



## **Fire and Evacuation Policy**

### **Purpose**

The purpose of this procedure is to outline a process that will assist in protecting Connecting 2 Community Circles clients, property and minimise potential losses and trauma in the event of a fire.

### **Commencement of Procedure**

This procedure will commence from the date of approval. It replaces all other Fire and Evacuation Procedures of Connecting 2 Community Circles Ltd.

### **Application of the Procedure**

The Procedures apply to all staff members and clients of Connecting 2 Community Circles.

### **Fire Information**

Fires in the work environment have significant potential to cause losses. These losses may be in the form of:

- Loss of life
- Injury to employees
- Property damage
- Product damage
- Equipment damage
- Loss of information
- Community damage
- Environmental damage

Many fires can be attributed to malfunctions in electrical equipment through component failure. The following can cause component failure:

- Defective components or manufacture
- Overworking
- Inappropriate use
- Inadequate ventilation and overheating
- Ageing
- Lack of maintenance or neglect
- Mistreatment or damage



## In the event of an emergency/evacuation, the chain of command is as follows;

- Senior Manager (WARDEN)
- Administration
- Trainer

## In the Case of a Fire/Evacuation

- Remain calm.
- Listen to instructions.
- Stick together.
- Make sure everyone is accounted for.

## Students/Participants must:

- On instruction of the Senior Manager, immediately cease all activity and secure personal valuables.
- Assist any person in immediate danger, but **only if safe to do so**.
- Act in accordance with directions given by the staff and evacuate the building immediately.
- Assist with the general evacuation if directed to do so by staff members.
- Move calmly to the nominated evacuation assembly area and do not leave the evacuation assembly area in the car park until the all clear has been given.
- Follow the instructions of the Senior Managers and staff.



**Staff refer to the information below**

# **IMPORTANT INFORMATION**

## **EVACUATION PROTOCOL**

<b>Senior Manager WARDEN</b>	<ul style="list-style-type: none"><li>• <b>Decision is made to evacuate the premises.</b></li><li>• <b>All staff, visitors and students are informed of the imminent evacuation.</b></li><li>• <b>To put on fluorescent vest “WARDEN”</b></li><li>• <b>To wait until everyone has evacuated the premises, checking the toilets, offices and classrooms.</b></li></ul>
<b>Administration</b>	<ul style="list-style-type: none"><li>• <b>Phone emergency services on “000” and inform the relative emergency services of our issue and that we are evacuating.</b></li><li>• <b>To put on fluorescent vest “ADMIN”</b></li><li>• <b>To collect “sign in books” for students and visitors.</b></li><li>• <b>To evacuate with the students, staff and visitors to the evacuation point.</b></li></ul> <p><b>To start checking off all names of people present with the Sign In and Sign Out books.</b></p>
<b>Trainer</b>	<ul style="list-style-type: none"><li>• <b>To prepare the students and visitors for the evacuation.</b></li><li>• <b>To put on fluorescent vest “TRAINER”</b></li><li>• <b>To safely move all students and visitors to the evacuation point.</b></li><li>• <b>To assist Administration with checking off the names to make sure everyone is present and has evacuated from the building.</b></li></ul>



## Using A Fire Extinguisher

When using a fire extinguisher, remember RACEPASS:

**R**escue

**A**larm

**C**onfine

**E**xtinguish

**P**ull the pin

**A**im at base of fire

**S**queeze handle

**S**weep side to side.

**Only attempt to extinguish the fire if it is safe. At NO point should you compromise your own safety or the safety of others by trying to extinguish the fire.**