

Fire/Smoke (Code Red)

HSE-GUI-011



Building Fire Safety Regulations 2008 state the main objects of this Regulation are:

- a) to ensure persons can evacuate buildings safely and quickly if a fire or hazardous material emergency happens; and
- b) to ensure prescribed fire safety installations for buildings are maintained.

In an emergency situation, do not hesitate to contact the Emergency Services; call 000 from an external phone; (0) 000 from an internal phone or 112 from a mobile phone and request either Police, Fire or Ambulance and then contact Security (ext. 15555 / 4781 5555).

Installed Building Fire Safety Systems

Fire Systems and emergency equipment in buildings vary depending on the age, size, use and type of building construction. There are fire protection systems, firefighting equipment and occupant safety features.

JCU buildings have a range of installed fire safety systems. All are designed to meet the Building Code of Australia at the time the building was commissioned. All installed fire safety systems are maintained in accordance with the Australian Standard (AS) 1851. Maintenance and testing is carried out by an appropriately qualified contractor and is maintained by Estate Directorate.

Fire and Evacuation Plans

JCU has fire and evacuation plans for each occupied building. These are mostly accessed through the JCU website. A small percentage are paper based. These plans are reviewed by JCU Fire Safety Advisors (FSA) annually or when changes are required. The plans are designed to ensure that occupants know what to do in an evacuation, and how to evacuate quickly and safely in the event of an emergency. Occupied buildings have annual evacuation drills.

Annual Training

Occupants must complete General Evacuations and First Response training annually for each building they work in. Emergency Control Organisation (ECO) members (Chief Wardens, Deputy Chief Wardens and Wardens) must also complete ECO Instructions annually. This training is through the JCU online Fire & Evacuation Program - Concept, which can be found on the JCU website. For further information about this training contact the HSE Unit - safety@jcu.edu.au.

Emergency Evacuation Diagrams (EED)

JCU displays emergency evacuation diagrams (signs) on evacuation route(s) for each building. The diagrams are orientated to the direction of travel for the evacuation route and pinpoint 'You are here' to make it easier to orientate yourself. These diagrams display the building floor plan, firefighting equipment, exits and much more. It is important to take the time to read these signs and identify the important features of the building.

Personal Emergency Evacuation Plans (PEEP)

Personal Emergency Evacuation Plans (PEEP) are individualised emergency plans designed for an occupant with particular needs who will require assistance in the event of an emergency. Should you require a PEEP, please contact HSE Unit – safety@jcu.edu.au

EMERGENCY ALERT CODE

CHIEF WARDEN (JCU FSA)

Wear supplied warden cap hat and Hi vis vest

Respond and take control

Conduct initial assessment of the emergency, determine action

Ensure appropriate Emergency Services have been called & are on their way

Brief the emergency services upon arrival on the type, scope and location of the emergency including status of evacuation

DEPUTY CHIEF WARDEN (JCU Security)

If the Chief Warden is unavailable, the Deputy Chief Warden will act as the Chief Warden

WARDEN

If the Chief Warden or Deputy Chief Wardens are not available - a Warden will act as the Chief Warden

Wear supplied warden cap hat and Hi vis vest

Phone Emergency services, and then Security - 15555 or 4781 5555

Direct persons if required to assist during evacuation (persons with special needs)

Search the floor / area to ensure everyone is accounted for

If possible close doors on your way out of the building - this contains fire and smoke

Report to the Chief Warden on area / building status

Stay at the assembly point until the "All Clear" is given. Participate in debriefing session

Fire Safety

In Case of Fire:

Remove people from immediate danger

Alert nearby staff and members of the public and call (0) 000 or 112

Confine fire and smoke. Close windows and doors (if safe to do so)

Extinguish or control fire (if safe to do so). If not evacuate

How to use a Fire Extinguisher:

Pull the pin

Aim at the base of fire

Squeeze the handle

Sweep from side to side



Resources

- Building Fire Safety Regulations 2008
- HSE-PRO-019 Emergency Management Procedure
- Queensland Development Code
- Concept FEP