

Fire and Evacuation Policy

Purpose

The purpose of this procedure is to outline a process that will assist in protecting Gtec Training and Development Pty Ltd. 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 Gtec Training and Development Pty Ltd.

Application of the Procedure

The Procedures apply to all staff members and clients of Gtec Training and Development Pty Ltd.

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 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.
- In a fire, do not use a lift to evacuate a building unless absolutely necessary.

- Move calmly to the nominated evacuation assembly area and do not leave the evacuation assembly area in the car park, **in front of St. George Bank** 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

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

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<http://www.tau000.edu.au/emergency/procedures/evacuation>

Review Date:

Document uncontrolled when printed.

Using A Fire Extinguisher

When using a fire extinguisher, remember RACEPASS:

Rescue

Alarm

Confine

Extinguish

Pull the pin

Aim at base of fire

Squeeze handle

Sweep 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.

Location of the Fire Extinguisher

This facilities' fire extinguisher is located to the **right of the kitchen**. It is an A:B(E) Powder extinguisher, and is to be used for; paper, wood, textile, liquid and electrical fires.