



Uniting Church in Australia
Broadwater Road Centre

481 Broadwater Road
Mansfield Qld 4122

Fire and Evacuation Manual

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1 OVERVIEW

1.1 Why have Fire and Emergency Procedures

As part of its commitment to ensuring a safe and healthy working environment, the Uniting Church in Australia, Qld Synod will ensure all of its workers¹, volunteers² and others³ are aware of their responsibilities in the event of an emergency or unplanned situation to ensure the safety of all.

The purpose of this manual is to outline the standards and procedures that the congregation of the Uniting Church in Australia, Broadwater Road will implement to ensure fire safety and emergency evacuation procedures are in place. If procedures are developed, implemented and proven to work, then loss of life or personal injury can be avoided.

This manual is an adaption for Broadwater Road Uniting Church of the *Fire and Emergency Evacuation Manual* published by the Uniting Church in Australia, Qld Synod.⁴

1.2 Definition of Emergency Situation

A building emergency situation may arise as a result of any of the following⁵:

- Fire, smoke or explosion.
- Medical emergencies.
- Bomb threat, letter threat or discovery of an explosive device.
- Internal Emergencies - failure or threat to essential services or hazardous substances, illegal occupation.
- Personal Threats - armed or unarmed persons threatening injury to others or themselves.
- External emergencies.

1.3 Obligations and Responsibilities

1.3.1 The Church

As addressed in The Uniting Church in Australia Regulation 4.4.1. (g), the Church Council is responsible for the use and management of all property acquired or held for the Congregation. Under the *Building Fire Safety Regulation 2008*⁶, the term Managing Entity means the entity ultimately responsible for implementation and administration of legislated building fire safety requirements. The Church Council is the Managing Entity for the Broadwater Road Centre.

All workplaces and congregations of the Uniting Church in Australia, Qld Synod, must:

- Comply with all requirements of the *Fire and Rescue Service Act 1990*⁷ and the *Building Fire Safety Regulation 2008*.
- Engage in a risk analysis process to assess and minimize the risks of potential emergency situations.
- Appoint an Emergency Planning Committee.
- Ensure Emergency Planning Committee members are trained in emergency procedures.
- Make sure all Emergency Planning Committee members know where fire fighting

¹ *Worker* is a person who does paid work for or at the direction of the Church i.e. lay staff and people in one of the specified ministries.

² *Volunteer* in the context of workplace health and safety includes Church Council members and others engaged in the mission of the Church in a volunteer capacity.

³ *Others* in the context of workplace health and safety include visitors, contractors and people who may use Church property or access Church services.

⁴ UCAQ_WHS_FEEM.pdf

⁵ The breakdown of the types of emergency situations is from Australian Standard AS 3745 - 2002 Emergency control organisation and procedures for buildings, structures and workplaces.

⁶ <https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/B/BuildgFireSR08.pdf>

⁷ <https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/F/FireARescSeA90.pdf>



- equipment is stored and be trained in its use, e.g. fire blankets and fire extinguishers.
- Check that the evacuation plan includes procedures to provide prompt treatment for injuries such as burns, smoke inhalation.
- Maintain electrical equipment.
- Implement an evacuation plan and train workers, volunteers, members, adherents and others in evacuation procedures.

1.3.2 Worker, Volunteers and Others

All Church workers, volunteers and others must comply with the emergency procedures.

1.4 Emergency Evacuation Priorities

The Church places the highest priority on the development of procedures to ensure the safety of all persons within the Church workplace and congregation in the event of an emergency. The following criteria are used to guide the development of emergency evacuation procedures:

- First Priority: Protection of Life** - The first priority is to ensure that all people (members and visitors to Church workplaces and / or congregations) who may be in danger are warned, and that action is taken to guarantee their safety, before any steps are taken to prevent the spread of the emergency, to secure assets, or to eliminate the emergency.
- Second Priority: Prevent Spread of the Emergency** - The second priority aims at controlling the spread of the emergency within the building and minimizing its release into the environment.
- Third Priority: Save Assets in the Affected Area** - The third priority is to prevent personal and Church assets from being damaged from the emergency.
- Fourth Priority: Eliminate the Emergency** - The final priority is to eliminate the emergency by pre-determined and practised procedures by the appropriate authorities.

1.5 Colour Coding of Emergency Types

To assist in the understanding of and training for emergency types and procedures, a colour coding has been adopted. This colour coding is based on the universal colour coding defined in the *Australian Standard AS3745 2003 – Emergency control organisation and procedures for buildings, structures and workplaces*.

The colour codes are as follows:

Emergency	Colour Code
Fire, Smoke, Explosion	Red
Medical Emergency	Blue
Bomb threat, letter threat or discovery of an explosive device	Purple
Internal Emergency	Yellow
Personal Threat	Black
External Emergency	Brown
Evacuation	Orange



Note: This Evacuation Manual provides procedures only for the Red category, Fire, Smoke or Explosion. Instructions for handling other types of incidents are explained in the Uniting Church *Fire and Emergency Evacuation Manual*.

1.6 Fire Safety Management Tool

The Queensland Fire and Rescue Service has developed a document to assist owners / occupiers in managing their compliance with the Fire and Rescue Service Act 1990 and the Building Fire Safety Regulation 2008.

This tool and related advisory notes and forms may be downloaded from the website:

<https://www.qfes.qld.gov.au/buildingsafety/>

The Emergency Planning Committee will use this tool to conduct fire safety inspections at intervals of no greater than twelve months.



2 EMERGENCY PLANNING AND CONTROL

2.1 Emergency Planning Committee

To ensure appropriate responses to emergencies, Broadwater Road Uniting Church has appointed an Emergency Planning Committee (EPC). It is the responsibility of the EPC to:

- Establish and implement emergency plans and procedures
- Determine the number of Emergency Control Organisation (ECO) personnel depending on the nature and risk of the buildings and structures of the workplace or place of worship
- Ensure that personnel are appointed to ECO roles
- Arrange for the training of ECO personnel
- Arrange for the conduct of evacuation exercises
- Review the effectiveness of evacuation exercises and arrange for procedure improvements
- Determine who will implement emergency procedure.

The Emergency Planning Committee (EPC) consists of three persons and was appointed by the Administration Team on behalf of Church Council. At least one member of the EPC is to be a member of Property Committee and at least one member from the Admin Team.

2.2 Emergency Control Organisation

An Emergency Control Organisation (ECO) consists of people within the Church workplace or congregation who will initiate an appropriate response to the emergency. The ECO at Broadwater Road consists of:

- Chief Warden
- Deputy Chief Wardens
- Wardens

It should be clearly understood that the primary duty of the Wardens is not to combat emergencies but to ensure as far as practical and to the best of their ability, the safety of the building's occupants and their orderly evacuation from the affected areas.

The duties and responsibilities of the ECO will be performed by those personnel who are present at the time of the emergency event. In most cases, the ECO personnel will volunteer their time and energy in addition to existing work duties or leadership roles within the Church. In particular for workers, care should be taken to ensure there is balance between the responsibilities of their substantive positions and the work of ECO.

2.3 Roles & Responsibilities

2.3.1 Chief Warden

The Chief Warden should have a good knowledge of the layout of the building and the location of fire equipment. The Chief Warden is identified by a white coloured helmet and is responsible for the coordination of the overall evacuation. On becoming aware of an incident, the Chief Warden shall:

- Ascertain the nature of the emergency and determine the appropriate action.
- Ensure that wardens are advised of the situation.
- Sound the alarm.
- Ensure the appropriate emergency services have been notified.
- If necessary, initiate evacuation and control entry to the affected areas.
- Ensure the progress of the evacuation and any action taken is recorded in an incident log.
- Brief emergency services personnel upon arrival on type, scope and location of the emergency and the status of the evacuation and, thereafter, act on the senior officer's instructions.



2.3.2 Deputy Chief Warden

The Deputy Chief Warden shall assume the responsibilities normally carried out by the Chief Warden if the Chief Warden is absent and otherwise assist where required. The Deputy Chief Warden can be identified by a white coloured helmet and is responsible for assisting the Chief Warden in the overall evacuation.

2.3.3 Wardens

Persons selected as Wardens can be identified by a red coloured helmet and may be required to carry out a number of activities, including the following:

- Ensure an orderly flow of persons into protected areas, e.g. evacuation passageways.
- Assist persons with disabilities.
- Search the floor area to ensure all persons have been evacuated.
- Check to ensure the doors are properly closed.
- Act as a leader of groups moving to nominated assembly areas.
- Report to the Chief Warden on completion of required activities.

2.4 Education and Training

Training sessions and periodic exercises will be conducted to test the organisation, procedures and occupant responses to ensure their effectiveness.

ECO personnel shall undertake relevant training for the position to which they are appointed. The training program shall cover issues specific to the building, structure and workplace emergency procedures and should include the following:

- Methods of raising an alarm.
- Procedures and methods of evacuation.
- The location of assembly areas and post-evacuation actions.
- Emergency personnel identification.
- Emergency personnel authorities.
- The ECO team and role of ECO members.

2.4.1 Record Keeping

A record of training conducted must be kept on premises for inspection if requested. The record must include:

- When and where training was conducted.
- Training participants, their contact details and signatures.
- Who the training was conducted by and their signature.

2.5 Liability and Insurance

The Uniting Church in Australia, Qld Synod has in place various insurance policies to cover the potential liability arising from the various activities of its workplaces and congregations. One such policy is the Public Liability Insurance. The intent of the Public Liability Insurance policy is to cover the 'Insured's' legal liability for third party personal injury or third party property damage caused by an occurrence in connection with the business of the Church. Within the definition of 'Insured' under this insurance, workers and volunteers of the Church are included within this definition 'whilst undertaking activities at the request of the Church'.

Therefore, workers and volunteers undertaking defined special duty roles within the EPC and ECO are afforded coverage under the Church's Public Liability Insurance, subject to the terms, conditions and exclusions of that insurance policy.



3 EMERGENCY PROCEDURES RESOURCES

3.1 Warden Helmets

The different types of wardens of the Emergency Control Organisation (ECO) are identifiable by the differing coloured helmets worn. The helmets required by the wardens are as follows:

		
Chief / Deputy Warden White Helmet	Warden Red Helmet	First Aid Officer (if available) Green Helmets

3.2 Alarms & Warning Systems

3.2.1 Broadwater Road

The Broadwater Road Church Centre is not protected by a fire detection system and any alarm must be raised manually.

Upon discovery of a fire or smoke, the Chief Warden or evacuation coordinator must ensure that the Fire Services are contacted by dialling "000" to confirm the emergency.

An on-site alarm may be raised by the operation of any of the following:

- Verbal warning by someone in the building.
- A bell which can be rung by hand.
- A sports whistle blown three times in rapid succession

3.3 Assembly Areas

An assembly area ensures that people who have been evacuated from the buildings can gather in an area safe from potential hazards such as fire, smoke, embers, broken glass and emergency services vehicles. Assembly areas also allow an assessment to be made if any persons are missing.

There are two nominated assembly areas for the Broadwater Road Centre.

1. In the side street immediately opposite the main entrance to the Auditorium (McCracken St). This is the preferred Assembly Area and all occupants should evacuate to this location if they are able.
2. The open area in the bottom car park on Broadwater Road. This is the secondary Assembly Area, where occupants such as those in wheelchairs should assemble if they are unable to cross the grassed section from the main entrance driveway to Assembly Area 1.

3.4 Emergency Procedures Chart

A single page (Evacuation & Fire Chart) which summarises the evacuation process and what to do in a fire is mounted and displayed in several locations in the centre. This chart also shows the location of fire exits and the assembly areas.



4 FIRE FIGHTING EQUIPMENT

4.1 Extinguishers

The Broadwater Road Centre is equipped with one type of fire extinguisher, the dry powder extinguisher, suitable for Class A fires.



4.1.1 Some types of fires:



CLASS A - Ordinary Combustibles Ordinary combustibles include free burning materials such as paper, clothing, packing materials, wood and textiles

CLASS B - Flammable Liquids Flammable liquids include as petrol, spirits, paint lacquers, thinners and chemical in liquid form

CLASS C - Flammable Gases Flammable gases include natural and LPG gases such as those used in BBQs

CLASS E - Fire Involving Electrical Equipment

CLASS F - Oils & Fats, includes vegetable oils & animal fats.

Identifier	Type	Fire Type	Comments
	<p>DRY CHEMICAL</p> 	<p>Class A Fires - Wood, paper & rubbish Class B - Flammable Liquids Class E - Electrical Fires</p>	<p>Dry Powder extinguishers are red with a white band or label</p>

By providing the appropriate fire fighting equipment, the Church will meet its requirements under the Qld *Fire & Rescue Service Act 1990*.

The classification of fires is detailed in the Australian Standard *AS2444-2001 Portable fire extinguishers and fire blankets Selection & Location*.

4.2 Fighting Fires with Extinguishers

4.2.1 Fire fighting procedure

The following procedure should be used when fighting a fire with an extinguisher⁸:

- Remain calm.
- Announce a fire warning to everybody in the area.
- Request that someone contact the Chief Fire Warden or Emergency Service and have it confirmed that you are attempting to fight the fire/evacuate the area.
- Always stay between the doorway and the fire.
- Check if you have the correct type of extinguisher to fight the fire.

⁸ Please Note: That only personnel who have been trained in the use of extinguishers should attempt to fight the fire and only if it is safe to do so. There must be a minimum of two people present. Do not allow children to attempt to combat the fire under any circumstances.



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FIRE AND EMERGENCY EVACUATION MANUAL

- Have someone back you up with another extinguisher if one is available.



4.2.2 The PASS formula

Remember the "PASS" formula:

Pull the pin

Aim the nozzle

Squeeze the handle

Sweep the fire

After the emergency has passed, notify the relevant authority of the extinguishers used so that they can be replaced.

4.3 Fire Blankets

4.3.1 General

Fire blankets are made out of fire resistant fabric and are used to smother flames caused through cooking or clothing fires. They should be located in the kitchen (away from the stove), preferably between the stove and the kitchen exit. Once used in a fire they should be replaced.

4.3.2 When To Use

- A fire blanket is ideal for cooking fat fires and can be used to wrap around people if their clothes catch alight
- Place (not throw) fire blankets over cooking fat fires, keeping hands and face protected behind it
- Turn off the heat source and leave the blanket over the burnt area for at least 15 minutes or until the heat has dissipated.



4.3.3 Regulations

- Fire blankets should be Australian Standards 16 approved.
- It must measure not less than 1 metre by 1 metre.
- It should be installed in or close to the kitchen.

4.4 Other Fire Fighting Equipment

4.4.1 Smoke Alarms (Applicable To Manses)

From 1 July 2007, owners of all houses and units in Queensland must install at least one 9 volt smoke alarm. As a legal minimum requirement, a smoke alarm must be installed on or near the ceiling between the bedrooms and the rest of the house or unit e.g. hallways.

If the Church does any major renovations to the manse, it should include the installation of 240 volt (hard-wired) smoke alarms. This is a requirement under the *Building Code of Australia (BCA)*.

Further information about fire alarms can be accessed from the Queensland Fire and Rescue Service website <http://www.fire.qld.gov.au/default.asp>.



4.4.2 Fire Hoses

Three fire hoses are installed at Broadwater Road Centre. These are located in Fire Hose cabinets:

1. In the main foyer of the Auditorium
 2. In the entrance to the Hall, on the wall next to the kitchen
 3. Outside the northern entrance gate to the passageway ('breezeway') behind the auditorium.
- The fire hoses are connected to the mains water supply and extend for about 30 metres. They have appropriate signage indicating their location.

**FIRE
HOSE**

All fire hose reels are similar in operation. This is the generic procedure:

1. Ensure the nozzle or jet is in the closed position.
2. Turn on the main valve (some will not let the nozzle out until this is done).
3. Pull the hose off the drum, towards the fire.
4. Open the nozzle or valve and direct the stream of water at the fire.

4.5 Equipment Maintenance

Fire extinguishers are to be serviced in accordance with [MP 6.1, Commissioning and Maintenance of Fire Safety Installations](#). It is the responsibility of the Emergency Planning Committee to ensure that all fire equipment items are serviced appropriately. Records of maintenance are to be kept and made available on request.

For further information about the maintenance of fire fighting equipment, refer to the *Australian Standard 1851-2012 Maintenance of Fire Protection Systems and Equipment*



5 FIRE EMERGENCIES

5.1 Person Discovering Fire (RACE)

Rescue	If physically possible and capable and safe to do so, rescue any person in immediate danger.
Alarm	Inform the Chief Warden, giving the following details: <ul style="list-style-type: none"> • Location of fire (building name and floor); • Extent of fire (or nature of incident); • Information about there any injured persons (e.g. is an ambulance or medical assistance require; and • Name of person reporting the fire or incident.
Contain & fight	Isolate the fire (close doors) and alert other people in the immediate area
Evacuate	Follow instructions provided by your warden <ul style="list-style-type: none"> • Assist any person with a disability that has been assigned to you to exit the building • Close doors behind you as you leave • Leave the building from the nearest exit • Do not re-enter to the building • Proceed to the designated emergency assembly area • Report to Warden for further instructions

5.2 Evacuation Procedure

Under the Queensland *Fire and Rescue Service Act 1990*, all Church workplaces and places of worship are required to maintain a plan of action to be taken in the event of fire threatening the life of persons in or on Church premises and buildings.

For the Broadwater Road Centre, the evacuation procedure is detailed in *Section 6 EVACUATION RESPONSE PROCEDURES*.

A copy of the Evacuation Coordination Procedures outlined in the *Broadwater Road Fire and Evacuation Plan* must be given to the representative of any group who hires the church facilities.

5.3 Fighting the fire

Remember that only personnel who have been trained in the use of extinguishers should attempt to fight the fire and only if it is safe to do so.

There must be a minimum of two people present when combating the fire

Only adults are permitted to attempt to combat the fire.

- For trained personnel, an attempt may be made to combat the fire.
- If the fire cannot be contained, the Wardens will order the party to withdraw and close all doors to slow the progress of the fire.



5.4 Fire Prevention Measures

Prevention of fire is as important as the development of an efficient means of fighting it and as a result all staff and members should be acutely aware of the need to avoid dangerous practices which can cause danger to life and property.

All workers, volunteers and others of the Church can engage in measures to prevent or minimise the occurrence of fire. Some of these measures include:

- Preventing the unnecessary accumulation of rubbish (e.g. empty boxes, timber and overflowing bins).
- Safely storing flammable liquids. It is recommended that only minimal quantities of flammable liquids should be held in approved containers and lockable storage areas.
- Ensuring that electrical equipment is checked regularly and faulty or damaged equipment be replaced or repaired immediately.
- Preventing the placement of furniture, decorations or equipment which obstructs clear passage to fire fighting equipment, exits and fire evacuation routes.
- Ensuring fire exit doors are kept unlocked while people are in the buildings.
- Inspecting all exit signs to ensure they are working properly.
- Checking for accidental discharge of faulty extinguishers.
- Ensure that fire extinguishers are checked for expiry dates.

The Emergency Planning Committee should be informed of any poor safety practices that could potentially be a fire hazard.

All workers, volunteers and others of the Church need to be encouraged to observe the greatest care in the use of matches, portable heaters, electrical appliances and other possible sources of ignition. The immediate surroundings of the Church premises should be kept neat and tidy.

5.4.1 Food Preparation Areas

Kitchens and other food preparation areas pose a high risk for fire. The combination of naked flames, numerous electrical outlets, gas and electrical appliances and the use of hot cooking oil guarantees this will be the case. As such the following general guidelines should be applied in the kitchen:

- All areas should be kept clean and grease free.
- Oil, spirits and fats must be stored in purpose made containers away from possible sources of flame and/or heat.

All users of food preparation areas should be aware of the location of extinguishers and blankets, and are adequately trained to use this equipment.



6 EVACUATION RESPONSE PROCEDURES

6.1 Introduction

The evacuation response will be required for emergency incidents such as fire, bomb threats, chemical spills and natural hazards. The evacuation procedure embraces the following steps:

1. Life Safety - The safety of any person near the vicinity of the emergency is ensured.
2. Call the relevant emergency service.
3. Evacuate - The evacuation plan should be based on:
 - a. Effective warning arrangements
 - b. Appropriately trained emergency control personnel
 - c. Assessment of all evacuation routes.
4. Attempt to control or eliminate emergency.

The procedure for the evacuation for differing types of emergencies will be consistent, with minor variations to responsibilities depending on the circumstances.

6.2 Documentation

All evacuation plans must be documented with floor plans incorporated. The floor plans should:

- Be easily readable
- Include information about exit signs, emergency exit stairs, assembly points and availability of fire fighting equipment
- Be located in frequently used areas where people can easily read them for their information.

6.3 Chief Fire Warden / Deputy Fire Warden

On receiving an alarm, the Chief Warden or Deputy Chief Warden or evacuation coordinator will:

Step 1 Worship Service

Proceed to the pulpit/lectern and announce loudly that there is an emergency situation and that the Wardens should proceed to evacuate the congregation to the assembly points.

Workplace and general Worship Centre activities

Inform nearby Deputy Chief Wardens and Wardens that there is an emergency situation.

Step 2 Collect this Emergency Procedures Manual, mobile phone, necessary keys and white identification helmet. Proceed to the location of the emergency and determine the situation. If false alarm, see false alarm procedures. If not, proceed to Step Three.

Step 3 Call Emergency Services by calling "000" to advise of the situation.

Step 4 Sound the evacuation alert to warn all groups or leaders of activities in progress in the centre, by blowing the sports whistle three times rapidly.

Step 5 Ensure that the Wardens and any Volunteer Wardens are aware of the assembly point. The Wardens and Volunteer Wardens must report back on the status of the evacuation to the Chief Fire Warden.

Please Note: If communication cannot be established with the area of the emergency you must assume an evacuation procedure and activate the evacuation signal. Dial "000" for the relevant service to confirm the emergency.

If the emergency occurs outside of business hours or worship times, the leader of any activity in progress at the Centre shall perform the role of Chief Warden / evacuation coordinator.



6.3.1 False Alarm

If the alarm situation is under control and there is no danger to occupants, the Chief Warden or Deputy Chief Warden will:

- Step 1** Contact emergency services if they have been contacted and advise it was a false alarm.
- Step 2** Deputise a person to proceed to the assembly areas and advise that the situation is under control and that they can return to their previous activity.
- Step 3** Write a report and provide it to the Administration Team.

6.3.2 Confirmation of Emergency

If there is potential danger to occupants and/or the situation unexpectedly changes, the Chief Warden or Deputy Chief Warden will:

- Step 1** Ensure that "000" emergency call has been made to Emergency Services.
- Step 2** Deputise any extra volunteer wardens as required - hand them an instruction sheet - and ask them to follow directions.
- Step 3** Proceed to the entrance to the property and wait for emergency services.
- Step 4** Direct emergency services to the location of the emergency and location points for gas and electricity.
- Step 5** Remain at the entrance of the property (if safe to do so) and wait for the Wardens to report their evacuation. Render assistance if requested. If it is unsafe to remain at the front entrance assembly point, proceed to alternative.
- Step 6** As wardens report to Chief Warden, record the following evacuation information for each area of the Centre:
 - All clear
 - Persons with disabilities and their location
 - Refusals to evacuate
 - Medical emergencies
 - Occupants remaining in building.
- Step 7** Advise emergency services personnel of the evacuation information noted above as well as the location and status of the emergency.
- Step 8** Prevent re-entry into buildings until authorised by the Emergency Services.
- Step 9** After the building has been given the "all clear" and normal business has been resumed, complete the *Chief Warden Evacuation Report*



6.4 Warden

Wardens shall be identified by wearing red helmets if available. Red safety helmets shall be held in a conspicuous place in each of the three main buildings in the Centre:

- Main foyer entrance to the auditorium
- Hall - kitchen
- Office - meeting room area

Wardens may be allocated responsibility for:

- Emergency assessment and control
- Evacuation activities
- Assembly area organisation

6.4.1 Warden evacuation procedure

A Warden appointed to assist in the evacuation should do the following:

- Maintain contact with the Chief Warden
- If a fire is found, only attempt to control it if it is safe to do so
- Ensure an orderly flow of persons to the assembly areas
- Search the floor area to ensure all persons have been evacuated
- Assist persons with special needs such as children, visually impaired or other disability
- Check to ensure the doors and windows are properly closed
- Act as a leader of groups moving to the assembly area.

6.4.2 Warden roll call procedure

A Warden in charge of an assembly area should organise the following:

- Form groups based on family units and relationships or activity area
- One person to report to the person in charge of assembly area
- Report all are present
- Report if a member can not be located and where they were last seen
- Visitors to be identified
- Report a status summary to the Chief Warden, including last known location of missing persons.

6.5 Building Occupants

After being advised of an emergency, a building occupant under the instruction from the Warden will:

- Evacuate from the immediate danger area, using the designated fire exit and defined exit paths
- Proceed to the assembly point
- Look for the warden and notify him/her of the situation
- Assist the warden if requested to do so, with evacuating occupants from the immediate danger area using the designated emergency exit
- On evacuation of an area, wardens will ensure all occupants have been accounted for (check toilets, blind passageways, etc)
- Upon complete evacuation of the area, Fire Wardens will report to the Chief Warden to give the all clear.



6.5.1 Refusals to Evacuate

Wardens should never use physical force to remove someone who refuses to evacuate. If a person refuses to evacuate, the Warden should:

- Attempt to verbally persuade the occupant to evacuate.
- If unsuccessful allow the person to remain.
- Report the location of this person to the Chief Warden.
- Ensure that the Emergency Service is notified on their arrival.

Wardens should evacuate any unconscious person who is in imminent danger only on the basis of implied consent, by dragging him/her to the nearest safe area outside the building. Hold the unconscious person under the arms/shoulders and drag him/her to safety - ask for help if needed.

Please Note: Do not move the unconscious person more than is necessary as you may be unaware of the full extent of his/her injuries.

If the unconscious person is not in imminent danger, the Warden will ask a volunteer to remain with the unconscious person. The Warden will notify the Chief Warden of the location and status of the unconscious person. The Emergency Service will be notified on their arrival.

6.5.2 Persons with Special Needs

A person with a special need is one who is unable to exit the building without the assistance of a Warden or a nominated assistant. They could be for example:

- Wheelchair bound or need assistance with walking (e.g. walking frame or cane)
- Visually or hearing impaired
- Infants
- Injured as a result of the emergency.

A register of persons with special needs should be kept, stating the person's regular location, name and type of special assistance required as a result of their disability.

In the event of an emergency, the Warden will nominate an assistant to assist the person with special needs out of the immediate danger area initially and then into a safe place near to an Assembly Area. The assistant must remain with the person at all times.

The Warden will notify the Chief Warden of the location, status and mobility of the person. The Emergency Service will be notified on their arrival.

6.6 Evacuation Exercises

After emergency procedures have been written or amended, evacuation exercises shall be conducted to ensure that the procedures are satisfactory. A practice evacuation is required to be conducted at least annually for all buildings and must be with an appropriate number of persons. Practice evacuations must be recorded in the Fire and Evacuation Practice Register for the Broadwater Road Centre.

Before the evacuation exercise takes place, occupants and ECO personnel shall be briefed. Adequate warning, including the proposed date, shall be given as the evacuation can be difficult enough without the added confusion brought on by surprise.

Simple objectives for the practice evacuation are a means of measuring success. Objectives should include the following:

- Wardens to initiate emergency procedures without waiting for instruction.
- Wardens to respond to alarms within "x" seconds.
- A search of all zones to be completed without delay.



- Emergency control point to be staffed immediately.
- Evacuation to commence within "x" minutes.
- Wardens to report the location of any persons with disabilities requiring assistance.
- Wardens to control any vehicle movements during evacuations.
- A person nominated by the entry point to meet responding emergency services.

Immediately after an exercise, Wardens and other key participants shall attend a debriefing session conducted by the Emergency Planning Committee. The Observer's Checklist should be completed for each exercise and will provide a basis of discussion at the debriefing.

The main purpose of the exercise is to identify and correct any deficiencies in the procedure or its implementation.

All areas of the Centre shall participate in at least one exercise in each 12 month period.

6.7 Document Review

The procedures described in this Manual are to be reviewed annually. A record will be kept in this document to show the updates that have been made in the Manual.

Version	Date	Changes	Author
0.1	9 June 2009	First draft for review	R Cook
0.2	13 Jun 2009	Second draft for review	R Cook
0.3	10 Mar 2010	Added Warden procedures section, amended Assembly Areas	R Cook
1.1	11 Jan 2015	Updated document reference links. Minor format changes.	R Cook
1.2	2 Jan 2017	Review	R Cook