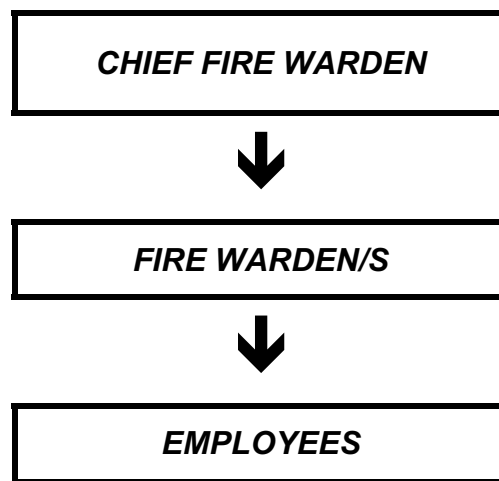

FIRE AND EMERGENCY EVACUATION PROCEDURES

Queensland AIDS Council – Brisbane Office

Emergency Team

Emergency Team Structure



Emergency Team Staff Member

Title	Name	Area
Chief Fire Warden	David Rowley	Reception/Client Services Program
Fire Warden	Craig Lewis	Education Office
Fire Warden	Des Nolan	Org Support Office

Discovery of Fire Procedures

Immediate Action

If you see fire or smoke, no matter how small:

Do Not Panic

- Ensure the immediate safety of anyone within the vicinity of the fire.
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- Raise alarm - notify reception.
- Call the Fire Service giving location and nature of fire. There should be no criticism of any person who used initiative in this respect nor should such action need another person's permission.
- Extinguish or contain using extinguishers, blankets or hoses - **only if safe to do so.**
- Confine fire and smoke by closing doors and windows.
- Leave lights on.
- Exit building via nearest stairwell
- Move to Assembly Area (footpath outside Travel World on the corner of Hope & Peel Streets, South Brisbane).
- For safety reasons – **Do Not Cross Street/s.**

<p>The sequence of events will depend on the individual circumstances</p>
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Remember

- REMAIN CALM - Panic incites fear into staff.
- Staff are priority over property.
- Only fight fire if life threatening. DO NOT attempt to fight structural fires. Fire can be temporarily contained by closing windows and doors, if safe to do so.
- If moving through smoke filled area, keep close to the floor to reduce smoke inhalation.
- DO NOT use the phone unless relaying a message of emergency.
- DO NOT enter building or return to evacuated areas (after total evacuation) until approval is given by the Chief Fire Warden.

Individual Procedures

Chief Fire Warden

On alarm:

- Ascertain physical source of the fire.
- Determine appropriate action to be taken.

Emergency:

- Ensure Fire Department has been notified.
- Ensure that Fire Wardens have been notified.
- Put on identification waistcoat.
- Activate “Evacuation” for the Council if required.
- Utilising the Intercom System direct each Area Warden to carry out evacuation, appropriate to the state of emergency.

Suggested message:

Your attention please. A problem has been identified near the (NAME AREA) and as a precautionary measure we are evacuating the building. Please exit the building via (NAME THE PREFERRED EXIT/s) as quickly as possible and gather in the designated assembly area. There is no immediate cause for concern. **Repeat Once**

- Monitor and direct emergency and evacuation action in all areas of the office.
- Secure attendance book/s.
- Confirm with Fire Wardens that all staff and visitors have been evacuated and accounted for.
- Liaise and consult with the Fire Service on their arrival.

No emergency

- Advise Fire Service on telephone 000 that there is no fire.
- Utilising the Intercom System advise staff that there is no emergency.

Suggested message:

“Your attention please. The source of the alarm has be found and there is no emergency. All staff are to resume normal duties. We apologise for the inconvenience”. **REPEAT ONCE.**

After alarm:

- At a suitable time conduct a debriefing of the incident with staff.

Fire Warden/s

On alarm:

- Take control of designated area and prepare staff and visitors for evacuation.
- Put on identification waistcoat.
- Determine special considerations for mobility-impaired persons should they be present – delegate staff to assist with removal if necessary.
- Act on any further instruction given by the Chief Fire Warden.

Emergency:

- Direct staff in the implementation of the Fire and Emergency Evacuation Procedures. Upon direction of Chief Fire Warden, commence evacuation. Where the Fire Warden feels that evacuation should commence then that order may be given.
- Should either of the exits be obstructed then the unobstructed exit shall be used for the evacuation of all persons.
- Account for staff and others at assembly area.
- Fire Wardens are responsible for all staff under their control.

After alarm:

- Act on any further instruction given by the Chief Fire Warden.

Employees

On evacuation message:

- Check immediate area for source of fire. If in immediate danger exit area as quickly as possible. Please note: Employees are responsible for the safety of their volunteers and visitors and must inform them to follow the Fire Wardens instructions.
- Await instructions from either the Chief Fire Warden or Fire Warden.
- Should either of the exits be obstructed then the unobstructed exit shall be used for the evacuation of all persons.
- Report to evacuation assembly point.
- Await instructions from either Chief Fire Warden or Fire Warden.

After alarm:

- Act on Chief Fire Warden's Instructions.