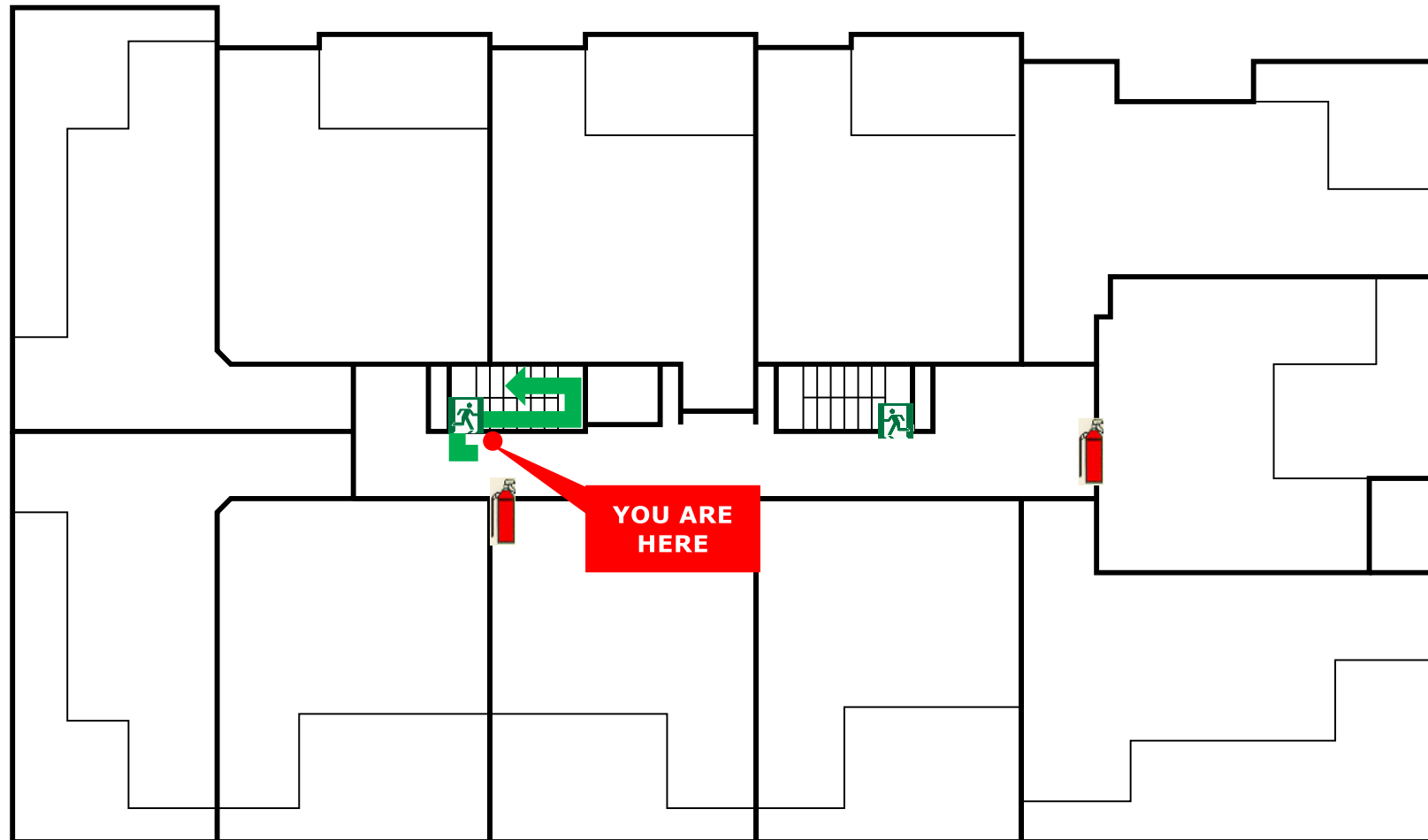


EMERGENCY BREAKGLASS

FIRE EVACUATION SIGN AND DIAGRAM

PARKLANDS CANNON HILL – 31 Bombery Street, CANNON HILL QLD 4170

LEVEL 1



EVACUATION PROCEDURES

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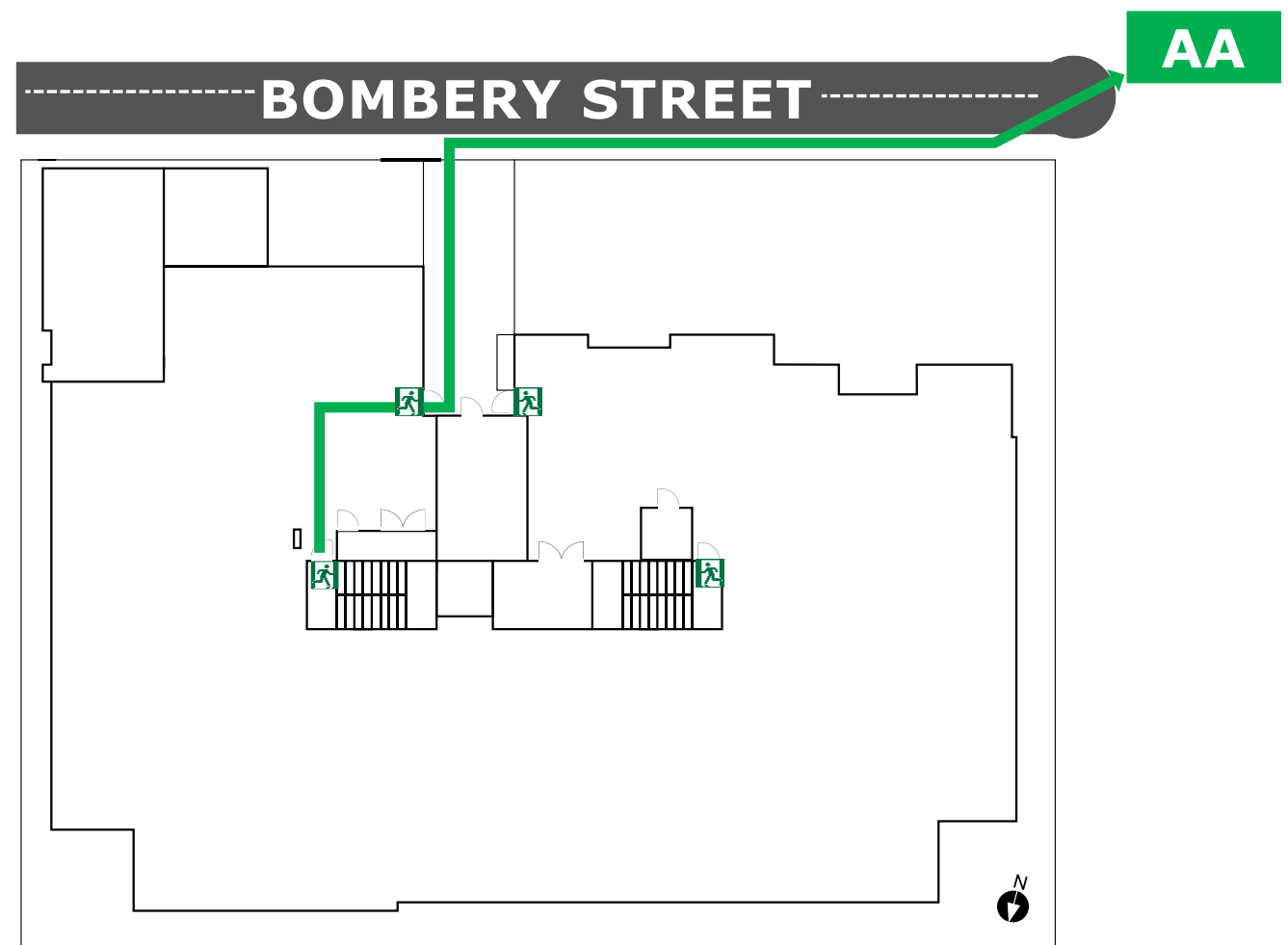
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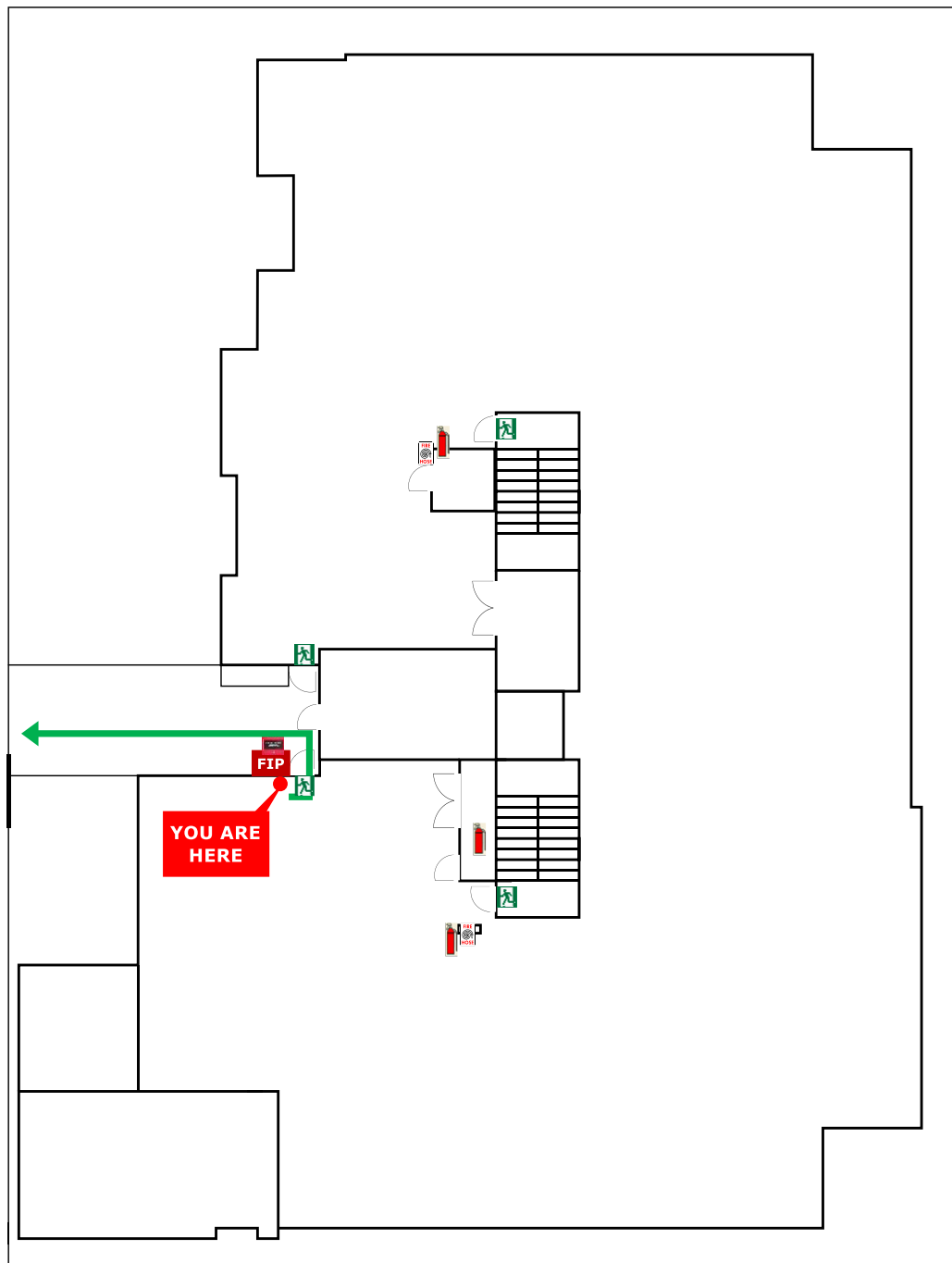
LEGEND

- EXIT
- AA ASSEMBLY AREA
- EXIT PATH
- EXTINGUISHER
- HOSE REEL
- FIP
- FIRE INDICATOR PANEL
- EMERGENCY BREAKGLASS

FIRE EVACUATION SIGN AND DIAGRAM

PARKLANDS CANNON HILL – 31 Bombery Street, CANNON HILL QLD 4170

GROUND LEVEL



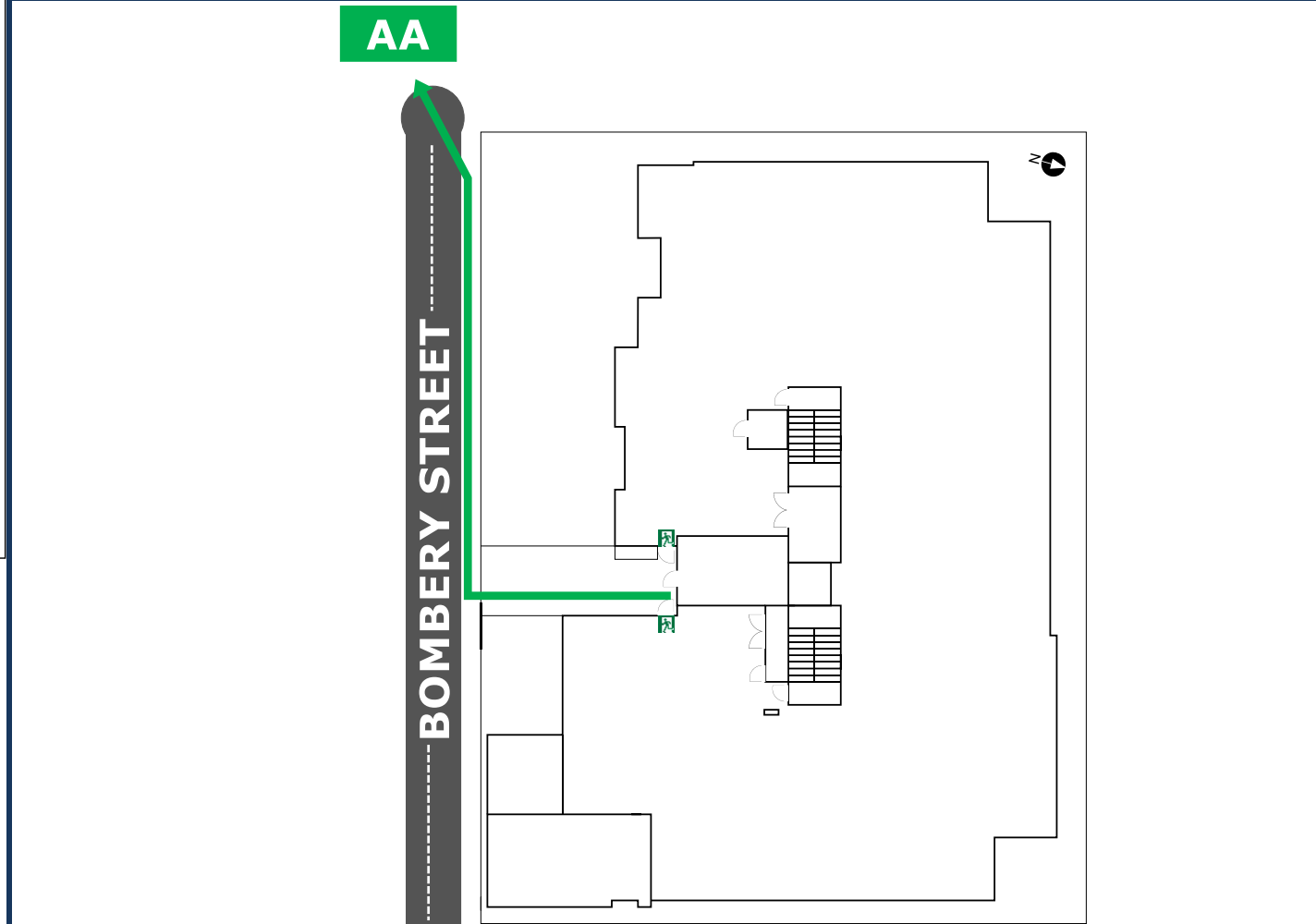
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 - Do not leave the Assembly Area until the "all clear" is given
 - If injuries are sustained, notify the Responsible Person/Chief Warden
 - Advise the Responsible Person/Chief Warden if you know of people trapped in the building

RACE PROCEDURE

- IN CASE OF A FIRE:**
- R**emove people if in danger to the assembly area
 - A**lert the Fire Service, nearby residents and members of the public
 - C**onfine fire and smoke, close all windows and doors, if safe to do so
 - E**xtinguish the Fire if Safe to do so and evacuate to the Assembly Area

SITE PLAN (GROUND LEVEL) AND ASSEMBLY AREA



Mobility impaired persons should evacuate immediately assisted by a nominated person.

000

EMERGENCY

In an emergency dial 000

LEGEND	EXIT	AA ASSEMBLY AREA	EXIT PATH	EXTINGUISHER	HOSE REEL	FIP FIRE INDICATOR PANEL	EMERGENCY BREAKGLASS
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FIRE EVACUATION COORDINATION TRAINING MANUAL

Specialising in:

- Insurance Replacement
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- Work Health and Safety
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- Building Condition Reports
- Quantity Surveying
- Part 5 Reporting
- Lot Entitlement Reporting
- Building Management Statement – Apportionment Costing

INTRODUCTION

Welcome to the Evacuation Coordinator Training Course. In this course we will outline the role and responsibilities to equip you with the skills and knowledge to fulfill the general duties associated with the role of an Evacuation Coordinator. This training manual can also be used to familiarise all occupiers, building owners and personnel with the necessary knowledge and skills to facilitate a safe and orderly evacuation of the premises in an emergency situation.

LEARNING OBJECTIVES

The training, knowledge and skills cover the following components:

- identify, monitor and report situations that could lead to workplace emergencies
- identify, report and correct situations that could prevent workplace emergencies from being safely handled
- prepare for emergency situations
- report emergencies and potential emergencies
- respond to emergency warnings and advice
- evacuate from a work area
- safe use of fire fighting equipment

If there is any part or section of this manual that requires further clarification, please do not hesitate to contact one of our Friendly Fire Safety advisors on 07 55734011.

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SECTION 1 - HAZARDS

WHAT IS AN EMERGENCY?

An emergency is any event that arises internally or from external resources, which may adversely affect persons or the community that requires an immediate response (AS3745:2002).

Types of emergencies are usually defined by existing hazards based on the type of work and environment. Some of the more common emergencies include:

- Electrical hazard
- Fire
- Flooding
- Hazardous material spill.
- Gas leak (natural gas or liquefied petroleum gas (LPG) explosion)
- Bomb threat



WHAT IS A HAZARD?

A hazard can be described as any circumstance, material or site which has the potential to cause injury or illness. Hazards may include:

- Fire doors jammed open or blocked
- Chemicals
- Unsafe behaviour
- Poor work design
- Inadequate management systems (for example, no procedures for performing tasks safely)
- Unprotected openings, sharp edges, unsafe electrical wiring
- Manufacturing processes, such as those which involve heat or chemicals
- Exposed heat or electrical sources

UNSAFE PRACTICES COMING TO YOUR ATTENTION

- Make sure that you do not become a part of the problem
- Avoid the area or activity and stay clear of the problem until you have checked it out thoroughly
- Decide whether or not you will be able to correct the problem
- Follow workplace reporting procedures



HOUSE KEEPING

Reducing hazards and improving the safety of the building is a basic requirement of good practice house keeping.

Following are some guidelines to ensure the health of safety of all persons in the building:

- Ensure that repairs and services are carried out by authorised personnel only
- Maintain security inspections and lock up areas after use

- Keep the building clean and mop up spills immediately
- If applicable change batteries in smoke detectors annually
- Keep all safety signs clean and in clear view
- Avoid running multiple leads from a single power plug
- Clean built up residue from around machinery
- Keep hallways, corridors and exits clear of stored items
- Check equipment and stocks of goods regularly for deterioration in performance or signs of corrosion or leaks
- Use only approved replacement parts
- Store cylinders and containers appropriately
- Ensure that safety signs indicate all dangerous areas or activities
- Replace worn power leads and have them inspected annually
- Follow all instructions on equipment and machinery
- Do not store flammable goods under stairways and exits
- Store flammable liquids in approved containers or cabinets
- Keep curtains, towels and fabrics clear of heating or cooking appliances
- Do not hang materials near naked flames or cook tops
- Do not store flammable products in sterile environments, for example fire isolated stairwells
- Removing combustible items from public places that could be used as a fire starter



SECTION 2 – HUMAN BEHAVIOUR IN AN EMERGENCY

During an emergency situation you may be the person responsible for the possible evacuation and movement of people. This may be a great time of stress and uncertainty for everyone, it's therefore important to understand how people may react when they encounter an emergency as you may need to know how to deal with people under stress.

The types of behaviours in an emergency situation are quite varied and could be any of the following:

- Freezing
- Panic reactions
- Orderly behaviour
- Taking initiative to help even though it is unwanted
- Managers or senior authorities attempting to take charge despite not being the nominated person responsible

Methods available to reduce stress or fear

- Ensuring that the Evacuation Co-ordinator is easily identifiable through use of hard hat, symbol or sign of authority
- Remain calm and composed
- Use clear, concise sentences and speak with authority
- Ensure evacuation procedures are carried out regularly to create a sense of familiarity
- Ensure personnel are regularly and appropriately trained to carry out procedures and use of equipment



Refusal to evacuate

Persons are likely to experience stress during an emergency situation and therefore their responses may result in physical force. It is therefore important to know what actions you need to carry out when occupants refuse to evacuate. It is equally important to know what you must **not** do in an emergency situation.

- 1) NO PHYSICAL FORCE – At no time is an Evacuation Coordinator other than the Emergency Services Personnel allowed remove a person with physical force who refuses to evacuate. Applying physical force to a person who is in an extremely stressful situation may cause a violent reaction and prevent others from evacuating the building and result in an assault charge.

What Should You Do?

- If a person refuses to evacuate try asking them again calmly attempting to persuade them. (Give them a clear direction that they are to evacuate their premises, as this is not a drill but a real emergency)
- If they still refuse, continue with your duties and inform the fire brigade of their location and name upon arrival.
- Place a responsible person at the main entrance to make sure that no one else enters the building to try to retrieve the person.

SECTION 3 – TYPES OF EMERGENCIES

To determine the types of emergencies, it is recommended that a risk assessment is conducted for your building. As a general guide, the following emergencies can occur:

- Fire
- Civil disturbance
- Medical
- Armed intrusion
- Suspicious packages
- Bomb threats
- Power failure or blackout
- Building damage
- Air –conditioning contamination
- Hazardous material spills
- Terrorism
- Toxic emission
- Weather and Storm Damage

SECTION 4 – FIRE EMERGENCY EVACUATION PLAN

Every building should have a written fire emergency evacuation plan. A fire emergency evacuation plan (FEEP) is a written document which includes the action to be taken by persons in the event of fire and the arrangements for calling the fire brigade. The aim of evacuation plan is to ensure the smooth evacuation of persons to a place of safety. In addition to the evacuation plan there should be a list of persons with a disability or other impairment who may require assistance to a place of safety. The written evacuation plan should be kept in an accessible location and be made available upon request. Evacuation diagrams should be installed in visible locations which are consistent with the procedures outlined in the written evacuation plan.

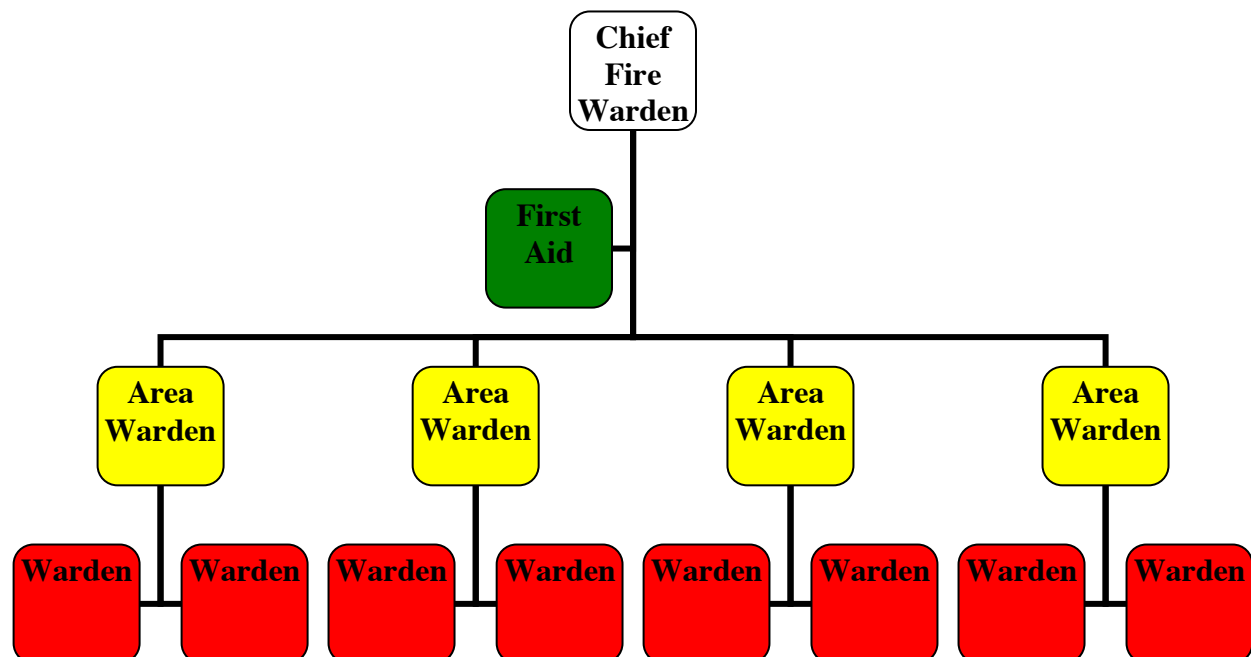
SECTION 5 – RESPONSIBLE PERSONS



The number of persons responsible for evacuating people in an emergency situation is dependent on the size and structure of the workplace or building. The appointment of an Evacuation Co-ordinator will facilitate the safe evacuation of persons in an emergency. It is recommended assistants are appointed to help evacuate persons with medical conditions. In residential strata schemes, apart from the affected persons family, the majority of persons may be reluctant to take on this role. Remember.... If you are not appropriately trained to carry out a task, then it is best not to do the task. Evacuate the premises and report to the Fire Brigade upon their arrival.

In structured workplaces the primary purpose of an Emergency Control Organisation (ECO) is to ensure that life safety takes precedence over asset protection. The secondary role is to prevent emergencies from occurring, prepare for emergencies and to restore the workplace to normal functioning after an emergency. The role for each of the persons is reflected in the responsibilities, duties and authority given to persons of the ECO. If your property requires a structured role of responsibilities, then the following structure is recommended.

Structure of an ECO



Identification of ECO people

ECO members are identified through the use of different colours. The colours can appear in the form of a helmet, cap, vest or arm band. The following colours are used:

Position	Colour
Chief Warden	White
Floor or Area Warden	Yellow
Warden	Red
First Aid Representative	Green

Roles and Responsibilities

Chief Warden

On becoming aware of an emergency, the Chief Warden shall take the following actions:

- Ensure that the building is safe (turn off heat generating equipment)
- Proceed to a central control point
- Ascertain the nature of the emergency and determine the appropriate action
- Ensure that the appropriate service has been notified
- Ensure floor/area wardens have been advised of the situation
- If necessary initiate evacuation and control entry to affected areas

Post initial response actions:

- Any progress or action taken is recorded in an incident log book
- Brief the emergency personnel upon arriving on the type, scope and location of emergency

When there are no emergencies the Chief Warden, Deputy Chief Warden and Communications officer are involved in:

- Participation at emergency planning committee meetings
- Co-ordination of emergency planning, training and evacuation drills
- Liaison with emergency services
- Liaison with the Fire Safety Adviser/Workplace Health and Safety Officer to identify and rectify any workplace hazards

Deputies and Assistants

Appointed to ensure continuity of functions during the absences of any persons of the ECO

Communications Officer (If applicable)

- Ascertain the nature and location of the emergency
- Confirm that the appropriate emergency service has been notified
- Notify the appropriate ECO personnel by an emergency warning call or by other means
- Transmit and record instructions and information between the Chief Warden and the floor wardens and occupants
- Maintain a log of the events as directed by the Chief Warden

Floor or Area Wardens

On hearing an alarm or becoming aware of an emergency, the following actions should be taken:

- Implement the emergency procedures for their floor or area
- Ensure that the appropriate emergency service has been notified
- Direct Wardens to check the floor or area for any abnormal situation
- Commence evacuation if the circumstances on their floor or area warrant the need

Post initial response actions:

- Communicate with the Chief Warden by whatever means available and act on instructions
- Advise the Chief Warden as soon as possible of the circumstances and action taken
- Identify persons to assist Wardens during an emergency
- Confirm that activities have been completed and report this to the Chief Warden

When there are no emergencies the Floor or Area Wardens are involved in:

- Participation at emergency planning committee meetings
- Emergency planning, training and evacuation drills
- Liaison with the WHSO to identify and rectify any workplace hazards

Wardens

Wardens may be required to carry out a number of different activities including but not limited to:

- Act as Floor or Area Wardens
- Ensure that the appropriate emergency service has been notified
- Check to ensure fire and smoke doors are properly closed if applicable
- Orderly flow of persons into protected areas

Post initial response actions:

- Search the floor to ensure all persons have evacuated
 - use the back of your hand to check closed doors before entering offices and rooms (don't just call out)
 - check toilets, store rooms, meeting rooms, board rooms, etc
 - Closing doors upon completion of search and marking door, indication to others that it has already been searched.

Occupants/Employees

During emergency situation occupants have the responsibility of:

- Following the instructions of the Evacuation Co-ordinator or in the case of structured workplace the ECO
- Being aware of emergency procedures for your area
- Recognising alert and alarm signals
- Knowing the location of portable fire safety equipment, safe designated exit signs and location of assembly area
- Identifying and report potential emergencies
- Participating in training and evacuation exercises

SECTION 6 – EVACUATION CONSIDERATIONS

Evacuation

An evacuation is ordered by an Evacuation Co-ordinator when it is determined life threatening if the occupants were to remain in the workplace or building. Evacuations are generally ordered for the following types of emergencies:

- Fire
- Bomb threat (An alternative assembly area)
- Biological or radiological threat
- Hazardous material spills
- Air – conditioning contamination
- Power failure or blackout
- Building damage

5.1 Lock down

This method is used to protect occupants from internal or external threat. Wardens may be directed to lock entrances and routes to deter admission to the workplace. Example: armed intrusion. Lock-down must be communicated verbally or by any means available other than the emergency evacuation tones/alarms

5.2 Shelter-in-place





This method protects occupants within the buildings without locking the workplace. This is implemented when there is no immediate danger to the structure of the building. This is communicated by using appropriate means relative to the emergency or threat. Evacuation is likely to expose persons to more danger. Examples: fire in the adjacent property, a flood or a hazardous spill in the adjacent property. Shelter in place may involve closing windows and doors, drawing curtains, turning off the air-conditioning system.

5.3 Do nothing

This is self explanatory. This means that there may be an emergency but there is no risk to persons. Wardens may be required to alert staff and brief them on the emergency



SECTION 7 – FIRST ATTACK PROCEDURES

FIRE	
R EMOVE PEOPLE from the immediate danger area to a place of safety	
A LERT nearby staff and members of the public	 000
C ONFINE FIRE AND SMOKE close windows and doors (if safe)	
E XTINGUISH and control the fire (if safe to do so)	

7.1 Evacuation Summary

STAGE 1: REMOVAL OF PEOPLE FROM THE IMMEDIATE DANGER AREA

Employees, Occupiers or Members of the public in the immediate danger area, are to evacuate to a place of safety. When the area has been evacuated, doors should be closed to localise the fire.

STAGE 2: COMPLETE EVACUATION OF THE ENTIRE COMPLEX

Should the emergency necessitate evacuation of the entire complex, employees will assemble at the assembly points and remain there until otherwise directed.

STAGE 3: ROLL CALL

To be conducted as soon as possible to ensure all occupants are accounted for. Report missing persons to the attending **FIRE OFFICERS**

STAGE 4: ASSEMBLY AREAS

The assembly area as indicated on the site plan

7.2 Evacuation Detail

STAGE 1: REMOVAL OF PEOPLE FROM THE IMMEDIATE DANGER AREA

- Remove any persons in immediate danger if it is safe to do so
- First priority is to notify the Evacuation Co-ordinator or Chief Warden of the emergency and warn people in immediate danger
- Fire/Emergency Service Called
- Confine - The situation needs to be isolated to as small an area as possible
- Consult – The Emergency response team or persons needs to report to the Evacuation Co-ordinator or Chief Warden with specific information in relation to the emergency situation. Additional advice may need to be sought by professionals
- Decide on Action - Now is the time to decide if you attempt to control the emergency situation. Before deciding to control the situation consider the following:
 - **Support:** You should ensure that someone knows what you are attempting to do
 - **Size:** Incidents that are beyond your capability should be left to experienced emergency organisations
 - **Surroundings:** Check surroundings for any signs of danger such as gas cylinders, sealed containers or physical hazards which impede escape routes
 - **Smoke/Gas/Vapour/Fumes:** Avoid entering an environment where smoke is limiting visibility even at low levels in the room
- Select the correct equipment
- Control the incident
 - **Test Equipment:** Make sure it works
 - **PPE:** Use the appropriate Personal Protective Equipment
 - **Be Vigilant:** Don't turn away from the incident even it appears contained
 - **Confine:** If the incident cannot be controlled, evacuate

STAGE 2: COMPLETE EVACUATION OF THE ENTIRE COMPLEX

- Brief Assistants or Wardens on the nature/scale of the emergency and plan of action
- Advise the safest path of egress and assembly area
- Evacuate the emergency affected area, then commence staged evacuation until all persons have left the building (if necessary)
- Ensure all rooms, areas and toilets are checked
- Assess mobility of clients to determine the order of evacuation
- Delegate duties as appropriate
- Evacuate the premises

STAGE 3: ROLL CALL

- Roll call conducted as soon a possible to account for all persons

STAGE 4: ASSEMBLY AREAS

- Ensure assembly areas are clear of entry points to provide access for emergency services
- Accessible
- If possible not in car parks

This may be changed depending on the nature and location of the emergency (Determined by the Evacuation Co-ordinator or Chief Warden)

Evacuation assembly areas may need to be of different locations for Bomb Threats, as Fire Plans may be used by a bomb suspects to place bombs at Assembly areas.

SECTION 8 – EVACUATION CONSIDERATIONS



8.1 Order of evacuating personnel

- **Ambulant people who can walk first**
- **Semi ambulant people who can walk with assistance**
- **Non – ambulant people who cannot walk**

Non ambulant people should be assisted to a safe place. The person nominated to assist can be pre-designated although that person's availability must be considered. In the event of an emergency, a nominated person will be assigned the responsibility of ensuring the safety of non ambulant persons.

8.2 Refusal to evacuate

At no time are Wardens, Occupants, the Evacuation Co-ordinator, security or persons other than Emergency Service Personnel to use physical force to remove someone who refuses to evacuate. Touching, or otherwise interfering with a person who seems to be in a state of extreme fear or shock may cause a violent reaction and is considered assault

- Wardens should ask the person to evacuate,
- If they refuse, ask them again attempting to gently persuade them to evacuate
- If they still refuse, continue with your duties and when finished report the location of person to the Warden/Area Warden and Chief Warden
- No-one other than Emergency Services shall re enter to remove the person

8.3 Unconscious person

- Should be removed from immediate danger where safe
- Given first aid if safe to do so
- Their medical state and location notified to the Chief Warden/Evacuation Co-ordinator

8.4 Locked area or room

- An attempt should be made to determine if there is any person in the room
- Feel the door with the back of hand to determine if there is fire on the other side
- If there is no warmth and it is safe to do so, open the door
- If locked, knock loudly and shout to determine if anyone is inside
- If no response then inform the Warden/Area Warden/Chief Warden and let them know you could not determine whether there was anyone inside
- Closing doors upon completion of search and marking door, indication to others that it has already been searched.
-

SECTION 9 – BOMB THREATS

There are 3 types of bomb threats:

- Written threats (including emails, facsimile's, social media)
- Telephone threats
- Suspect object



Written threats

- Keep the note and any envelope or packaging
- Avoid unnecessary handling to retain evidence
- Place evidence in an envelope if possible (preferable plastic)
- Do not alert everyone of the threat
- Advise the Chief Warden/Evacuation Co-ordinator or supervisor
- Contact the police
- Consider carrying out a search of the premises, if a time of detonation is given. Evacuation if considered must be carried out at least 30 minutes prior to detonation.

Telephone threats

- Treat as genuine
- Do not hang up
- Obtain as much information as possible
- Complete bomb threat checklist (See Attachment)
- Do not alert everyone of the threat
- Advise your Chief Warden/Evacuation Co-ordinator or Supervisor by telephone or runner.
- Contact the police
- Consider carrying out a search of the premises, if a time of detonation is given. Evacuation if considered must be carried out at least 30 minutes prior to detonation.

Suspect objects

- Identified by an employee as suspect by virtue of its characteristics, location and circumstances
- Advise your Chief Warden/Evacuation Co-ordinator or Supervisor
- Contact the police
- Quietly evacuate persons from the immediate area.
- If suspects objects suspected of containing a dangerous powder or gas, try to isolate the package by placing an empty bin over the package, closing nearby windows and doors, shutting down air-conditioning systems
- Person or persons who discovered a package suspected of containing a biological, radioactive or other hazardous material should be isolated from the rest of the buildings occupants until Hazmat personnel arrive.
- In all bomb threat instances, window and doors should be left open to lessen any structural damage, should an explosion occur.

Staff should be encouraged to take personal bags, handbags, etc, to assist those searching the building.

SECTION 10 – ASSEMBLY AREA

Site plans should be located at emergency exits clearly identifying assembly points. When ordered to do so (by alarm, Evacuation Co-ordinator or Warden) you should evacuate in an orderly fashion. While at the assembly point, the presence of persons should be recorded by the Evacuation Co-ordinator or Warden and any missing persons reported to the Emergency Services. Emergency Services will conduct a search and if persons are not found they will officially be reported as missing. It is essential that a role call procedure is taken seriously to avoid wasting time and putting Emergency Services Personnel in danger. Persons should not disperse from the assembly point until told to do so. In the case of an emergency where the designated assembly point may put persons in danger, a secondary assembly point will be identified and persons will be ordered to proceed to this assembly point.




SECTION 11 – FIRST ATTACK FIRE FIGHTING

Controlling fires using fire equipment may be required in an emergency situation. In an emergency you may find yourself using fire extinguishers, hose reels or extinguishers. See Appendix 2 – How to use a fire extinguisher.

Characteristics of fire

- Fire is a chemical reaction that gives off large amounts of heat and light
- This chemical reaction takes place between fuel which is any substance that can burn and an oxidiser, (usually oxygen, which is a gas that makes up about 21% of the air we breathe)
- The chemical reaction of fire is started and kept going by the presence of enough heat
- Once started, a fire may produce enough of its own heat to keep burning until all the available fuel and/or oxidiser is used.

Classes of Fire

 YES  NO TYPE OF EXTINGUISHER Colour scheme - AS 1841.1		A Wood, Paper & Plastic 	B Flammable & Combustible Liquids 	C Flammable Gases 	E Energised Electrical Equipment 	F Cooking Oils & Fats 	COMMENTS: Refer Appendix B of AS 2444
Pre 1997	Post 1997						
	 Powder ABE						Special Powders are available specifically for various types of metal fires. Seek expert advice.
	 Powder BE						Special Powders are available specifically for various types of metal fires. Seek expert advice.
	 Carbon Dioxide (CO ₂)	* 	* 				Generally not suitable for outdoor fires. Suitable only for small fires.
	 Water						Dangerous if used on flammable liquid, energized electrical equipment and cooking oil/fat fires.
	 Foam ***					* 	Dangerous if used on energized electrical equipment.
	 Wet Chemical						Dangerous if used on energized electrical equipment.
	 Vaporising Liquid		* 	* 			Check the characteristics of the specific extinguishant.
	 Fire Blanket						Use blanket to wrap around a human torch. Ensure you replace the blanket with a new one after use.
	 Fire Hose Reel						Ensure you maintain a path of egress between you and the nearest exit.

* Limited indicates that the extinguishant is not the agent of choice for the class of fire, but that it will have limited extinguishing capability.

*** Solvents which may mix with water, e.g. alcohol and acetone, are known as polar solvents and require special foam. These solvents break down conventional AFFF.

NOTE: Class D fires (involving combustible metal(s)) use only special purpose extinguishers and seek expert advice.

Image above Courtesy of Excel Guard Australia

SECTION 12 – PREVENTING EMERGENCIES

Preventing an emergency from happening in the first place is much better than having to implement an emergency procedure in a real life situation. It's important to develop a culture of safety that aims to reduce risk at your work place or residence. Practicing for emergency will also help to continually review the evacuation procedures and determine whether there are any required changes to the evacuation plan. Ultimately developing ongoing procedures will help create a risk free environment. Factors to consider when minimizing risk are as follows:

- Regular property inspections to determine existing hazards
- Annual evacuation training and drills
- Reviewing the evacuation plan and making changes as required
- Checking the operation of all fire equipment.
- Ensuring that the equipment has been maintained in accordance to the relevant Australian Standard
- Education and Training
- Reporting any hazards to ensure that risk is minimized at all times

Preparation Before An Emergency.

Your role as an Evacuation Co-ordinator will require you to:

- Know the emergency procedures for the building
- Know where all the fire equipment for the building is located
- Coordinate and participate in evacuation practices and general evacuation training
- Know the location of The Assembly Area
- Know the persons who occupy the building that have disabilities. A register should be kept in the Fire Indicator Panel or at an agreed accessible location
- Review the evacuation plan on an annual basis to determine if changes are required.

Practice Makes Perfect

Regular training routines will help to familiarize you with the evacuation procedures applied to your building. This means that in a real emergency when feelings of fear and pressure kick in, your body and brain are more likely to act in accordance to a practiced routine. Regular practices will test the appropriateness and effectiveness of the evacuation procedure and determine whether changes are necessary



IF YOU ARE NOT APPROPRIATELY TRAINED TO CARRY OUT AN EMERGENCY EVACUATION, IT IS BEST TO LEAVE THE EMERGENCY TO THE PROFESSIONALS! IN ANY EMERGENCY EVENT YOU SHOULD BE CONTACTING THE FIRE BRIGADE ON 000

SECTION 13 – FIRE SAFETY INSTALLATIONS

All persons occupying a building should be familiar with the fire safety installations for that building. These types of installations will assist you to:

- Assist persons to evacuate
- Suppress or slow fire from spreading from one location to another
- Detect the specific location of the fire.

The amount and type of fire safety installations vary from building to building. The Building Code of Australia normally determines the type of fire safety installations required for a building. Each of the fire safety installations will have regular maintenance requirements. It is important to maintain a fire safety installation in accordance to the relevant Australian Standard as equipment failing to operate could be the difference between life and death.

Fire Safety Installations are generally broadly classed as follows:

Alarm systems
Detection and activation systems
Suppression and control systems
Life safety and exiting systems.

Alarm systems Examples:

- Fire Indicator Panels
- Manual hooters
- Whistles
- Verbal call outs
- Visual indicators such as lights
- Communication systems – intercommunication phones and Emergency warning systems
- Public address systems

Detection and activation systems

- Smoke and thermal –(activated by heat – units set at 68 degrees Celsius) detectors
- Emergency break glass systems
- VESDA system. Very early warning smoke detection systems



Suppression and control systems

- Extinguishers
- Fire Blankets
- Hose Reels
- Sprinkler systems
- Gas suppression systems

Fire isolated stairs

The fire isolated stairwell is generally considered the safe zone of the building. Fire stairs are generally protected by fire rated doors that minimize the chance of fire spreading into the stairwell. Usually sensor lighting will be activated upon entering the stairwell or there is a push button easily locatable on the wall. Stairwells should always contain a continuous handrail which occupants can use as a guide to exit the building. When the rail is no longer continuous this means that you should have reached the final exit. Try and stay as close as possible to the handrail and as far as possible away from the doors on each level as there may be other persons entering the stairwell at any time.

Compartmentalization

The purpose of compartmentalization is to contain the spread of fire in the event of a fire. Buildings normally have specially designed walls, floors, ceilings and doors that are linked to form each compartment. It is important to ensure that compartmentalization is maintained at all times. In other words, it serves no purpose to leave a fire door wedged open and therefore regular building checks are recommended.

Fire Alarms

The older type buildings that have an alarm usually have a bell type alarm. Aside from the older type buildings, buildings that have fire alarms usually use two basic types of systems.

Single tone systems using one loud sound only and repeated continuously.

Two tone systems using two separate and distinctive sounds. Usually beep peep and Whoop Whoop!

It is important to know which system your building uses so you know whether

- a) It is merely an alert signal or b) an evacuation signal**

Verbal alarms

Alarm systems may fail and therefore it imperative to be responsive to verbal signals from fire personnel or occupants. There are also a number of buildings that do not have an alarm system in place and therefore it's important to know the procedure to follow in the event of an emergency. Alternative alarms to be considered are Manual hooters, whistles, door knocking/verbal call outs.

SECTION 14 – CONCLUSION

Thank you for taking the time to familiarize yourself with the Evacuation Coordination Training Manual.

Some key points to remember are:

- Become familiar with the evacuation procedures for your building
- Practice your building evacuation procedure regularly
- Review your evacuation plan and procedure at least once a year
- Ensure that the fire equipment is regularly maintained
- If persons with a disability occupy the building, keep a register for those persons near the fire indicator panel or at a nominated location
- Do not force someone to evacuate by using physical force
- Keep the surrounding areas and evacuation routes clean and clear at all times
- Do not wedge fire doors in an open position
- Do not store housekeeping equipment near prescribed fire safety installations
- If your building uses an evacuation alarm, know which tone is used to evacuate the premises
- Always keep calm even under emergency situations
- If you see smoke under a door do not enter, fire is sure to follow
- If you don't see smoke, put the back of your hand up to the door to make sure it doesn't feel hot before entering
- Protect yourself from smoke inhalation – keep low. Crouch and crawl and cover your nose and mouth
- Always do a head count once at the Assembly area and inform the fire brigade of people you know are in the building

IN CASE OF FIRE
FIRE / EVACUATION PROCEDURES

R **EMOVE PEOPLE**

IF IN DANGER TO THE **ASSEMBLY POINT**

A **LERT THE FIRE SERVICE**

NEARBY RESIDENCE AND MEMBERS OF THE PUBLIC

C **ONFINE FIRE & SMOKE**

CLOSE ALL WINDOWS & DOORS (IF SAFE TO DO SO)

E **XTINGUISH**

AND CONTROL THE FIRE (IF SAFE TO DO SO)

PASS acronym

P

Pull out the safety pin

A

Aim at the **base** of the fire

S

Squeeze the operating handle

S

Sweep the stream of firefighting agent
back and forth across the base of the fire

Appendix 3 - Bomb Threat Checklist

No.	Question	Answer	Date:	Time of Call:
1.	When is the bomb going to explode?		Sex of Caller: Race:	Duration of Call: Caller ID:
2.	Where is it right now?			
3.	What does it look like?			
4.	What kind of bomb is it?			
5.	What will cause it to explode?			
6.	Did you place the bomb?			
7.	Why?			
8.	Where are you now?			
9.	What is your address?			
Exact Wording Of Threat:				
Caller's Voice:				
Calm <input type="checkbox"/> Angry <input type="checkbox"/> Excited <input type="checkbox"/> Slow <input type="checkbox"/> Rapid <input type="checkbox"/> Nasal <input type="checkbox"/> Stutter <input type="checkbox"/> Lisp <input type="checkbox"/> Raspy <input type="checkbox"/> Deep <input type="checkbox"/> Soft <input type="checkbox"/> loud <input type="checkbox"/> Laughter <input type="checkbox"/> Crying <input type="checkbox"/> Normal <input type="checkbox"/>				
Distinct <input type="checkbox"/> Slurred <input type="checkbox"/> Ragged <input type="checkbox"/> Clearing throat <input type="checkbox"/> Deep breathing <input type="checkbox"/> Cracking Voice <input type="checkbox"/> Disguised <input type="checkbox"/> Accent <input type="checkbox"/> Familiar <input type="checkbox"/>				
Voice is familiar, who did it sound like?				
Background Sounds:				
Street noises <input type="checkbox"/> Factory machinery <input type="checkbox"/> Voices <input type="checkbox"/> Animal noises <input type="checkbox"/> PA System <input type="checkbox"/> Clear <input type="checkbox"/> Music <input type="checkbox"/> Static <input type="checkbox"/> House noises <input type="checkbox"/> Long Distances <input type="checkbox"/> Motor <input type="checkbox"/> Mobile <input type="checkbox"/>				
Threat Language:				
Well spoken <input type="checkbox"/> Incoherent <input type="checkbox"/> Foul <input type="checkbox"/> Irrational <input type="checkbox"/> Message read by threat maker <input type="checkbox"/>				
Final Remarks:				

PEEPS REGISTER (PERSONS WITH A DISABILITY)

PEEP's are individualised emergency plans designed for mobility impaired occupants or visitors who may require assistance during an emergency. To facilitate reference by Emergency Services, a copy of the PEEP should be kept with the relevant Warden and/or designated assistant and an additional copy kept in a central location which is readily accessible to the responding Emergency Service. The information on the PEEP shall be disseminated to all people responsible for its implementation.

Occupant Name:

Phone/Ext: Mobile: Email:

Company Name:

Building Address:

Floor Number:

Room Number:

Is an Assistance Animal involved? YES NO

Is the occupant trained in the emergency response procedures?
(including the evacuation procedures) YES NO

Preferred method of receiving updates to the emergency response procedures:
(Please state, e.g. text, email, Braille, etc.)

Preferred method of Notification of Emergency:
(Please state, e.g. visual alarm, personal vibrating device, SMS, etc.)

Type of assistance required:
(Please list procedures necessary for assistance)

Equipment required for evacuation:
(Please list)

Egress procedure:
(Give step by step details)

Designated assistants/wardens and contact details:
(Please list name, phone, mobile, email.)

Are your designated assistants trained in the emergency response procedures?
(including the evacuation procedures) YES NO

Are your designated assistants trained in the use of the evacuation equipment? YES NO

Diagram of preferred route for assisted evacuation:
(Please provide diagram)

Issue Date: /..../.....

Review Date: /..../.....

Occupant approved:
(signature)

Date: /..../.....

Assistant/Warden:
(signature)

Date: /..../.....

Chief Warden:
(signature)

Date: /..../.....