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# Emergency and Fire Safety Management Plan

## Residential Care and Transition Services

*This plan is to be read in conjunction with the WHS SOP Emergency and Fire Safety Management.*

Date of plan	
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1. Building Information	
Building location and name	
Building owner	
Building construction	
Floor area	

2. Allowable Number of Occupants				
Bedroom	Room Size	Area in m <sup>2</sup>	Max No of occupants	900mm travel path (yes or no)
Total Occupants				

3. Current occupant details		
Names of people we support residing in the property <i>(add more rows as required)</i>		

4. Proposed Maintenance Schedule Prescribed Fire Safety Installations			
Installation	Test	Frequency	Competent Person
Smoke Alarms	Check hardwiring and operational	Monthly	Area Coordinator
	Operational test	Annually	Licensed Contractor
Exit Signs	Visual inspection	6-monthly	Area Coordinator/SRCW
Fire Extinguishers	Visual inspection	Monthly	Area Coordinator/SRCW
	Visual inspection and operational test	6-monthly	Licensed Contractor
	Pressure test	5-yearly	Licensed Contractor

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# Emergency and Fire Safety Management Plan

## Residential Care and Transition Services

Exit Doors	Visual Inspection	Monthly	Area Coordinator/SRCW
<b>4.1. Risk Management – Fire Extinguishers</b>			
<p>The fire extinguisher will be located in the &lt;insert location&gt; of this residential house. This is to avoid people we support tampering with the fire extinguisher. All employees when working at the property have immediate access to the office in the event of an emergency, via a master key system which is always carried on their person. In the event of a fire, Residential Care employees are required to vacate the property and call for emergency assistance rather than use the fire extinguisher. The fire extinguisher or fire blanket will only be used if it is assessed as safe to do so (very low risk fire) or if the fire is preventing a safe exit of the property.</p>			
<b>4.1. Risk Management – Gas Bottles</b>			
<p>Gas bottles at residential houses are stored in an upright position in a well-ventilated locked area. No other objects will be stored on top of the gas cylinders. Gas bottles will only be used for the purposes of using the barbeque.</p>			
The gas bottle at this property is located			

### 5. Fire and Evacuation

#### EMERGENCY PROCEDURE CHECKLIST FOR RESIDENTS

***In an emergency, phone 000***

Smoke alarms sounding or evidence of fire occurring – evacuate to assembly area, closing doors and windows, if possible. The assembly area for this property is at the front of the property on the verge.

FIRE	NO FIRE
Assist people to evacuate to assembly area without endangering yourself	If the fire service has already been called, notify them of the situation
Only fight a fire if it is small and can be extinguished with a fire blanket or if the fire is preventing a safe exit of the property	Help to reassure residents of the situation
Remain in assembly area until everyone is accounted for and the Residential Care Worker on duty has arrived	Allow the fire service to enter the building on their arrival to investigate the situation
Await arrival of fire service	Residential Care Worker on duty will attend to deal with the situation and rectify any problems or system faults
Do not re-enter building until advised by the fire service	

**In the event of fire**, or upon the smoke alarms activating, residents should leave the building with due haste and gather at a predetermined assembly area as above. The Residential Care Worker will always be in attendance and will assume the role of Evacuation Coordinator.

In the event of the smoke alarms activating, the Residential Care Worker on duty will:

- Investigate the fire situation;
- If there is a fire, ensure the Fire Service has been called. If there is any doubt regarding whether there is a fire situation, the Fire Service should still be called;
- Ensure the safe evacuation of all occupants from the building;
- Ensure the Fire Service has been notified and provided with information regarding the incident;
- Account for all occupants at the assembly area;
- If required and safe to do, conduct a search for any missing occupants – do not re-enter a burning building; and
- Meet the Fire Service and advise them of any information relevant to the emergency.

**In the event of a fire being located, the Residential Care Worker on duty, will:**

- Ensure the evacuation of the building – alert all occupants without further compromising life;
- Attempt to extinguish the fire only if safe to do so –

*If the fire is small enough and can be extinguished with a fire blanket or if the fire is preventing a safe exit from the property. Leave the building immediately and do not attempt to fight the fire if the following conditions exist:*

- *You have not been trained or instructed in using a fire extinguisher;*

- *You don't know what's burning;*
- *The fire is spreading rapidly;*
- *You don't have the proper equipment;*
- *You can't do so with your back to an exit and the fire might block your means of escape;*
- *You might inhale toxic smoke;*
- *Your instincts tell you not to do so; and*
- *If the first attempt to put out the fire with the fire blanket is unsuccessful, evacuate the building immediately.*
- Meet the Fire Service on arrival and inform them of the situation. If the fire has been extinguished, the Fire Service will still attend.

**If no fire is found, the Residential Care Worker on duty should:**

- Inform residents of the situation;
- If the Fire Service has been called, call the Fire Service to advise them of the situation; and
- Meet the Fire Service on arrival and inform them of the situation.

**The Residential Care worker on duty is responsible for:**

- All personnel and procedures until the arrival of the Fire Service;
- The maintaining of an up-to-date list of the children and young people in the building;
- Arrangement and coordination of practice evacuation exercises; and
- The accurate logging of the evacuation, any problems encountered, actions taken to rectify problems and the continual improvement of the effectiveness of the evacuation plan.

### 5.1 Evacuation Plan

## EMERGENCY EVACUATION PLAN

In case of

**FIRE**

Leave through the nearest marked

**EXIT**

- If you see **SMOKE, FLAMES** or hear the **FIRE ALARM**, alert other residents immediately;
- If safe, close any windows and doors to confine the fire;
- Follow the **EXIT** signs or follow the fire evacuation plan to locate and leave through the nearest emergency exit and proceed to the assembly point which is at the front of the property on the verge;
- **TELEPHONE 000** and notify the fire service;
- If unable to safely evacuate, stay in your room, close the door, place blankets or pillows against the door to restrict smoke from entering, open the window for fresh air and signal your presence at a window;
- Calmly follow instructions given by staff or the attending Fire Officers. The Residential Care Worker on duty will account for all occupants and report persons missing to Fire Officers; and

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- **Do not re-enter the building until you are told it is safe to do so** by the Residential Care Worker on duty or Fire Officers.

## 5.2 Evacuation Diagram

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### 6. Training Program

#### Initial Instruction

The Senior Residential Care Worker/SILP Case Worker/Care Team Leader will instruct people we support on their first day in the residential house and employees at the time they commence employment at the property, concerning the action to be taken by them in the event of fire threatening the building in order to ensure their own and other persons safety, and in particular:

- The procedure to follow in an emergency;
- The location of emergency exits;
- The paths of travel to exits;
- The location of firefighting equipment;
- The method of raising the alarm if the smoke alarms do not activate; and
- The location of the assembly area.

Reinforcement of Emergency management plans will form part of ongoing care management.

#### Employees

1. Employees will receive formal fire training within one (1) month of commencing work and repeated at intervals of no more than two (2) years.
2. The instructions given are the procedure to be followed in the event of fire, means of escape from the building in the event of fire and the location and method of operation of firefighting equipment and fire alarms or equipment for warning of fire. In addition workers, as they have persons in their care or custody will be instructed on; conducting those persons to a safe place outside the building in the event of fire, where they are marshaled ensuring each person is accounted for, and how the house coordinator or residential care worker on duty (evacuation coordinator) and fire service officers are informed of any missing persons.
3. A record of employee training is contained in the Mercy Community (MC) – Learning and Development Register.

#### Evacuation Training

Evacuation practices will be conducted at Residential properties when a new person we support or employee enters the program and at regular intervals (at least six (6) monthly) in order to practice the fire and evacuation plan for the building. A record of each evacuation will be documented on the *QFES Fire and Evacuation Practice Record* and retained with this *Emergency and Fire Safety Management Plan*.

#### Fire and Evacuation Plan – Signage

Copies of the Emergency Evacuation Plan will be conspicuously displayed in common areas of the building to allow residents to become familiar with the fire and evacuation procedures.

Plan review date	
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