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EMERGENCY EVACUATION PLAN

Under the provision of the Public Building Regulations it is necessary for some public buildings to have an emergency evacuation plan, with the size and detail of the plan being dependant on the particular premises.

This information is presented to assist small organisations in preparing an emergency evacuation plan for their building. This information should be considered as guidance information only and the City of Albany takes no responsibility for the formulation or the effectiveness of your plan.

Emergency Planning Team

It is important that small team of persons be formed who are likely to be involved in any emergency together with other persons who may have specialist knowledge, such as a lighting person in a theatre.

These persons should be indemnified against civil liability resulting from the practice of emergency evacuation of a building where they have acted in good faith in the course of their duties.

The duties of the team should:

- Establish and implement and emergency evacuation plan.
- Ensure there are sufficient persons to carry out the plan.
- Arrange training for involved persons.
- Conduct evacuation exercises.
- Review effectiveness of exercises.

Planning Principles

- State clearly the purpose and scope of the plan.
- Base assessment on possible threats.
- Plan appropriately for the size and complexity of the premises.
- Define roles of persons involved.
- The plan should be easy to use and amend.

In brief, the plan should be:

- Simple
- Flexible
- Written
- Disseminated
- Tested
- Reviewed

Planning Considerations

The following aspects should be considered:

- The adequacy of emergency communication facilities and where relevant the role of the switchboard operator.
- Escape routes to be checked for suitability.
- Lifts and escalators - it is assumed would not be working during the emergency.
- The egress route for impaired persons should be checked out. The procedures in helping impaired persons should be discussed.
- It is essential for the responsible person to ensure all persons are cleared from their area.
- Assembly areas after evacuation should be far enough away from the building to ensure that everyone is safe from flying glass and other objects and any possible source of danger. Determine the safest evacuation route, ensure emergency services are not hindered and consideration be given for restricting vehicle movement.
- Other considerations include escorting public from the premises, safeguarding cash and valuables and response time to emergency services.

Emergency Control Team

Depending on the size of the premises the team might consist of a Chief Fire Warden, other wardens and possibly a communications officer. The persons selected for these positions should be physically fit, mature in judgement, have clear diction and on the premises during hours of operation.

Principal Roles and Responsibilities:

Chief Warden

- Ascertain nature of emergency and determine appropriate action.
- Notify appropriate emergency services.
- Ensure wardens are advised of the situation.
- Where necessary initiate evacuation.
- Brief emergency services on arrival.

Wardens

- Alert nearby persons and request assistance.
- Activate fire alarm. Phone fire brigade. Notify Chief Warden of any emergency.
- Commence evacuation procedures.
- Assist mobility impaired persons.
- Search floor areas to ensure all person are accounted for and ensure orderly flow of persons.
- If suitably trained and safe to do so, operate first attack fire fighting equipment, e.g. portable fire extinguishers, fire blankets and fire hose reels.
- Once building is empty, turn off power and close doors to confine fire.

Education

Wardens should be familiar with the following:

- Layout of areas for which they are responsible.
- Operation of communication equipment
- Operation of the building's fire fighting equipment.

Where practical, demonstrations are to be provided on the operation of fire fighting equipment.

The emergency team should have meetings at least once every six months and should include training sessions.

Practice Evacuations

After emergency evacuation procedures have been written, at least one practice in conjunction with the appropriate emergency service is recommended to ensure that the procedures are satisfactory. With the experience gained from this exercise, subsequent practices should be held at least every twelve months. A debriefing should be undertaken after each practice to identify and amend any shortcomings in the procedure.

Summary Fire Procedure Guidelines

Ensure the safety of anyone within the vicinity of the fire.

Call fire brigade.

Fight fire – most buildings have fire fighting equipment and this should be used if the responsible person is trained in its use. However, if it becomes obvious there are unnecessary risks associated with attempts to control the fire, occupants should withdraw closing the doors behind them.

Evacuation – an effective plan is based on the following:

- Effective warning arrangement
- Appropriately trained emergency control personnel.
- Assessment of evacuation routes.

Information contained in this document is mainly obtained from the Australian Standard 3745-1995 Emergency control organization and procedures for buildings.

**** DISCLAIMER ****

This information sheet is a guide only. Verification with original Local Laws, Acts, Planning Schemes, and other relevant documents is recommended for detailed references. The City of Albany accepts no responsibility for errors or omissions.

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