



Shire of Wyndham East Kimberley
Council Policy Manual
OSH 7

POLICY No:	OSH 7
DIVISION:	Occupational Safety and Health
SUBJECT:	Emergency Evacuation Procedure
REPORTING OFFICER:	Executive Manager Engineering and Development Services
ENABLING LEGISLATION:	Occupational Safety and Health Act 1984

OBJECTIVE:

To ensure that access to and egress from workplaces are kept free from obstruction at all times and that employees are familiar with emergency evacuation procedures.

POLICY:

Council is committed to ensuring that accesses to and egresses from workplaces are kept free from obstruction at all times and that employees are familiar with emergency evacuation procedures.

Council shall provide regularly maintained and efficient portable fire extinguishers to control any fire likely to arise from the work being done at the workplace and shall ensure that portable fire extinguishers are located and distributed at the workplace in accordance with AS 2444.

Movement around workplaces

It is the responsibility of all employees and contractors to ensure that persons are able to move safely within the workplace. This shall be achieved by keeping passages free of obstructions at all times.

Emergency Exits

It is the responsibility of the employer to ensure that all emergency exits are available for use at all times and are not secured closed or locked when employees are still located within the workplace.

It is also the responsibility of the employer to ensure that the emergency exits are clearly marked within the workplace and that the emergency exit signs are visible when a power failure occurs.



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Earthquake

In the event of an earthquake, office employees should attempt to shelter under a solid object until the earthquake has finished before evacuating the building unless it is unsafe to do so. Employees should avoid movement around the office during an earthquake as it exposes them to falling objects and faults in the structural efficiency of the building due to the quake.

Flammable Goods/Materials

In areas where there are flammable goods, chemicals or materials which in the event of a fire are likely to burn with extreme rapidity, emit poisonous fumes or cause explosions, and or create a risk of harm or injury to a person at the workplace resulting from the goods or materials being ignited, employees and contractors shall ensure that no person smokes or introduces a naked flame into that part of the workplace.

All persons in these areas shall comply with signage prohibiting naked flames or verbal instructions not to smoke or introduce a naked flame.

Where the storage of these types of materials is frequent then the employer will consider the purchase of a specifically designed chemical storage unit, or a fire reticulation systems, emergency alarm buttons, smoke detector alarms and/or fire extinguishers. It should also be noted that the type of fire extinguisher which is used must be suitable to the type of material or substance stored.

If a fire does occur, the employee is to immediately raise an alert by contacting a fire warden, supervisor or dialling “000” and is expected to take responsible steps to try and contain the fire but should not do so if they believe that doing so may cause them harm or injury and that the fire may be contained by them taking such actions. The procedures in case of fire are contained at the end of this policy.

Access to Emergency Services

It is the responsibility of the employer to ensure that all employees have access to communication facilities to contact emergency services in case of any emergency in any work area including those who work in remote locations.

Emergency Wardens

Where the Shire has made a decision to appoint fire wardens to control emergency procedures, the Shire shall ensure that:

- All wardens have been trained in their responsibilities;
- They have been provided with a bright safety helmet clearly marked “Fire Warden” which is required to be worn during evacuations and emergency situations;
- All employees have been notified of who their designed warden is;



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- The warden is aware of the evacuation procedure and location of safety devices with the work area.

The Shire shall also ensure that they have appointed a designed person to contact emergency services in the event of a fire, bomb threat, terrorism attack, chemical spill or work accident. The designated person shall be replaced by another employee when absent for work.

Evacuation Procedures

Council will ensure that there is an evacuation procedure to be followed in the event of a fire or other emergency at the workplace, and that the evacuation procedure is clearly and prominently displayed at the workplace.

A diagram showing the locations of exits and the position of the diagram in relation to the exits will be clearly and prominently displayed at the workplace.

The evacuation procedure will be practised at the workplace at reasonable intervals. Persons at the workplace who would be required to help control or extinguish a fire in the workplace shall be appropriately training and provided with appropriate protective closing and equipment.

Emergency Evacuation

Council shall endeavour to ensure that managers and supervisors are accountable for the whereabouts of all employees under their responsibility when an evacuation occurs. All employees shall be notified of the evacuation meeting areas. Employees are responsible for ensuring that in the event of evacuation that they reach the designated evacuation location as soon as possible in a calmly manner.

No employee is permitted to re-enter the building until authorised, if the emergency evacuation procedure has initialised. Any employee who fails to evacuate the building once the emergency alert has been activated, fails to go to a designated meeting area or fails to follow a lawful direct during an emergency will face disciplinary action. Failure to evacuate and follow lawful directions during an emergency is considered as a serious offence as it places unnecessary risk on the person/s concerned and other staff members.



SAMPLE

EMERGENCY PROCEDURE – XXXX DEPOT

Upon Discovery of a Fire

- Alert your Supervisor/manager
- Alert other employees, fire wardens, occupants and visitors
- Dial State Emergency Services in Kununurra on 91691003 or Wyndham 91681436 and advise fire brigade or 000.
- Attend to casualties in immediate danger (if appropriate)
- Switch off power point near fire and disconnect power leads if possible.
- Use fire extinguisher if safe to do so.
- If your supervisor is not in attendance evacuate all personnel and proceed to assembly area.
- Count all personnel.

Using Fire Extinguishers

- Make sure you are using the correct extinguisher for the situation.
- Keep an emergency exit between or behind you and the fire.
- Stay low to avoid heat and smoke.
- Direct extinguisher stream at base of flame (not smoke).
- Use a side-to-side sweeping motion over the burning surface.
- Sweep from near edge to rear then up any vertical surface.
- On extinguishing the fire make sure to get “Hot Spots”.
- If fire gets out of hand, retreat and close the door (do not lock).

Emergency Evacuation

- On the emergency signal evacuate via your designed emergency exits.
- Proceed to assembly area.
- Dial (Police) Kununurra 91664530 or Wyndham 91611055 or 000.
- If injuries have occurred dial 000.
- Instruct all personnel to remain in assembly area until directed by your Supervisor.

NOTE: Study the plan of your workplace and become familiar with all emergency exit routes. Do not panic, and assist anyone who is having trouble with evacuation procedures.



CONSIDERTION OF ISSUES RELATING TO FIRE AND PREVENTION

STAY ALERT FOR HAZARDS

- Overheating equipment.
- Accumulated rubbish (poor housekeeping).
- Cracked, faulty electrical insulation.
- Spilled flammable material near a heat source.
- Hot-work activities e.g. Welding
- Overloaded equipment/circuits.
- Storage of flammable material near a heat source.
- Electrical wiring defects.
- Explosive dangers (flammable vapours, dust etc.).
- Failure to switch off equipment when not being used.

PREVENT FIRE HAZARDS BY ENSURING

Exits remain clear of obstructions.	✓
Everyone is aware of evacuation procedures.	✓
Fire extinguishers are available and clearly marked.	✓
Personnel know how to identify extinguisher and fire types.	✓
Faulty and overheating equipment is not used.	✓
Equipment is switched off at the end of the workday.	✓
Circuits are not overloaded.	✓
Rubbish does not accumulate.	✓
Heaters are placed away from flammable materials.	✓
“No Smoking” signs are obeyed.	✓
Regular fire hazards inspections are conducted.	✓



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HOW TO RESPOND IN A FIRE EMERGENCY

1. Assist personnel in immediate danger, but only if safe to do so.
2. Close off the affected area, close doors to contain smoke and flame when you exit.
3. Raise the alarm and call the Fire brigade (use alarm and phone).
4. Attack the fire (fire extinguishers, hose reels), but only if safe to do so.
5. Move to emergency assembly area/assembly point.
6. Follow instructions from Fire Wardens.
7. Keep talk to a minimum when evacuating.
8. Assist mobility impaired people.
9. Remain at the assembly area/point until the all clear is given.
10. Feel doors for heat and fire on the other side.
11. Be accompanied when you go to fight a fire.
12. Only attack a fire if it is safe to do so.
13. Fire extinguishers empty in a short time so it is dangerous to fight a fire that is spreading rapidly.
14. Do not use water or foam fire extinguishers on appliances connected to electricity.
15. Breathe air close to the floor in a smoke filled room – crawl or crouch.
16. Stop, drop and roll to smother burning clothes.
17. Smother flames on a burning victim with a blanket, rug or coat and lie them on the ground.
18. Cool burnt skin with water for 10 to 15 minutes to limit tissue damage and relieve pain. Do not burst blisters. Do not peel clothing stuck to a burn.