

# ***EMERGENCY PROCEDURES***

## **Introduction**

In the event of an emergency the smooth execution of Emergency Control Procedures can be achieved only if everyone is thoroughly familiar with what is expected of them.

The risk of panic, personal injury and loss of property is significantly reduced by each resident being trained in Emergency Response Procedures.

## **Development of the Emergency Procedures**

The Emergency Procedures have been developed in accordance with Australian Standard 3745 - Emergency Control Organisation and Procedures for buildings, structures and workplaces.

During an emergency, all residents may have to be evacuated from their building. These procedures have been designed to enable the safe evacuation of residents and visitors. It is mandatory that these procedures be actively supported and adopted by the site Management and residents.

## ***RESPONSIBILITY OF RESIDENTS***

The responsibilities of residents during an emergency may include:

- conducting an orderly evacuation to a safe place of assembly
- assisting the Emergency Services by providing information
- operating portable fire fighting equipment if it is safe to do so

## **Sequence of Evacuation**

The sequence of evacuation is:

- (i) The fire-affected area
- (ii) Areas adjacent to the fire-affected area
- (iii) Additional areas above and below the affected area may need to be evacuated if circumstances warrant or if directed by the Emergency Services

## **All Clear**

Residents are not to return to the structure until notified by a person in authority from the relevant Emergency Service that it is safe to do so.

### **ON BECOMING AWARE OF A FIRE IN YOUR AREA**

On becoming aware of a fire in your area, you should:

- (i) Ensure the alarm has been raised and that the Fire Brigade has been notified
- (ii) Notify other residents in the immediate fire area
- (iii) Attempt to extinguish the fire (**ONLY IF SAFE TO DO SO**)
- (iv) If the fire cannot be contained, withdraw and close doors to slow the progress of the fire
- (v) Advise the senior officer from the responding Emergency Service of conditions in their area

### **When an Emergency Occurs in another Area**

On becoming aware of an emergency you should investigate for signs of smoke or fire and prepare to evacuate.

### **If an Evacuation is Required**

If an evacuation is required, you should:

- (i) Commence evacuation via the emergency exits to the evacuation Assembly Area. Care is to be exercised when entering emergency exits
- (ii) Conduct a final check of all areas of your room to ensure it is clear of occupants
- (iii) Advise the senior officer from the responding Emergency Service that your area has been evacuated
- (iv) Proceed to the evacuation Assembly Area and remain there with the other residents until the All Clear is given by the Emergency Services

Under no circumstances should a resident return to their room unless advised by a member of the responding Emergency Service that it is safe to do so

### **Person with a Special Need**

A person with a special need is someone with physical, intellectual or sensory impairment, either temporary or permanent, who requires assistance during an emergency evacuation

### **A Person with a Special Need in a Fire-Affected Area**

A person with a special need in a fire affected area should be guided to a safe holding area, for example on the landing in the emergency exits with a responsible person remaining with them to provide comfort and reassurance

Where practicable, an up-to-date list of all residents with a special need, including their names, type of assistance required and their location should be kept at a central point accessible to the Fire Service

### **Movement of Motor Vehicles during an Emergency**

Once the occurrence of an incident has been noted, the movement of vehicles from the car park should be stopped to prevent obstruction to the responding Emergency Service vehicles  
Vehicles may be removed from the car park only with the approval of the senior Emergency Services or Police Officer

### ***FIRE EMERGENCY PROCEDURES***

If a fire or the presence of smoke is reported to you, immediately take the following action:

- (i) Direct someone to notify the Fire Brigade
- (ii) Investigate the fire or smoke and assess  
as: Minor fire (initial evacuation not  
required)  
OR  
Major fire (**IMMEDIATE EVACUATION**)

### **Minor Fire**

Generally, a fire is deemed to be a 'minor fire' if:

- (i) The fire is not severe or the smoke widespread
- (ii) The resident is confident in their ability to use the available emergency equipment to effectively counter the fire

If safe to do so, attempt to fight the fire with the correct fire extinguisher or hose reel. Ensure persons not involved in fire fighting are kept away

Do not enter smoke-filled spaces as smoke is toxic. **IF IN DOUBT, COMMENCE EVACUATION**

### ***FIRE PREVENTION***

Prevention of fire is as important as the development of efficient means of fighting it. ALL residents should be acutely aware of the need to avoid dangerous practices and of the danger to life and property in the event of fire getting out of control

Residents should be encouraged to take note of and bring to the attention of Facility Management:

- (i) Any accumulation of litter which may increase the danger of fire
- (ii) Incorrect storage of flammable liquids
- (iii) Any furniture, decoration, equipment or any other item that might impede access to the emergency exits
- (iv) Missing, defective or discharged fire extinguishers
- (v) Defective emergency warning system
- (vi) Any fire and smoke doors that are not kept shut (except during use) and any self closing mechanism which is not operational.
- (vii) These doors should close automatically and are not to be held open by wedges etc.
- (viii) Any obstructions or stored articles in emergency exits and passageways
- (ix) The storage of any article in fire hose reel cupboards

All residents should be encouraged to observe the greatest care when using matches, portable heaters, electrical appliances and other possible sources of ignition. Their immediate area and/or surroundings should be kept neat and tidy

### ***FIRE EXTINGUISHERS***

If it is safe to use the fire equipment:

- (i) Do not panic. Try to remain calm and think
- (ii) Warn everybody in the immediate vicinity
- (iii) Ensure someone has alerted the Fire Brigade by ringing "000"
- (iv) Determine type of fire and exact location
- (v) Select right type of extinguisher
- (vi) Be sure you know how to use the extinguisher. If in doubt, READ THE INSTRUCTIONS
- (vii) Have another person back you up with another extinguisher
- (viii) Where possible, keep the doorway at your back or behind you
- (ix) Keep low to avoid smoke
- (x) Do not get too close to the fire
- (xi) Direct extinguishing agent at seat of the fire, NOT at the smoke

**NOTE: Initial discharge of the extinguisher at the fire is to be from no closer than 2 metres.**

### ***FIRE HOSE REELS***

Residents should know the position and method of operation for any installed fire hose

reels. If the decision is made to use a fire hose reel:

- (i) **DO NOT** use on electrical fires. Water is conductive
- (ii) Whenever possible, two people should be used to unroll a hose reel, that is, one to control the nozzle and one to ensure the hose runs off the reel freely and is not caught around doors or corners
- (iii) Remember to turn on the water supply at the reel before running out the hose
- (iv) Check the water is capable of being turned on and off at the nozzle

### **Use of Fire Blankets**

Fire blankets may be used on fires involving flammable liquids in cooking containers or containers such as deep fat fryers. Method of use:

- (i) Carefully and slowly cover the burning object with the blanket
- (ii) Turn off heat source
- (iii) Leave blanket in place until cool
- (iv) Ring the Fire Brigade on '000'

### **Special Considerations**

Kitchen areas pose high risks as heat or flames used in food preparation can cause fires. Special considerations are necessary

### **Oven Fire**

To extinguish an oven fire:

- (i) Raise alarm in the local area
- (ii) Ensure the oven door is closed
- (iii) Turn off power (if it is safe to do so)
- (iv) Obtain a CO<sub>2</sub>/Dry Chemical Extinguisher or fire blanket

For an oven with pull down door: stay at side of oven, open door slightly, extinguish the fire and shut the door. For an oven with a side-opening door: keep below the top of door, open the door, extinguish the fire and shut the door

### **Range Top Fire**

To extinguish a range top fire:

- (i) Raise the alarm in the local area
- (ii) Ring the Fire Brigade on '000'
- (iii) Turn off power (if it is safe to do so)
- (iv) Obtain a CO<sub>2</sub>/Dry Chemical Extinguisher or fire blanket

Approach fire while discharging extinguisher or carefully place fire blanket over the fire

<p><b>CLOTHING CATCHES ON FIRE</b></p> <p>Stop, Drop and Roll</p>	<ul style="list-style-type: none"> <li>● Act immediately</li> <li>● Stop where you are</li> <li>● Drop to the ground and cover your eyes and mouth with your Hands</li> <li>● Roll over and over until the flames are extinguished</li> </ul>
<p>If another person's clothing catches on fire</p>	<ul style="list-style-type: none"> <li>● Make them stop, drop and roll</li> <li>● If a person is unable to drop to the ground, smother the flames with a towel, blanket or jacket</li> </ul>
<p><b>SMOKE</b></p> <p>Crawl Low Under Smoke</p>	<ul style="list-style-type: none"> <li>● Smoke is dangerous, it is hot and toxic</li> <li>● Smoke rises towards the ceiling leaving cooler, cleaner air close to the floor</li> <li>● Don't go through the smoke if you can help it. Use an alternative exit if one is available</li> <li>● Crawl on your hands and knees and move as quickly as possible</li> </ul>
<p><b>BURNS</b></p> <p>Cool a burn</p>	<ul style="list-style-type: none"> <li>● Treat a burn with cool water for 10-15 minutes</li> <li>● Get medical help immediately for serious burns</li> </ul>
<p><b>EMERGENCY PROCEDURES</b></p> <p>Respond Correctly to Emergency Procedures Including Fire Drills</p>	<ul style="list-style-type: none"> <li>● Discuss the Emergency Procedures with family members</li> <li>● Ensure everyone is aware of the Evacuation Assembly Area</li> <li>● Everyone should know the location of fire extinguishers, fire hose reels and equipment for raising the alarm</li> <li>● REMEMBER - "WHAT HAPPENS IF YOU ARE NOT THERE?"</li> </ul> <p><i>HOME FIRE SAFETY - INSTALL SMOKE DETECTORS</i></p>