

EMERGENCY EVACUATION



Company Name:	SOP Number:
Address Details:	
Revision:	Revision Date:
Document Date:	Approved By:
Created & reviewed by: My Safety Shop Pty Ltd	

INTRODUCTION

A safe operating procedure (SOP) is an integral part of the risk management process as it outlines the hazards, risks and associated controls measures to be applied to ensure the task/activity is conducted in a way to reduce the risk of injury.

RESPONSIBILITY

It is the responsibility of each individual to carry out all tasks safely and in the prescribed manner. Supervisors and Departmental Managers are responsible for ensuring compliance with the prescribed guidelines set out in this document.

REFERENCES

Occupational Health and Safety Act 85/1993

- Section 8(2)(b) taking such steps as may be reasonably practicable to eliminate or mitigate any hazard or potential hazard to the safety or health of employees, before resorting to personal protective equipment.
- Section 8 (2)(d) provides such information, instructions, training and supervision as may be necessary to ensure, as far as reasonably practicable, the health and safety at work of his employees.
- Section 8(2)(j) causing all employees to be informed regarding the scope of their authority as contemplated in section 37(1)(b).
- Section 13 Without derogating from any specific duty imposed on employers by this Act, every employer shall - (a) as far as is reasonably practicable, cause every employee to be made conversant with the hazards to his health and safety attached to any work he has to perform, any article or substance which he has to produce, process, use, handle, store or transport and any plant or machinery he is required or permitted to use, as well as with the precautionary measures which should be taken and observed with respect to those hazards.



Emergency evacuation is the immediate and urgent movement of people away from the threat or actual occurrence of a hazard. Examples range from the small scale evacuation of a building due to a storm or fire to the large scale evacuation of a district because of a flood, bombardment or approaching weather system.

POTENTIAL HAZARDS:

Refer to Risk Assessment on OHSONline

RISK ASSESSMENT CONTROL MEASURES:

Refer to Risk Assessment on OHSONline

REQUIRED PERSONAL PROTECTIVE EQUIPMENT:

N/A

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FIRE PROCEDURE:

In the event of fire, the three most important actions are, in chronological order, to:

- Raise the alarm
- Summon the fire brigade
- Evacuate the building

The preservation of life must override all other considerations, such as saving property and extinguishing the fire. If a fire is discovered, the alarm should be raised immediately, however small the fire. All staff is empowered to raise a fire alarm if they believe there is a fire; no authority should be sought from any other person.

Responsibility for summoning the fire brigade should be stated clearly in local site procedures. Only trained staff may attempt to extinguish small fires if they consider it safe to do so. Staff must not put themselves at risk to fight a fire. NEVER fight fires in areas where highly inflammable materials are held.

Evacuation of the building must start as soon as the alarm sounds. Staff should be familiar with the procedure through the staging of regular fire drills.

All occupants, on evacuation, should report to pre-determined fire assembly points.

Fire emergency notices must be displayed in every building. Fire exits must be clearly indicated by appropriate signage and brought to the attention of visitors and contractors. All accidents, incidents and near misses, relating to fire or to fire drills must be entered into the local accident reporting system.

Do not use the elevators

Do not leave the assembly area until instructed to do so by the Evacuation Control Officer.

Do not re-enter the building for any reason until the Evacuation Control Officer indicates it is safe to do so.

Report to your fire warden to ensure an accurate head count.

MANAGEMENT RESPONSIBILITY:

Ensuring that there is compliance with the general requirements for good fire protection, including:

- ensuring that a fire policy and procedure are part of the local H&S policy
- the maintenance and testing of fire detection and firefighting equipment
- the provision of suitable fire exit routes with appropriate signage as well as maintained and tested emergency lighting
- appointing a chief fire marshal who will be a competent person as defined in the Act
- ensuring that competent persons (Fire Marshals) are appointed to cover all areas of the premises
- ensuring that there is a coordinated staff training programme
- ensuring that evacuation exercises are held regularly and the outcomes evaluated with a view to maintaining emergency readiness
- preparing an appropriate emergency plan; ensuring the coordination of fire and security emergency planning, such as bomb alerts
- ensuring proper storage of flammables

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FIRE DETECTION EQUIPMENT:

Warning Systems

Buildings must have a means for warning persons within the building of a fire. This is usually done by a combination of detectors and manual break-glass call points. Systems should be tested weekly and should be inspected quarterly by a qualified engineer (typically the latter is done under a service agreement).

Fire Alarms and Detectors

In small companies a fire would be quickly discovered and staff could give a verbal warning to all present. In larger companies automatic fire detection and warning systems should be in place.

Types of material burning and methods required to deal with them:

Wood, paper, textiles, fabrics, etc.

- Water extinguishers, hose reels, sprinklers
Burning liquids such as solvents and petroleum fuel
- Foam extinguishers
Burning liquids, electrical fires
- Powder extinguishers
Burning liquids, electrical fires
- Carbon Dioxide extinguishers
Burning liquids and burning clothing on people
- Fire blanket (glass fibre)

FIRE TESTS AND INSPECTIONS:

Daily:

- Fire alarm indicator panel checked for normal condition. Any defect/fault to be recorded in the log book and action taken to rectify
- The indicator lights in emergency lights are to be checked for operation. Any defect/fault to be recorded in the log book and action taken to rectify
- Electro-magnetic door holders to be checked for operation. Any defect/fault to be recorded in the log book and action taken to rectify immediately.

Weekly:

- Fire alarm to be tested by actuation from different point each week. Check for operation of related devices. Any defect/faults to be recorded in the log book and action taken to rectify. Ideally the weekly testing should be done while most people are at work, so that they will become familiar with the alarm tones.
- Sprinklers, smoke control, pressurisation and other fire suppression systems where installed are to be checked annually. Any defect/fault to be recorded in the log book and action taken to rectify

Monthly:

- Emergency lighting to be tested by simulation of a mains failure; the test is to include automatic starting of any generator required by the system. Any defect/fault to be recorded in the log book and action taken to rectify.
- Fire alarm system to be checked for operation if using generator as secondary source of power. Any defect/fault to be recorded in the log book and action taken to rectify.

Quarterly:

- Fire alarm inspected by competent authority. Result of inspection to be recorded in log book and any defect/fault rectified.

Bi-annually:

- Testing of the fire alarm.

Annually:

- Hose reels tested. Any defect/fault to be recorded in the log book and action taken to rectify
- Fire training and evacuation drills for all staff.
- Fire extinguishers tested. Any defect/fault to be recorded in the log book and action taken to rectify.
- Emergency lighting tested. Any defect/fault to be recorded in the log book and action taken to rectify

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FIRE / EVACUATION DRILLS:

A fire / evacuation drill is intended to ensure, by means of training and rehearsal, that in the event of fire:

- The people who may be in danger act in a calm and orderly manner. Where necessary those designated carry out their allocated duties to ensure the safety of all concerned.
- The means of escape are used in accordance with a pre-determined and practised plan.
- If evacuation of the building becomes necessary, staff members are aware of what to do.

Where there are alternative means of escape the drill should be based on the assumption that one or more of the escape routes cannot be used because of a fire. During these drills a member of staff who is told of the supposed outbreak should operate the fire alarm and, thereafter, the fire routine should be rehearsed as circumstances allow. This may raise some difficulties where members of the public are present, but such a procedure is still desirable.

It should also be remembered that regular fire drills test the procedures and training that you have put in place for the safe and effective evacuation of disabled and infirm employees and visitors.

If you discover a fire:

Immediately shout "FIRE" and activate the nearest internal fire alarm pull station.

Contact the Fire Department. State the location and nature of the emergency or have someone else do so and report back to you.

If trained and safe to do so, attempt to extinguish or control the fire with the appropriate fire-fighting equipment.

If not safe to do so, or if you cannot extinguish or control the fire, then try to contain it by closing the doors. Evacuate the area and proceed to your assembly area:

REVIEW:

This procedure is required to be reviewed every three (3) years, unless in the event of a near miss, incident or accident, at which point all new control measures or possible hazards or change in procedures are to be reviewed and documented

TRAINING:

All employees who are responsible for carrying out this task are to be trained on this procedure within 7 days of commencement of work, and each time this procedure is reviewed re-training is to be conducted. Records of all training are to be kept.

INCIDENT HISTORY

Department	Incident Description	Date of Incident	Claim Number

