

Bethany Care Ltd

Admin Office Fire

Policy & Procedure 1

Document Review Details	
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Reviewed by	Brian Lynch (Quality Assurance)
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Bethany Care Limited

Fire Procedure

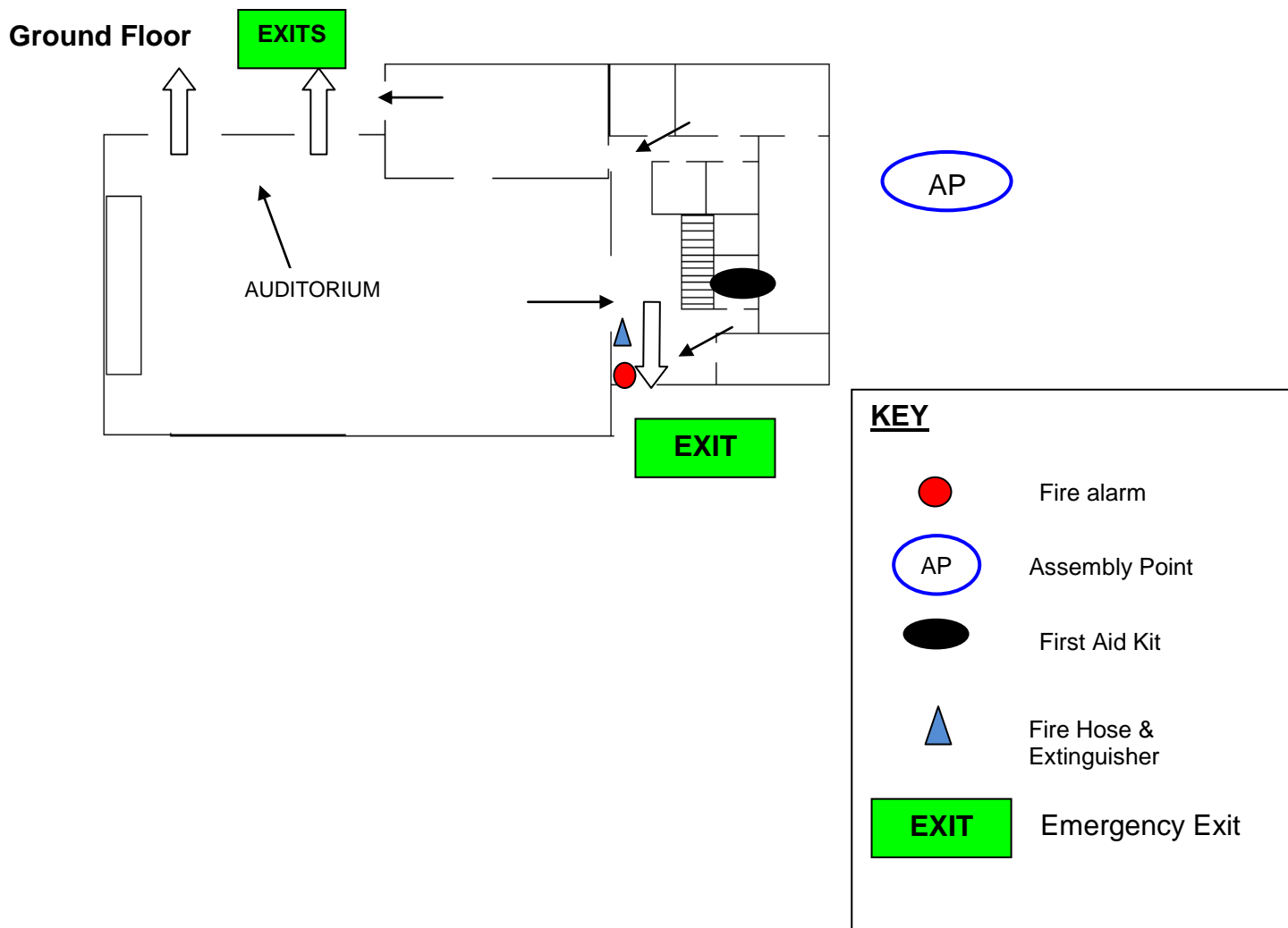
Directly sourced from Hope Church / College's Procedure Manual

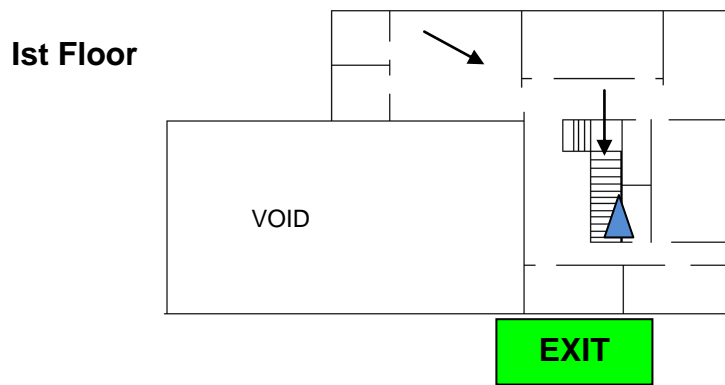
15.1c EMERGENCY RESPONSE PLAN

Hope College has an Emergency Response Plan to enable rapid safe evacuation from the building in the event of an emergency.

Copies of the plan are permanently on display in the College and employees/voluntary workers are provided with a copy as part of their induction. Students are informed as a part of their Orientation.

The emergency response plan includes a diagram of the property's layout showing location of exits and fire fighting equipment.





15.1d EMERGENCY RESPONSE PROCEDURES

In an **Emergency dial 000** to reach Fire, Police, and Ambulance.

In the event of the Fire Warning Bell sounding, staff/volunteers should immediately evacuate the premises in a calm and orderly manner.

Designated routes from each location within the building:

- All personnel exit via the closest possible fire exit

Where to assemble once clear of the building:

- All personnel meet in the car park at the rear of the building

Whom to report to once clear of the building:

- All personnel report to the Chief Executive Officer/Hope College Principal.

Staff/volunteers should not waste time collecting or going back for valuables.

- CEO/Principal delegates individuals to check corridors, use extinguishers, and close doors.
- WHS Representative is to search all areas once during evacuation and is responsible for guiding people out of the building.
- During Sunday Services the Worship Leader/speaker needs to direct people out of the building by the nearest exit and inform them of the Meeting Point in our rear car park.
- During College lectures the person lecturing is responsible for directing people out of the building via the nearest fire exit.

FIXED HOSE REEL

There are two wall mounted hose reels in accessible locations. One is in the front foyer (cupboard) near the entrance of the premises. The other extinguisher is located in the storage cupboard outside the Directors office. They are connected to a constant water supply. It is for use on fires involving ordinary combustibles such as wood, paper, rubbish, textiles etc. It **must not be used** on live electrical equipment.

FIRST AID

There is a First Aid kit located in the kitchen (under the sink) that is accessible to all personnel. It is well stocked and properly maintained.

If any staff member or voluntary worker notices that stock is low they must notify the WHS representative who will immediately restock supplies.

TRAINING

All church leaders, staff and volunteers are informed at least once a year in all aspects of fire equipment usage and evacuation procedures.

The Workplace Health & Safety Officer trains all college staff once a year. Generally this is done in the college staff meeting.

All new staff, volunteers are trained and shown our evacuation procedures as a part of their Orientation.

The Workplace Health & Safety Officer trains all church leaders in our Leadership Meeting once a year.

SERVICING OF FIRE EQUIPMENT

The Workplace Health & Safety Officer ensures that our equipment is serviced every six months.

We have a service agreement in place with "Fire Vac Services
(07 5570 6650)"

This company services and maintains our fire extinguishers and hose reels and checks our emergency lighting.