

OPERATIONAL PROCEDURE EXE/OP-2

FIRE EMERGENCY EVACUATION



PURPOSE

This document outlines the arrangements to initiate a rapid and organised response in the event of a fire emergency involving any site or facility operated by Shire of Donnybrook Balingup.

GUIDELINE/PROCEDURES

1. Objective

To establish processes to prepare the workplace for emergency events and ensure all staff are familiar with emergency evacuation procedures, including, but not limited to:

- Saving life through a strong focus on the ability to account for people;
- Minimise damage to the environment;
- Minimise business interruptions;
- Minimise financial and legal liability;
- Protect reputation;
- Ensuring access to and from workplaces are kept free from obstruction at all times;
- Requirement for establishing an appropriate evacuation procedure is fulfilled; and
- Improving workplace knowledge for employees regarding emergency evacuation procedures.

2. Responsibilities

2.1. Chief Executive Officer

To ensure that the appropriate Australian Standard has been implemented and is reviewed annually. The CEO or his delegate will appoint Wardens as necessary for each area.

2.2. Senior Management

To ensure all staff are aware of this procedure and have participated in evacuation drills.

2.3. Employees

It is the responsibility of all employees and contractors to ensure they are aware of evacuation routes for their area of work.

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2.4. Occupational Safety and Health Committee

It is the responsibility of the Committee to ensure that this procedure has been implemented, reviewed annually and to assess the results of the evacuation drills.

2.5. Chief Warden

The chief warden will take a lead role in the event of a fire emergency. The chief warden shall;

- Ensure that all “Emergency Wardens” have been trained and understand their role in an emergency situation;
- Wear the RED safety helmet marked “Chief Warden”;
- Wear the high visibility vest provided; and
- Communicate in an assertive and effective manner in an emergency.

2.6. Deputy Wardens

The Deputy Wardens are to provide assistance to the Chief Warden in a fire emergency situation. The Deputy Warden shall:

- Wear the WHITE safety helmet marked “Emergency Warden” provided by the Shire;
- Wear the high visibility vest provided; and
- Ensure they are aware of the evacuation procedure and location of safety devices within the work area.

3. Emergency Exits

The Shire of Donnybrook Balingup is responsible for ensuring that all emergency exits are available for use at all times and are not secured, closed or locked when employees are still located in the workplace. All emergency exits must be clearly marked and emergency exit signs are visible when a power failure occurs.

4. Emergency Warning and Fire Detection System

An emergency warning device will sound the alarm. It will be located at each emergency station in each workplace.

5. Action to be taken on alarm sounding

An alarm will be sounded to notify all staff, contractors, customers and visitors of an emergency situation. If at any time an alarm is heard, all persons in the building / site are required to follow the instructions given by the Chief Warden and the Deputy Wardens.

Upon activation of the “ALERT” signal, all persons are to calmly move towards their nominated Muster point and await instructions from their Warden.

Any persons who are off site or out of the premises must not enter the premises whilst the alarm is sounding. They must go to the Muster Point which shall be identified and communicated by the Chief Fire Warden.

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6. Muster Points (Evacuation Assembly Area)

6.1. Muster Point 1

Located at all site / premises car parks, for all evacuations unless it is deemed unsafe. It is here that everyone will wait until the Chief Warden / Deputy Warden communicates further instructions.

No person shall re-enter the building until the Chief Warden declares it is safe to do so (as directed by the relevant emergency response authority).

6.2. Muster Point 2

If for any reason it is unsafe to use Muster Point 1 (i.e., if wind and emergency conditions do not make this area accessible/practical), the Chief Warden / Deputy Warden will direct the evacuees to Muster Point 2.

Muster points will be identified on the Evacuation Plan for each premises / site.

7. Media Announcements

The CEO is the only person authorised to make public announcements.

8. Reporting Requirements

After an evacuation, it is the responsibility of the Chief Warden to complete a report for the CEO.

9. Evacuation Procedure and Responsibilities

9.1. The Chief Warden

The Chief Warden is responsible for co-ordinating the evacuation team. On knowledge of an emergency the Chief Warden is responsible for:

- Sound the emergency alarm;
- Ensuring backup generators / solar panels have been isolated in the off position;
- Locating the source and severity of the emergency;
- Extinguishing a fire (if safe and trained to do so);
- Obtaining information on the type of emergency;
- Liaising with other Wardens to determine evacuation process;
- Directing Wardens to evacuate the premises;
- Consider alternative muster point (if necessary); and
- Contacting relevant Emergency Response Authority detailing the extent or status of emergency, type of emergency (chemical, fire, threat), number of persons remaining in the building, location of emergency and address of emergency.

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The Chief Warden must ensure the entry and exit routes to the building are secure and ensure the Emergency Response Authority has ample space to carry out their work.

The Chief Warden is the only person with the authority to liaise with the Emergency Response Authority unless a proxy is appointed.

The Chief Warden is the only person who can authorise re-entry into the building once it is deemed safe to do so.

9.2. Deputy Wardens

The Deputy Wardens have the following responsibilities:

- May act as Proxy Chief Warden in the event of Chief Wardens absence;
- Providing any assistance to the Chief Warden on request;
- Perform a sweep of the site / premises checking all rooms / areas for personnel;
- Ensure safe is closed and important data / hard drives are collected;
- Collect sign in / out book along with sign in / out board;
- Look under desks and in areas where personnel may be hard to see if injured;
- Close doors once checked and mark the door with a cross using chalk provided to identify that the room has been checked;
- Ensure instruction and direction is provided to personnel with regards the appropriate muster point;
- Do not allow personnel to re-enter the site / building until advised by the Chief Fire Warden; and
- Carry out all tasks as instructed on individual "Fire Emergency Action Cards".

9.3. Employees and Contractors

All Employees and Contractors are responsible for:

- Awareness of the evacuation plan and nearest emergency exits;
- Maintaining a clear access to and from an emergency exit;
- Following all instructions given by the Fire Wardens; and
- Moving directly to the designated muster point and remaining at the muster point until advised when it is safe to leave the muster point.

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10. Training

10.1. Wardens

The Chief Warden is responsible for co-ordinating the fire warden training bi-annually. This training is to include the use of fire equipment, emergency evacuations and communications. Each warden shall be familiar with the layout of the building they are responsible for including secure areas, corridors and rooms leading to dead ends. In addition, wardens shall be familiar with evacuation routes and muster points. The warden shall also be familiar with the needs of persons with disabilities and dangerous goods locations.

The wardens shall meet each year (June) to review the emergency procedures and plan the emergency evacuation drill. An evacuation planning meeting shall be called prior to the drill and a debriefing shall be called following the exercise to review the response and put in corrective actions where needed.

10.2. Employees

It is mandatory for all staff to attend an in house basic fire-training course which is aimed at covering the use of a fire extinguisher. The Occupational Safety and Health Officer is responsible for coordinating the training and recording staff attendance as well as instructing the staff on the policy and procedures.

11. Induction Training

Emergency floor plan and fire-fighting equipment locations and emergency numbers shall be made available with all Building Hire Agreements. It will be the responsibility of the hiring party to make clear the location of emergency exits and muster point to their guests.

It is the responsibility of the Occupational Safety and Health Officer to induct the new employees on the emergency procedures and to show them the fire equipment locations, evacuation routes, muster points and first aid equipment.

12. Fires and Fire Prevention

The Shire of Donnybrook Balingup shall provide regularly maintained and efficient portable fire extinguishers to control any fire likely to arise from the work being done at the workplace and shall ensure that portable fire extinguishers are located and distributed at the workplace in accordance with current Australian Standards.

13. Employee Assistance Program

The company will provide an employee assistance program for employees disturbed by a threat.

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DEFINITIONS

CEO means Chief Executive Officer

Warden means a person responsible for the supervision of a particular place or activity or for enforcing the regulations associated with it.

Muster Point is a designated place or an area where all employees, guests or visitors to the work site, or a large crowd can assemble in case of an emergency.

LEGISLATION

- *Occupational Safety and Health Act 1984*
- *Occupational Safety and Health Regulations 1996*
- AS/NZS 4360: 2004 – Risk Management
- AS3745: 2002 Emergency control organisation and procedure for buildings, structures and workplaces
- Guidance Note: Preparing for Emergency Evacuations at the Workplace

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