FIRE
And
EMERGENCY
PROCEDURES
EMERGENCY CONTROL ORGANISATION

An Overview

SCOPE
Emergency control organisations have been established to put into practise those emergency procedures described below to safeguard the occupants of the building in the event of any emergency. An emergency can develop from many causes including fire, structural faults, bomb threat, gas leaks and various civil disorders.

The occupants of the building are responsible for ensuring that all procedures are followed and practised regularly. (Weekly test and a bi-monthly warden drill practise)

EVACUATION OF DISABLED PERSONS
All wardens should be aware of the evacuation procedures for disabled persons or persons with medical conditions. Any person that has a medical condition should be escorted from the building by a warden. Persons in wheel chairs should be positioned in a fire rated stairwell or safe place under the supervision of a warden until help arrives. The fire brigade will assess if those persons need to be moved and they will effect removal.

EMERGENCY CONTROL ORGANISATION

The emergency control organisation consists of:

- The Chief Warden
- Deputy Chief Wardens
- Floor Wardens
- Fire Safety Officer (advisor).

All emergency organisation personnel should be selected from volunteers not conscripts. A volunteer will show far more enthusiasm than one who is forced to carry out these extra duties unwillingly. All people occupying important positions should be resident in the building for a majority of a normal working day.

RESPONSIBILITIES

The Chief Warden (and Deputy Warden) is responsible for:

- Carrying out regular checks of organisation personnel and ensuring that they are all are aware of their responsibilities.
- Monitor the building evacuation systems and report any failures. (Regular testing)
- Take control in any emergency situation and order an evacuation if necessary.
- Act as liaison officer on organisational matters within the building and also with any attending fire brigade officer.
- Advise the occupying personnel when it is safe to re-enter the building following an evacuation.
- Hold regular meetings of the emergency organisation. (At least twice a year)
• Ensure that fire safety training is provided to all new staff, visitors and students through the Occupational Health and Safety inductions held within the School.

The Floor Warden is responsible to:

• Carry out regular inspections of the local working areas, checking all fire equipment and reporting non-complying situations missing equipment and new hazards to the Chief Fire Warden.
• All wardens must be familiar with all evacuation procedures and communication operations.
• Advise of any circumstances that may effect the safe evacuation of staff including disabled persons.
• Check that exits are unobstructed.
• Check all fire and smoke isolating doors are closed when the alert signal sounds.
• Act as ushers during an evacuation.
• Search their area for remaining persons.
• Report back to the Fire Control board.
• Is responsible for relaying essential information on any emergency situation, fires, evacuation instructions and the all clear advise. To use the warden intercommunication point (WIP) on each floor and will relay required messages from the chief warden.
• Has the power to co-opt personnel from the floor to assist with any of the above duties during any incident.

Lecturers

In the event of any emergency, the lecturer in charge of a class is responsible for the safety of that class and must take those normal directions given by the Chief Fire Warden and the Floor Wardens. The lecturer must ensure that all their students leave the building when instructed and go to the designated assembly areas.

Visitors

Where members of the public are present (anyone who does not work in the area or building) particularly in such areas as conference rooms that are frequently used by external organisations, a particular officer should be assigned to assist the public in leaving the building by conducting them to the fire escape stairs. Special attention must be given to aged and incapacitated members of the public so they can be evacuated in the same manner as an incapacitated worker.

FIGHTING A SMALL FIRE

At no stage should anyone place themselves in a dangerous situation and should only fight the fire if they feel safe with the circumstances. Always leave an escape route between you and the exit point, keep alert and work in pairs. If any situation appears too difficult to handle with fire equipment then leave the area immediately before untenable conditions commence to occur.
TRAINING

The following training guidelines should be observed:

- Meetings for the Emergency Organisation Committee should be arranged at least twice a year. These meetings should be convened by the Chief Warden and discuss problems effecting the operation of the organisation, procedures and the evacuation system.
- All Fire Wardens should receive thorough training in the evacuation procedures.
- The fire safety regulations state that all building occupants should receive annual training in the evacuation procedures.

PROCEDURES

In the event of fire the following sequences should occur:

- The person discovering fire will initiate an alarm by operating the break glass alarm and by dialling 53333 to security and then notify the Floor Warden if practicable.
- Floor Wardens will report to their WIP phones and wait for further instructions when the alarm first sounds.
- The Floor Warden will initiate evacuation procedures and notify the Chief Warden.
- The fire floor will then be evacuated if necessary without waiting for direction.
- The floor or area should be thoroughly searched where safe to ensure that no one remains.
- All personnel are to wait in the assembly area until directed otherwise by the Fire Brigade or emergency controller.

The Floor Wardens will carry out the following procedures:

- Advise the chief fire warden of the extent of the emergency by using the WIP.
- Evacuate immediately if conditions become untenable.
- Ensure all the areas on the floor are thoroughly inspected where safe to do so.
- Attempt to fight the fire if practicable.
- Order the evacuation of the area when doubt exists concerning the safety of the people with particular regard to smoke build up. This order may be independent of any instruction given by the chief warden but the floor warden must inform the Chief Warden of action taken even if done so from another floor WIP.
- Advise the Chief Warden when the floor is clear using the WIP before leaving, if practicable.
- Report to the Chief Warden at the emergency control point. (FIP)

The Chief Warden will take the following action:

At the same time as the affected floor is being evacuated, the chief warden and his deputies should have carried out the following actions:

- Confirm all wardens are present on all levels
- Initiate an evacuation, if necessary, based on the reports from the floor warden from the fire floor.
- Receive information on incapacitated persons on any floor.
- The lifts should be switched to fireman mode and brought to level 1.
• The lift should only be used in a fire service mode with a fire service key.
• Keep all unaffected floors fully informed so as to eliminate any unnecessary panic.
• Arrange for the fire brigade to be met and informed of the current situation.
• Evacuate the whole building if required. This order will usually be given by the fire brigade officer if not done so beforehand by the chief warden.
• The deputy Chief warden shall assume the role as Chief Warden in the absence of the latter.

EQUIPMENT

For the purpose of identification the emergency organisation is provided with identification helmets as follows:

<table>
<thead>
<tr>
<th>Role</th>
<th>Helmet Colour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Warden &amp; Deputies Chief Wardens</td>
<td>WHITE</td>
</tr>
<tr>
<td>Floor Warden</td>
<td>YELLOW</td>
</tr>
<tr>
<td>Wardens</td>
<td>RED or ORANGE</td>
</tr>
</tbody>
</table>

EVACUATION DRILL

The evacuation drill is an actual rehearsal of the procedures to be adopted in the event of an emergency. These rehearsals serve to familiarise all concerned with the organisational procedures and to identify any weaknesses that may exist.

Practices should be so arranged, where practical, so as not to overly inconvenience the running of the business of teaching.

They should be designed to ensure that all staff are thoroughly familiar with the evacuation procedures operating in the building.

There are two types of evacuations:

• The organisational evacuation drill involves only those people delegated to the emergency organisation. When carrying out such a drill they are expected to perform the duties completely.

• The total evacuation will involve all occupants of the building. This exercise is a test of the whole organisation and the occupants of the building and should be carried out annually.

DOCUMENTING

The Chief Warden will maintain an occurrence book in which details of all phone and system tests, organisational, partial and complete evacuations are recorded. This book should be located at the point of master control, supplied by the CFW and be made available to the FSO on request for audit purposes.

Upon completion of any drills, all wardens and deputies should attend a de-briefing meeting at an appropriate place to formally record any difficulties or failures that may have been identified and occurred.
CONTROL AND CO-ORDINATION

It is not sufficient to rely on an untested plan, nominated staff members, fire alarms and evacuation systems. People do have predictable reactions and with the required training will react in the manner to cope with various situations.

Some people may not treat fire drills seriously. While a cause for concern, it is not overly important. What is important is that continual practice encourages familiarity and in times of emergency, building occupants and emergency staff will respond correctly and panic will be minimised.

Fire exercises should not be overly publicised and only those nominated emergency personnel who need to know should be informed of all fire drill exercise. This will allow a more realistic drill situation and increase the benefits. Emergency personnel are the only people who should be made aware of an impending exercise.

THE EMERGENCY EVACUATION SYSTEM

The emergency evacuation system is designed to meet the Australian Standard Code 2220. This code outlines the parameters under which such systems are to operate. There is a Master Emergency Control Panel (MECP) located adjacent to the fire indicator board (FIB) usually on the ground or basement levels. This panel controls the total operation of the system in the building. Points to note about these systems are:

- One section of the panel operates the communications between the MECP and the WIP’s (Warden Intercommunication Points) on each floor or zone.

- The second section of the panel has the zone controls which enable the chief warden to select the zones required and operate the alert and evacuate tones and the public address.

- These systems have a battery back up which will give about 24 hours use in a continuous mains power failure situation.

The WIP’s (Warden Intercommunication Points) are the personnel link between the Chief Warden and the Floor Wardens. The WIPs are used to convey confidential instructions to the Floor Wardens and for them to report to the Chief Warden. It is important to educate every one who may use the system that the Chief Warden can communicate with any or all Floor Wardens at any time but the Floor Warden must wait until the Chief Warden opens the circuit between the MECP and any WIP, otherwise no conversation can take place. The second point is that Floor Wardens cannot communicate with each other at any time.

When a fire alarm is registered in a building the unattended master panel should be on automatic and the fire alarm activates the master panel and the alert tone sounds.

On hearing this tone the following sequence takes place:

- The Chief Warden and deputies goes directly to the Fire Indicator Board and the Master Emergency Control Panels, which are located adjacent to each other.

- The floor wardens go their respective warden intercom phones, and wait for the chief warden to talk to them.
- The Chief Warden, knowing where the alarm has been activated, will ask the floor warden of the floor concerned to send someone to investigate the alarm on that floor. It is a good practice to keep all other wardens fully informed of the situation.
- By this time the fire brigade should have arrived and the Chief warden should inform the officer in charge of the situation, i.e., where the alarm or fire is, what action is being taken to extinguish the fire, what floor has commenced evacuation (two above and one below), what injuries have occurred.
- After all floors have been evacuated the Floor Warden, acting as the communicator (yellow hat) are to physically report to the Chief Warden at the Master Emergency Control Point.
CHIEF FIRE WARDEN

EVACUATION CONTROL PROCEDURES
(ELECTRONIC PUSH BUTTON SYSTEMS)

1. The building CHIEF FIRE WARDEN will respond to ALL building fire alarms, Initially the warning system is sounding with the alert tone.

2. Open the panel with the 003 key and Insert the key into the internal key switch
   Turn the key to MANUAL. (The evacuation system will not respond in automatic)

3. “DO NOT turn off the fire alarm bell” until the brigade arrive

4. From the fire alarm panel screen, DETERMINE from which area the alarm is being generated (University Security will be with you to assist in the investigation)

5. TURN OFF the alert tone and use the public address microphone to advise the occupants in the whole building of the situation.

6. Talk clearly and slowly. PRESS the ALL P/A BUTTON to Cancel.

7. Turn the ALL ALERT TONE back on until the Fire Brigade Arrives.

8. If a fire emergency is found and you consider there a danger to occupants, press the ALL EVACUATION BUTTON located at the bottom of the key pad and EVACUATE the building.

9. If no apparent emergency or danger is found,(ie a detector in alarm - red light on) advise the building occupants of the situation and advise we are waiting the fire brigades arrival. Turn the ALL ALERT TONE back ON until the Fire Brigade Arrives.

10. On the arrival of the fire brigade, advise them where the alarm has activated. They will investigate the situation and advise you of any further action to be taken. Security and / or a Fire Warden, preferably from the floor concerned, should escort them through the area

11. When the Fire Brigade gives the all clear, advise the whole building using the P/A system. Note this only applies where no evacuation is necessary.

12. RESET any evacuation panel controls to OFF, turn the key switch to AUTO, remove the Key and close and lock the panel.
FLOOR WARDEN
FIRE EMERGENCY PROCEDURES
(WARDEN INTERCOM PHONE)

1. On hearing the building alert tone, the Floor Warden should go their respective Warden Intercom Phones and wait for the chief warden to contact them and give relevant instructions.

   **Note**: allow time for the Chief Warden to reach the master control point.

2. If advice is given by the Chief Warden that an alarm has been generated from a particular room on that floor, undertake a detailed search looking initially for a potential problem.

3. If no obvious problems exist, advise the Chief Warden of the situation and wait for further instructions (ie:- stand by we are waiting for the Fire Brigade).

4. If an untenable situation is located, the Floor Warden must advise the Chief Warden of the circumstances using the WIP phone and prepare for a possible evacuation.

5. Where a dangerous situation is found, **EVACUATE** the floor immediately advising the Chief Warden of your actions. The Chief Warden will transmit the evacuation signal for the whole building.

6. Evacuate the floor or area that you are responsible for and inform the CFW on the WIP phone that the area is clear.

7. After informing the CFW that the floor is clear of occupants, all wardens should physically report to the CFW at the FIB.
EMERGENCY WARNING and INTERCOMMUNICATION SYSTEM

WEEKLY SYSTEM TEST

This test is carried out by the Chief Building Warden at an appropriate time which is preferred to be at the same time every week and causing the least amount of disruption to the building occupants and operation.

THIS EXERCISE ONLY INVOLVES THE TESTING OF THE FUNCTIONAL OPERATIVE PARTS OF THE EWIS SYSTEM.

These include the following
- Public address system (if upgraded)
- Alert signal
- Evacuation signal
- Floor warden intercommunication phones (W.I.P)

THE PROCESS

- The Chief Warden arrives at the panel and opens the Perspex door using the 003 panel key.
- Insert the key and turn the control key from automatic to manual.
- Press the all PA button and say the following:  (SUGGESTED WORDING)

INTRODUCTION

Good morning this is the Chief Fire Warden.
I am about to test the Emergency Evacuation System.

THE ALERT TONE

The first sound you will hear is the Alert Tone.
This is a test, disregard all sounds.
(Sound alert tone for about three cycles)

EVACUATION TONE

You will now hear the Evacuation Tone
This is a test, disregard all sounds.
(Sound evacuation tone for about three cycles)

WARDEN INTERCOM TELEPHONE TEST (PHONES LOCATED IN THE LIFT FOYER)
To be tested by deputy building wardens.

CLOSING REMARKS

This completes the test of the emergency evacuation system.
Thank you for your co-operation.

Turn the key to Automatic and close the door.
EMERGENCY WARNING and
INTERCOMMUNICATION SYSTEM

BI-MONTHLY SYSTEM TEST

This test is carried out bi-monthly by the Chief Building Warden at an appropriate time and causing the least amount of disruption to the building occupants and operation.

THIS EXERCISE ONLY INVOLVES THE TESTING OF THE FUNCTIONAL OPERATIVE PARTS OF THE EWIS SYSTEM.

These include the following
- Public address system (if upgraded)
- Alert signal
- Evacuation signal
- Floor warden intercommunication phones (W.I.P)

THE PROCESS
- The Chief Warden arrives at the panel and opens the Perspex door using the 003 panel key.
- Insert the key and turn the control key from automatic to manual.
- Press the all PA button and say the following: (SUGGESTED WORDING)

INTRODUCTION
- Good morning this is the Chief Fire Warden.
- I am about to test the Emergency Evacuation System.

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- The first sound you will hear is the Alert Tone.
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(Sound alert tone for about three cycles)

EVACUATION TONE
- You will now hear the Evacuation Tone
- This is a test, disregard all sounds.

(Sound evacuation tone for about three cycles)

WARDEN INTERCOM TELEPHONE TEST (PHONES LOCATED IN THE LIFT FOYER)
- Would all floor wardens please go to their Red Warden Intercom Phones and wait to be called.
- NOTE _ Floor Wardens are to report on any faults that may exist to the Chief Warden. For example: speakers not working, extinguishers missing etc.

CLOSING REMARKS
- This completes the test of the emergency evacuation system.
- Thank you for your co-operation.

Turn the key to Automatic and close the door.
THE CHIEF WARDEN
EVACUATION DRILLS

This evacuation drill shall be carried out by the Chief Building Warden at an appropriate time. A total evacuation shall be carried out annually.

EVACUATION DRILLS ARE UNDERTAKEN TO ENSURE ALL OCCUPANTS OF THE BUILDING ARE WELL VERSED IN THE PROCEEDURE FOR THE SAFE EVACUATION OF THE BUILDING

THE CHIEF WARDEN WILL

- Wait for the activation of the fire alarm system by the Fire Safety Assistant or the Fire Technician.
- Once the alert signal has commenced, let it run for between 30 and 45 seconds to simulate the actual time it would take for the chief warden to reach the Fire Alarm Panel.
- Turn the key switch from automatic to manual
- Stop the alert signal and
- Make an announcement over the Public Address system telling all building occupants where the alarm occurred, if possible and audible.
- All floor wardens should be reporting in so that the chief warden knows who is available.
- Obtain a report from the FIRE FLOOR, after an inspection, and commence evacuating the building.
- As the floor wardens check in on the WIP’s check them off using the lights at the side of the panel.
- One Floor warden from each floor must report that their floors are clear and proceed to the fire control point. (Yellow hat)
- All building occupants go to the designated assembly points
- The evacuation exercise will be timed to cease when the last floor warden reports to the FIP.

After the practical exercise is complete, a de-briefing involving all wardens should be held to discuss the success or failure of the exercise and to identify shortcomings or equipment failures.

Turn the key to Automatic and close the door.