

## Purpose and Scope

Access4u is committed to providing a safe environment for its staff, clients and the community by ensuring that systems and procedures are established and maintained which:

- ensure appropriate preventative measures are taken to minimise risk of fires and damage to property and contents.
- provide a fire-safe environment for all persons on Access4u property.
- establish proper emergency evacuation procedures and provide appropriate training for building occupants.
- provide levels of fire protection consistent with Australian Standards.

## Responsibilities and delegations

This policy applies to	Governing Body/ CEO, Managers, Staff, Volunteers
Specific responsibilities	<b>The Board</b> – Responsible for effective governance mechanisms are in place to ensure a safe environment. <b>CEO/ Managers</b> – Responsible for monitoring and ensuring adherence to this Policy and related procedures. Ensuring due diligence and takes reasonable steps to ensure Access4u provides a safe environment and meets the Australian Standards. Employees, Contractors, Volunteers – Responsible for taking reasonable care for their own health and safety as well as taking reasonable care that their acts or omissions do not adversely affect the health and safety of others.
Policy approval	CEO

## Policy context – this policy relates to:

Standards	Safe work SA / Australian Standards
Legislation	<i>Work Health and Safety Act 2012 (SA)</i> <i>Work Health and Safety Regulations 2012 (SA)</i>
Contractual obligations	
Organisation policies	Internal WHS and IM policies, procedures and processes.
Forms, record keeping, other documents	

## Procedures

Access4u will maintain an Emergency Plan to prepare for fire and other emergencies that endanger life and property.

The Emergency Plan will address:

- training of emergency warden/s and defining roles and responsibilities
- comprehensive fire safety audits
- regular building evacuation exercises
- fire detection and suppression equipment
- escape routes and exits
- mobility impaired staff or 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 primary role of Emergency Coordination is not to combat the emergency but to safeguard occupants and ensure an effective evacuation if necessary.

- A group across the tenancies will be selected from staff 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.
- The following roles are to be filled:
  - Chief Warden
  - Floor/ Area Wardens appointed on the basis of one for every 20 people on the floor/ in the area. Ideally there should be two wardens per floor
  - Qualified First Aid Officer(s)
  - A communications coordinator
- Names and contact details for all Emergency Co-ordination Group personnel will be circulated to all staff.

## Key responsibilities in the event of fire

Any person detecting a fire is to:

- alert people in the immediate vicinity and request assistance
- call the fire brigade and alert the switchboard attendant and the Floor Warden
- operate fire-fighting equipment if it is judged adequate to extinguish the fire and such action can be undertaken safely
- contact the fire brigade to confirm the alarm has been noted/ advise them of the emergency

The Chief Warden/ Deputy Warden is to:

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

- ensure Floor/ Area Wardens are kept fully informed
- initiate a general alarm and evacuation if required
- oversee any evacuation
- fully brief emergency services on arrival and then follow the Fire Brigade's instructions.

## **The communications co-ordinator is to:**

- be responsible to the Chief Warden for communicating and recording information and instructions to and between the emergency services, the Chief Warden, Floor Wardens and occupants.

## **The Floor Warden is to:**

- advise the chief warden of any emergency on the floor and any action taken or proposed
- 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
- 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.

## **First Aid Officers are 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 he/she and the deputy warden are never absent from the building at the same time
- 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

Floor/ Area Wardens are to:

- familiarise themselves with the location and use of their floor/ area's fire alarms, emergency warnings, communications systems, and fire-fighting equipment
- familiarise themselves with their floor's/ area's floor plan and all exits
- report to the chief warden any defects in equipment, obstructed exits, misuse of fire doors and poor housekeeping
- arrange for and notify a replacement when not available to carry out their role
- maintain awareness of the number of occupants in their area, including those with disabilities which would require special attention in the event of an emergency.

## Emergency procedures information

Emergency procedures will be approved, then distributed to all staff. 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 staff, switchboard staff 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 will 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.

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

## **Fire Prevention**

All building occupants will be made aware of factors that may increase the risk of fire and/ or prevent 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 shall 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 reported

## **Fire Equipment**

Access4u 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