**Evacuation Coordination Procedures**

**Evacuation Coordinator:**

**Alert Tone Procedures: (BEEP BEEP BEEP)**

* If a fire is present in the ares, contact the Evacuation Coordinator and advise of the sitruation and need to evacuation.
* If no fire is present, wait to be contacted by the Evacuation Coordinator or for the Evacuation Tone.
* Evacuation Coordinator will either:
1. Contact you and advise that the alarm is origination from your area. Send Wardens out to check for signs of fire or smoke (if available). When the Wardens return, report their findings to the Evacuation Coordinator.
2. Contact you and advise that the alram is originationg from another area and is being investigated. Wait for the Eavacustion Tone to sound of the False Alarm message.
3. Not contact you, but change the tone to the Evacuation Tone, Follow the Evacuation Procedures.
4. Not contact you, but cancel the tones to make a False Alarm Announcement. Send Wardens ( if avaialbeO to adivse occupants of the false alarm and resure nomal activities.

**Evacuation Tone Procedures (Whoop Whoop Whoop)**

* Wardens begin to search and clear occupants from all areas.
* Wardens should report on :

a) The location of anyone refusing to leave

b) Mobility impaired and special needs persons and their location

c) Any areas unable to be checked

> Leave via the nearest safe exit and proceed to the Assembly Area.

**Post Evacuation Procedures:**

* At the Assembly Area, congregate occupants together.
* Ask occupants if they notice anyone who was present prior to the Alert is now missing.
* Notify the Evacuation Coordinator of anyone noticeably missing
* Ensure occupants do not re-enter the building until allowed by the Chief Warden/Evacuation Coordinator.

 **FIRE AND EVACUATION PROCEDURES**  **In The Event of Fire**

**Preliminary**

The Primary duty of residents, occupants and /or contractors is not to combat the fire but to ensure as far as practicableand to the best of their ability, the safety of themselves and others. Residents, occupants and/or contractors with current skills in the use of extinguishers or other equipment may attempt to extinguish the fire if safe to do so.

Throughout these procedures, the indication to “Raise the Alarm” is a reference to this sub-section:

* This building is fitted with an automatic fire detection system and Manual Call Points (sometimes known as Break Galls Alarms), however if a fire is discovered before the building systems have operated, break the glass to operate the alarm system and back this up by shouting; **“FIRE, FIRE, FIRE”** and continue this call until all occupants have been alerted and begin to leave the building.

**On discovery of a fire:**

* Remove people from danger.
* “DO NOT OPEN THE FIRE-PROOF DOORS Leading into a suspected fire area” Close all doors if possible to slow the progress of the fire and contain smoke,
* Raise the alarm and notify the Evacuation Coordinator of the nature and status of the emergency by dialling “000”.
* Commence evacuation of the immediate area leaving via the nearest safe exit and proceed to the Assembly Area.
* Mobility impaired and special needs persons should be reported to the Evacuation Coordinator or Senior Fire Officer on arrival of QFRS. If possible these persons should be moved the stair well in Evelyn St.

**On being advised of a fire or hearing an Evacuation Tone:**

* Evacuate the building immediately via the nearest safe exit even if there is no evidence of a fire.
* Proceed directly to the Assembly Area ( Evelyn St, Waterfront carpark)
* Do not re-enter the building until instructed it is safe to do so by either the Senior Fire Officer in Charge or the Evacuation Coordinator.

**Alert Tone Procedures (Beep Beep Beep)**

* Prepare for the possibility of an evacuation but remain and do not proceed through the building.
* Pair up with another occupant in order to account for each other.
* Wait for instructions by the Evacuation Coordinator or for the Evacuation Tone to sound.

**Evacuation Tone Procedures (Whoop Whoop Whoop)**

* Leave via the nearest safe exit
* Do not take large items such as large bags
* Proceed directly to the Assembly Area
* Remain at the Assembly Area until cleared to re-enter the site by the Senior Fire Officer or Evacuation Coordinator. If you notice anyone who was present prior to the evacuation now missing, report this to the Evacuation Coordinator, or to a member of QFRS.

**Assembly Area**

* Waterfront car park in Evelyn Street. Proceed on opposite side of the street to Newstead Terrace to reach this area

**Mobility Impaired and Special Needs Persons**

In the event of an evacuation if possible assist the mobility impaired out of the immediate danger area or ensure the location of this person (s) is reported to a member of QFRS. If direct evacuation form the building is possible, such as being located on a ground floor level, mobility impaired should be assisted to, but not obstructing the nearest safe exit. When all occupants have been evacuated, assist the mobility impaired directly to the assembly area.

If evacuation directly from the building is not possible (remember you cannot use the lift in a fire emergency), such as being located on an upper level, mobility impaired should be assisted to, but not obstructing the nearest safe area. When all occupants have been evacuated, assist the mobility impaired into the safe area and ensure the Evacuation Coordinator has been notified. The door should be closed to provide insolation from the danger area. If safe to do so a responsible person should wait with the mobility impaired until assisted by the Emergency Services.

The Stairwell in Evelyn Street should be the safest place to wait, but check first to make sure it is.

**General Fire Prevention**

Prevention of fire is as important as the development of an efficient means of fighting it, and to this end all residents/occupants should be acutely aware of the need to avoid dangerous practices which can cause danger to life and property.

* Occupants should take note and bring to the attention of the Evacuation Coordinator and /or any member of the warden team, an poor safety practices such as:
1. Unnecessary accumulation of rubbish (empty boxes, overflowing bins etc)
2. Unsafe storage of flammable liquids, If it is necessary for you to have flammable liquids stored on site, ensure they are kept in leak proof container; have only sufficient amounts on hand for use during the day and return to an approved flammable liquids cabinet or store property at the end of each day.
3. Placement of furniture, decoration or equipment which obstruct clear passage to fire fighting equipment, exits and fire stairs.
4. Fire doors should be kept shut except during use, and not wedged or similarly fixed in an open position. The installation of door hold open devices (fire services approved) can overcome any offences in this area.
5. Accidental discharge or faulty extinguishers should be reported immediately to the Body Corporate.