





## Fire Evacuation & Emergency Policy

<b>Checklist or Form</b>	 <a href="#">Go to</a>  Form M- Emergency Evacuation Plan & Procedures
<b>Effective date</b>	17 June 2008
<b>Date reviewed</b>	
<b>Review date</b>	February 2015
<b>Guideline owner</b>	Human Resource – Work Health & Safety
<b>Applies to</b>	All Parish workers - Employees, Contractors, Sub-Contractors, Volunteers; & Visitors
<b>Legislative requirements</b>	WHS Act 2011 & WHS Regulation 2011 Australian Standard 3745: Planning for emergencies in facilities. How to Manage Work Health and Safety Risks Code of Practice Managing the Work Environment and Facilities Code of Practice Work Health and Safety Consultation, Co-operation and Co-ordination Code of Practice
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### Policy

Under the Work Health and Safety Regulation 2011, the Parish has a duty to identify hazards which could lead to risks to health and safety for all workers and others in the workplace. The Parish recognises emergencies may occur which place workers at risk of harm. We will therefore develop emergency procedures and preventative measures to minimise risks.

#### 1.1 Fire Prevention

The Parish will ensure appropriate fire detection and minimisation equipment is available. This may include:

- smoke detectors;
- fire blankets;
- fire extinguishers;
- fire hose reels.

The Parish will consult with workers to determine the level of risk and what equipment is appropriate. All equipment will be checked and maintained annually.

In addition, the Parish will ensure appropriate fire exits are in place and correctly signposted, and evacuation routes are displayed in accordance with Australian Standard 3745: Planning for emergencies in facilities if applicable.



All workers have responsibility for fire prevention by:

- Ensuring clear access to fire control equipment at all times
- Always keeping fire escapes clear on the inside and the outside
- Ensuring fire escape doors are not locked on the inside during working hours
- Storing combustible or flammable materials in dedicated areas – not under stairs
- Being vigilant for sources of ignition from overheated process or equipment
- Using only approved flammable liquid containers
- Using only non-combustible absorbents for cleaning up spills
- Cleaning up spills and absorbents promptly.

## 1.2 Emergencies

The Parish has identified the following types of emergencies which may occur:

- Fire
- Explosion
- Bomb threat
- Medical
- Incursion

The Parish has appointed at least one Warden to take the lead in the event of an emergency. The Warden will be trained in the role.

Workers will be trained in the use of fire fighting equipment.

The Parish will conduct regular drills in Emergency Evacuation with frequency determined by consultation and risk assessment. At induction, all workers will be shown the location of fire exits and extinguishers, and be advised on their operation.

### 1.2.1 Fire

If a worker discovers a fire, they should determine if it poses an immediate risk. If the risk is not immediate and they are trained in use of fire fighting equipment, they may choose to attempt to put out the fire, but should do so only where there is no risk to themselves or others.

If the worker cannot attempt to extinguish the fire, they should:

- close the door to isolate the fire if possible;
- alert the fire warden or another responsible party;
- call 000 and summon the fire brigade;
- in consultation with the warden, evacuation may be required.

### 1.2.2 Explosion

If an imminent explosion risk is discovered, the area should be evacuated and 000 called.

The Parish will ensure combustibles are stored appropriately to minimise risk of explosion. If a substance is found to be stored inappropriately, but does not pose an imminent risk, the substance should be moved to appropriate locations.

### 1.2.3 Bomb threat

If the Parish receives a bomb threat, the worker receiving the threat should try to obtain as much information as possible, including:

- where the bomb is located;
- what will trigger its explosion / when is it timed to explode;
- what it looks like.



In addition, the worker should listen carefully for anything that may further aid a police investigation such as accent.

If possible, attempt to keep the informant on the line and have another worker ring 000.

If the bomb threat suggests an immediate threat, evacuate the area immediately. If the threat is not immediate, the warden may decide to conduct a search for the bomb. If a suspect item is discovered, no worker must touch the item, the area must be isolated and workers evacuated.

## **1.2.4 Medical emergency**

If a person at the Parish has a suspected medical emergency, call 000 and request an ambulance. While awaiting the ambulance, summon the first aid officer to provide medical assistance.

If the medical emergency includes a possibility of transmission of disease, isolate the victim from workers and ensure the first aid officer wears appropriate personal protective equipment.

## **1.2.5 Threat**

If a person enters the Parish and threatens violence, alert workers to lock themselves in their buildings / rooms if possible and summon the police on 000. Workers should not try to negotiate with the intruder. Any workers under immediate threat should follow the intruder's instructions and avoid eye contact. Under no circumstances should the intruder be confronted.

## **1.3 Records management**

The Parish will document the emergency management process and retain records to demonstrate:

- emergency equipment and procedures in place;
- risks have been assessed;
- drills have been conducted and reviewed;
- who was involved in consultation;
- training and instruction provided and to whom.

Records will be retained for at least 5 years.