

Name:	FIRE EVACUATION PROCEDURE
Approval Date:	6 June 2020
Version	3

PURPOSE

The purpose of this procedure is to ensure that a procedure is in place to minimise the detrimental effects of a fire and ensure the health and safety of all personnel.

SCOPE

This procedure applies to all Glasshouse Country Care employees (full-time, part-time, fixed term, casual, voluntary and temporary) for the duration of their employment.

PROCEDURE

Office site is divided into 5 sections:

- (1) General Manager office, CHSP Administration office and Main Administration office
- (2) Seniors Day Centre
- (3) Kitchen, rear corridor HCP offices & toilets
- (4) Cottage
- (5) Maintenance Shed

Fire Wardens:

Transport Lead
Head of Maintenance

Area Wardens:

- (1) General Manager or delegate
- (2) Activities Program Coordinator or delegate
- (3) Head of Finance and Admin
- (4) Worker 1 on shift
- (5) Head of Maintenance

Main Exits:

- (1) Exit via front door. Alternate exit - via sliding glass door in Admin Main Office
- (2) Exit via external sliding glass doors at north end (rear) of day centre. Alternate exit - via front sliding door through to front door
- (3) External rear door (offices & toilets). Alternate exit - through kitchen door;
- (4) Exit at front or rear of Cottage
- (5) Exit front or rear of Maintenance Shed

Muster Points

- (1) Front Muster Point
- (2) Rear Muster Point
- (3) Rear Muster Point
- (4) Front Muster Point
- (5) Front Muster Point

NOTE: Alternate Exits and Muster points are only used if the fire is blocking the main exit path.

Area Warden Role - Each Area Warden Should

- (a) Only attempt to tackle a fire if it is blocking exit from area
- (b) Direct staff to appropriate exit, and muster area

- (c) Nominate one staff member from each team to support evacuation of Senior Day Centre Staff
- (d) Ensure all staff have left area, sweep check as leaving
- (e) If there are toilets in an area check they are clear
- (f) Close internal doors as areas are checked
- (g) Direct all to appropriate muster point
- (h) Roll call of area staff team members.

Senior Day Centre Evacuation

- (a) Advise clients to move toward the exit and leave building
- (b) Ensure the most mobile clients exit first
- (c) Direct clients to appropriate muster point
- (d) Instruct all staff available to assist those clients who need assistance
- (e) Pick up Fire emergency box from door
- (f) Once room has been vacated close the glass doors and prevent anyone from re-entering
- (i) Proceed to the muster point and roll call of clients and staff team members.

NDIS Group Evacuation

- (a) Advise clients to move toward the exit and leave building
- (b) Ensure the most mobile clients exit first
- (c) Direct clients to appropriate muster point
- (d) Instruct all staff available to assist those clients who need assistance
- (e) Pick up Fire emergency box from door
- (f) Once room has been vacated close the doors and prevent anyone from re-entering
- (g) Proceed to the muster point and roll call of clients and staff team members.

Fire Warden Role:

- (a) Call 000
- (b) Proceed to fire control box to locate fire
- (c) Proceed to area of fire, ascertain extent of fire, if safe to do so.
- (d) Where possible close doors to prevent further oxygenation of the fire.
- (e) If safe, use fire extinguishers to extinguish fire.
- (f) Proceed to front of building to liaise with emergency services when they arrive.
- (g) Once fire has been contained or emergency services are in control, proceed to assembly point, check with area wardens all areas have been evacuated and roll call has been completed.
- (h) Once the fire has been declared safe advise the General Manager that it is ok to return to the building.

Transport Team Lead Role

1. Bring Vehicle Keys out, and assign workers to remove vehicles way from building if safe to do so

Head of Maintenance Role:

1. Proceed to turn off gas
2. Remove any vehicles as necessary
3. Assist Area Wardens

RESPONSIBILITY

The General Manager has primary responsibility for the management of staff and services covered by this procedure.