



Fire Safety and Evacuation Procedures

1 Emergency procedures

1.1 If you discover a fire emergency

- Raise the alarm and alert other people in the vicinity
- Notify Fire and Rescue NSW on 000
- Notify one of the Fire Wardens (see list posted inside building)
- Evacuate the building if necessary
- If it is safe to do so and only when evacuation has commenced, use the correct fire extinguisher to put out the fire

Remember that firefighting must always be secondary to life safety.

Safe evacuation must be the primary concern.

Note: In most instances the above actions would need to be initiated concurrently.

1.2 Rules for emergency evacuation

- When instructed to do so by the Fire Warden, walk quietly but quickly to the nearest exit. Proceed to the outdoor assembly area. The Assembly area for all of the Church buildings is located on the front lawn between the driveways and close to the front fence.
- Follow the instructions of the Fire Warden.
- Do not panic. Do not run, push or overtake. Keep noise to a minimum so that Fire Warden instructions may be easily heard.
- Do not return to the buildings until the all clear is given by the Fire Warden.

2 General background

2.1 Introduction

These fire emergency procedures and rules for emergency evacuation are to be used in the event of any emergency which may require partial or total evacuation of the buildings. Evacuation of the buildings may be necessary as the result of fire, explosion, chemical leak, structural fault or equipment failure.

2.2 Responsibility for coordination in emergencies

- Fire and Rescue NSW Personnel if on site
- The Fire Wardens
- All individuals working within the buildings

Note: The Fire Wardens are the Elders, the Management Team and Ministry Leaders. This information is displayed near the exit doorways on each building.

2.3 Role and responsibility of Fire Wardens

- **Before fire or emergency Fire Wardens should:**
 - i. familiarise themselves with the floor area of each building, in particular potential problem areas such as strong rooms, rooms leading off blind passages, doors leading to dead ends, or areas from which people will require special assistance during evacuation
 - ii. familiarise themselves with the firefighting equipment
 - iii. ascertain the position of fire hoses in the building vicinity
 - iv. formulate an emergency plan for evacuation of the buildings
 - v. ensure that fire training and drills, as outlined in Part 3, are regularly carried out
 - vi. carry out regular inspections of the buildings and remove hazards.
- **In case of fire or other emergency Fire Wardens should:**
 - i. check the source, type and severity of the emergency
 - ii. decide if evacuation is required
 - iii. raise the alarm
 - iv. ensure that evacuation of the building is orderly
 - v. ensure that all occupants of the building are aware that evacuation of the building is necessary, and direct occupants to the nearest accessible exit or escape stairs
 - vi. if it is safe to do so, make a thorough search of the area to ensure that no persons remain
 - vii. ensure that Fire and Rescue NSW is called
 - viii. brief the Fire and Rescue NSW Personnel of the situation on their arrival.
- **After fire or other emergency the Fire Wardens should:**
 - i. announce the all clear
 - ii. review the response to the fire or other emergency and revise this plan as appropriate.

It should be emphasised that the primary role of Fire Wardens is not to combat fire and emergencies but to ensure as far as practicable, the safety of occupants and their orderly evacuation from buildings.

2.4 Action by individual occupants

- **Before fire or emergency**

All occupants should make themselves familiar with the emergency evacuation procedures, the location of fire exits, fire extinguishers, assembly areas, and the operation of firefighting equipment. In case of fire or other emergencies, follow fire emergency procedures.

2.5 Fire and emergency notices

Notices are located at each building near the fire exit doorways. These notices consist of the following:

- Floorplan of each building showing the location of:
 - fire extinguishers
 - fire exits

- the evacuation path
- the outdoor assembly area for the building.
- Name of the Fire Wardens
- Emergency call numbers for Fire and Rescue NSW, Police and Ambulance.

3 Fire drills and training

The Fire Wardens are responsible to ensure that:

- fire evacuation drills are carried out and recorded at regular intervals of no less than twice per year
- every person permanently working in the buildings receives instructions on
 - i. the procedure to be followed in the event of fire
 - ii. the means of escape from the buildings in the event of fire
 - iii. the location and method of operation of firefighting equipment
 - iv. the procedure for conducting students and visitors from the buildings in the event of a fire

These instructions are to be given within one month of commencement of working in the buildings and repeated at intervals of not more than 12 months.

- a written fire and evacuation plan for the buildings is maintained.

NHCC Evacuation Procedures

Location New Heights Christian Church
30 Northville Drive
Edgeworth 2285

Fire Wardens Church Elders
Management Team
Ministry Leaders

Procedures In the event of a fire, all people on the premises are to proceed to the nearest exit.
Fire Wardens are to ensure that an orderly evacuation takes place.

If it is safe and practicable, Fire Wardens are to ensure that all areas have been cleared, all doors secured where possible, and remaining people are ushered to the nearest exit.

A head count at the assembly point is to be conducted and all people are to be accounted for.

Assembly Point On the front lawn between the driveways and near the front fence.

Everyone is to assemble outside on the front lawn between the driveways and near the front fence.

Fire Wardens are to do a head count and ensure that everyone is accounted for.

Emergency Phone Numbers

**Fire/Police/Ambulance
000 or 112**