



**EXCELSIA**  
**COLLEGE**  
Sydney - Australia

**THIS PROCEDURE IS CURRENTLY UNDER REVIEW BY  
MANAGEMENT COMMITTEE**

**Document Name**

**FIRE EMERGENCY EVACUATION PROCEDURE**

**Document Number**

**PR-WHS-03**

**Document Status**

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## Purpose and Scope

This procedure details what is required in the case of a fire evacuation.

## Responsibilities

Position title	Summary list of responsibilities
Chief Executive	<ul style="list-style-type: none"><li>• Responsible for the safety of people on campus</li><li>• Ensures that the procedure is followed</li></ul>
Chief Fire Warden	<ul style="list-style-type: none"><li>• Assess the fire emergency</li><li>• Make the decision to evacuate</li><li>• Contact Fire and Rescue Services</li><li>• Ensure everyone has evacuated the building</li></ul>
Fire Wardens	<ul style="list-style-type: none"><li>• Follow instructions of Chief Fire Warden</li><li>• Report back to Chief Fire Warden</li><li>• Ensure everyone has evacuated the area</li></ul>
All Staff and Students	<ul style="list-style-type: none"><li>• Be prepared to evacuate</li><li>• Help people in need</li><li>• Call Chief Fire Warden</li><li>• Follow instructions of wardens</li></ul>

## Procedure

<b>1. You discover a fire</b>
<ul style="list-style-type: none"><li>➤ Help people in immediate danger</li><li>➤ Warn others by shouting "Fire, Fire, Fire", telephone Chief Fire Warden on 98198854 who will investigate and raise the alarm.</li><li>➤ The Chief Fire Warden will then coordinate with the Communication Officers, Floor/Area Warden and the First Aid Personnel.</li><li>➤ Decide if you can put the fire out. If you are not sure, do not attempt to.</li><li>➤ Don't attempt to use a fire extinguisher if you have never been instructed on how to use one.</li><li>➤ If you can put out the fire then do so, if not proceed to evacuate the building.</li></ul>
<b>2. You hear the fire alarm ringing; you must prepare to evacuate the building</b>
<ul style="list-style-type: none"><li>➤ Switch off all computers, printers and electrical appliances.</li><li>➤ Close all windows and doors.</li><li>➤ Gather your personal belongings in preparation to immediately evacuate the building.</li><li>➤ Organise/help other people in the room.</li></ul>
<b>3. Evacuate the building and proceed to your Building Assembly Area</b>
<ul style="list-style-type: none"><li>➤ Move at a quick walk, do not run.</li><li>➤ If you have to move through a closed door that you cannot see through:<ul style="list-style-type: none"><li>▪ Feel the door to see if it is hot;</li><li>▪ Look for smoke coming under the door;</li><li>▪ Open the door slowly and look around it to see if there is a fire behind it;</li></ul></li></ul>

- If there is no fire on the other side, proceed through and close the door behind you.
- Move to the Building Assembly Area as quickly as possible.
- Report to your Warden that you/your group is there and if you know of anyone trapped in the building.
- Remain in the Assembly Area until you are informed that you may leave by either the Floor/Area Warden or a member of the emergency services.

#### **4. You notice someone on the verge of panic**

- Give them a task or responsibility.
- The person will still require constant monitoring.
- Do not hit them.
- Take hold of one of their hands and guide them out of the building to the Assembly Area.
- If they will not cooperate or start to grab hold of things. Leave them where they are.
- Evacuate yourself and inform your Warden, the Building Warden, one of the security personnel, or the police or Fire and Rescue Services immediately.

#### **5. Mobility impaired people**

- If you encounter a person with some form of physical disability that restricts their mobility, you may be required to assist them from the building. If you are unable to remove them from the building many stairwells have respite areas for mobility impaired persons. They can be left here, where they are shielded from the fire, and a person should wait with them until retrieved by emergency personnel on arrival. It is important to inform the emergency personnel or Building Warden of their location so that they can be retrieved as soon as possible.

#### **6. If you are trapped in a room**

- Exit through a window if you are on the ground floor.
- If you are not on the ground floor:
  - Close the door.
  - Go to the window.
  - If there is smoke in the room open the window a little so you can breathe fresh air. If not, do not open the window. This can assist in the spread of fire into your area from lower floors.
  - Attract people's attention to your plight. This can be achieved by writing on a paper and sticking it to the window or calling out the window. If you open the window remember to close it again as this can be an entry point for fire. Do not open the window up fully.
  - If the room is filling with smoke, stay close to the ground. The air is cooler and oxygen is more plentiful in this region.
  - Wait for the Fire and Rescue Service to rescue you.

#### **7. REMEMBER**

- ❖ Fires spread rapidly;
- ❖ Fires produce thick black smoke that is difficult to see through and causes suffocation;
- ❖ The freshest air will always be near the floor;
- ❖ Move quickly. Do not run;
- ❖ Be decisive;

❖ Make a decision and follow that decision.

## **References and Documentation**

WP-GEN-05 Emergency Wardens Procedure Issue 5

WP-GEN-06 Emergency Procedure Issue 12