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## Fire and Evacuation Procedures – Church Areas

### IN THE EVENT OF A FIRE ALARM SOUNDING:

#### **The Chief Fire Warden is to do the following:**

- Obtain orange Chief Warden helmet and put it on.
- Ensure their mobile phone is switched on.
- Go to Fire Information Panel.
- Announce evacuation via the intercom.
- Locate source of alarm from panel.
- Advise wardens and occupants of the nature of the emergency and location of alarm via the intercom.
- Direct wardens to investigate source of alarm, if safe to do so.
- Contact Fire Service, advise them of the nature of the alarm (the fire panel should automatically send an alert to the Fire Service, but this should not be assumed to be working).
- Ensure all Wardens are accounted for and safe and all occupants have reached the Assembly Area.
- Notify neighbouring buildings of the nature of the emergency.
- In the event of a false alarm, ensure occupants are advised when the all-clear has been given to re-enter the building.

#### **Each Fire Warden is to do the following:**

- Obtain a white Warden helmet and put it on.
- Ensure their mobile phone is switched on.
- Assist in directing occupants to remain calm, to avoid using the lift and to proceed to the nearest available exit.
- If signs of fire are detected, advise the Chief Warden.
- Advise the Chief Warden, via mobile phone or in person at the Fire Information Panel, of the successful evacuation of their area and if anyone cannot or will not evacuate.
- Assist the Chief Warden in carrying out their duties, as directed.

#### **The following tasks need to be done, in approximate order of priority. If there are sufficient Wardens available, each Warden should adopt one of these tasks. A suggestion for a task will be found on a label underneath the brim of each Warden helmet:**

- A Warden should check to ensure the Interim Assembly Area (Wellington Rd Carpark) is safe to assemble in and advise the Chief Warden of this status.
- A Warden should locate any mobility-impaired occupants on Level 2 and remain with them near the lift area, assisting them into the Safe Zone (the landing of the fire stairwell), once all other occupants have used the stairs. Ensure the fire door is closed behind them. The Chief Warden is to be advised of the presence of mobility-impaired occupants in the Safe Zone, so that the Fire Services can evacuate them once they arrive. A Warden should remain with any mobility-impaired occupants, or may ask another occupant to remain with the mobility-impaired occupants, if it is deemed safe to do so.
- A Warden should ensure all closed rooms (e.g. toilets) are clear of occupants and advise the Chief Warden once they are clear.

- Once outside the building, Wardens are to direct occupants to the Interim Assembly Area and, if the emergency is of a serious enough nature, to the Primary Assembly Area (in the hotel carpark, on the other side of Wellington Road).
- A Warden should stand in a safe location within sight of each of the three entrances (Trafalgar St, Wellington Rd, Stanley St), directing occupants to move to the Assembly Area and to advise people not to re-enter the building until and unless the all-clear is given. If insufficient Wardens are available, a Warden may ask another occupant to do this duty.

**NB: Fire Wardens are NOT expected to:**

- Attempt to fight the fire, unless they are trained in the use of fire extinguishing gear and feel confident and competent to do so; this should only be attempted once the evacuation is complete.
- Attempt to rescue occupants who are unable to be evacuated because of the nature and location of a fire, or who are trapped or incapacitated by a fire. The Chief Warden and/or the Fire Service should be advised in such cases.
- Attempt to evacuate mobility-impaired occupants down the stairs themselves, or to ask other occupants to assist in doing so. This should be left for the Fire Service to undertake.
- Attempt to argue with or force the evacuation of occupants who, for whatever reason, do not wish to evacuate. The Chief Warden is to be advised of the presence of any such recalcitrant occupants.

**Finally, be prepared to be flexible.**

Emergencies are, by nature, unpredictable, and plans may need to be changed or even abandoned, depending on the nature of the emergency. At all times, the safety of others and yourself should be paramount. Buildings and property can be replaced, people cannot.