

P401	FIRE SAFETY PROCEDURE
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Policy context: This procedure relates to

Legislation or other requirements	Work Health and Safety Act 2012 (SA) Work Health and Safety Regulation 2012 (SA)
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Procedure

Enhanced Lifestyles (EL) and Lifestyle Assistance and Accommodation Service (LAAS) will maintain an Emergency Plan to prepare for fire and other emergencies that endanger life and property. This plan will be prepared and reviewed in consultation with other entities co-occupying the premises and the Fire Brigade.

The Emergency Plan will address:

- the establishment of an Emergency Co-ordination Group to organise and supervise the safe movement of all those occupying the Enhanced Lifestyles and Lifestyle Assistance and Accommodation Service building(s) and surrounds in an emergency
- training of fire officers and defining roles and responsibilities
- comprehensive fire safety audits
- regular building evacuation exercises
- fire detection and suppression equipment
- escape routes and exits
- mobility impaired employees or Customers/Clients
- assembly areas
- shut down operations for e.g. computer systems, cash security etc.
- assessment of evacuation exercises and fire safety audits and consequent revisions to the emergency plan as necessary

The Emergency Co-ordination Group

The primary role of the Emergency Co-ordination Group is not to combat the emergency but to safeguard occupants and ensure an effective evacuation if necessary.

This group should be selected from employees who are normally in the building during work hours, have thorough knowledge of the building's layout, and have been appropriately trained. They should possess relevant leadership, authority, decision making and communication skills, and the ability to perform effectively under pressure.

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The following roles are to be filled:

- Chief Warden
- Qualified First Aid Officer(s).
- Fully qualified deputies for all the above positions
- A communications coordinator (The Chief Warden)

Names and contact details for all Emergency Co-ordination Group personnel should be circulated to all employees.

Key Responsibilities in the event of a Fire

Any person detecting a fire is to:

- alert people in the immediate vicinity and request assistance
- call the fire brigade and alert the Administration/Reception Officer and the Chief Warden
- operate fire-fighting equipment if it is judged adequate to extinguish the fire and such action can be undertaken safely

The Administration/Reception Officer is to:

- contact the fire brigade to confirm the alarm has been noted/ advise them of the emergency
- alert the Chief Warden/ Deputy Warden

The Chief Warden/ Deputy Warden is to:

- take charge of fire evacuation, and other emergency related action until the Fire Brigade arrives
- assess the emergency, decide appropriate action
- ensure emergency services are notified
- initiate a general alarm and evacuation if required
- ensure fire/ smoke doors are closed and remain closed except to allow occupants to escape
- ensure that access to stairways is not impaired
- alert all floor occupants if evacuation is needed and direct them to escape stairs or to an assembly location
- ensure that evacuation is orderly, via stairs and not via lifts
- check that nobody remains on the floor

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- ensure people with a disability and those needing special care are assisted
- undertake the roll call at the designated assembly area and report to the chief warden when evacuation has been completed.
- oversee any evacuation
- fully brief emergency services on arrival and then follow the Fire Brigade's instructions.

First Aid Officer(s) is to:

- carry the first aid kit in the event of an emergency and be ready to treat casualties as needed
- remain with disabled evacuees (provided it is safe to do so) until no further treatment or assistance is required, or until ambulance, other medical or emergency services personnel take over.

On-going Fire Emergency Procedures and Responsibilities

Chief Warden will:

- maintain a comprehensive knowledge of the building layout, the location of all fire-fighting equipment and be familiar with any high-risk areas
- inspect fire-fighting equipment and fire doors and report defects, obstructed exit routes and hazardous use/storage of flammable materials or electrical equipment or heating appliance.
- ensure that the deputy warden is fully trained and capable of acting as chief warden in his/ her absence
- maintain a list of current floor wardens that notes their phone numbers and locations. This list is to be displayed on each floor/ in each area occupied.
- ensures that all personnel know the evacuation procedure and assembly areas

Deputy Chief Warden will:

- be ready and capable of acting as Chief Warden / be of assistance as needed

EMERGENCY PROCEDURES INFORMATION

Emergency procedures should be approved by the local Fire Authority/ Brigade, endorsed by Enhanced Lifestyles and Lifestyle Assistance and Accommodation Service Board/ Management Committee, then distributed to all employees. Emergency procedures are to include the following:

- plans of the building showing all means of exit, and notes of any emergencies that might be anticipated within it
- description of the role and members of the Emergency Co-ordination Group
- roles, responsibilities and procedures for all personnel nominated as fire emergency officials, including wardens, security employees, switchboard employees and first aid officers, fire brigade, police and emergency services personnel
- procedures for assisting people with disabilities/ special needs
- clear instructions for all building occupants including:
 - evacuation procedures
 - location of designated outside safe assembly areas where roll calls can be made by
 - floor wardens

In addition:

- Notice boards should display key actions to be taken by any person detecting a fire, including Floor Warden contact details and floor plans showing fire exits.
- Exit signs and other direction guides are to be clearly visible and properly maintained.

FIRE SAFETY TRAINING

- it is a requirement that both key Emergency Co-ordination Group and all other building occupants are fully familiar with evacuation procedures and how to locate and contact their floor warden.
- fire safety education and regular partial or full evacuation exercises are essential to ensure safe outcomes in emergencies. These should be initiated on completion of Emergency Procedures, procedures refined where necessary and planned into the organisation's calendar. Local fire brigades should be advised of fire practices.
- Enhanced Lifestyles and Lifestyle Assistance and Accommodation Service should

ensure that the correct use of the building's fire-fighting equipment is demonstrated on a regular basis

- Fire Brigades will be invited to advise on Fire Safety and train Wardens.

FIRE PREVENTION

All building occupants should be made aware of factors that may increase the risk of fire and/ or prejudice the safe evacuation of occupants such as:

- accumulation of litter
- incorrect use or storage of flammable materials in buildings or car parks
- placement of furniture which might impede easy exit etc.
- careless use of matches, portable heaters, electrical appliances etc.

Wardens should ensure:

- fire doors and smoke doors are kept shut except during use or are not improperly wedged or fixed open
- passage ways and exits are kept free of obstructions
- fire extinguishers are correctly mounted, signposted, and maintained and that any accidental discharges or damage is immediately reported.
- outdoor hazards such as blocked gutters and trees which are too close to buildings are addressed

FIRE EQUIPMENT

Enhanced Lifestyles and Lifestyle Assistance and Accommodation Service will ensure that:

- fire equipment is maintained regularly and service and checking dates are logged
- fire extinguishers are in place and properly mounted
- detection, alarm and sprinkler systems are maintained regularly and checking dates are logged

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FURTHER INFORMATION

Metropolitan Fire Service of SA Woodville Station
In Emergency Ring 000
Administrative – 8204 3600

Metropolitan Fire Service of SA Loxton Station
In Emergency Ring 000
Administrative – 8204 3600

MetroFire – Fire Safety Systems Consulting and Training
(03) 9583 3051

DOCUMENTATION

Documents related to this policy	
Related policies	<p>Q400 - Workplace Health and Safety Policy</p> <p>Q402 - Emergency Policy and Procedures</p>
Forms, record keeping or other organisational documents	Q106 – Incident Report