

*Department of Education, Training
& Employment*

Alpha State School



FIRE AND EVACUATION PLAN

2017

Building Identification	
Building Name:	Alpha State School
Building Address:	11 Milton Street Alpha Qld 4724
Building Owner	
Name:	Department of Education, Training and Employment Queensland Government
Address:	Education House Mary Street, Brisbane Q 4000
Telephone No: Fax:	
Building Fire Safety Advisor (FSA) E-mail:	To facilitate a prompt response on fire safety matters, please contact the.principal@alphass.eq.edu.au
Building Occupier	
Name	Alpha State School
Building Occupier Contact Details:	Phone: (07) 49870888 Fax: (07) 49870800
Building Occupier E-mail Address:	Alpha State School 11 Milton Street Alpha Qld 4724
Building Use / Building Code of Australia (BCA) Classification:	

Fire Safety Advisor	
FSA Name:	Michael Neaton
FSA telephone Number:	49324037
FSA E-mail Address:	michael.neaton@dete.qld.gov.au
RTO that issued Qualification:	Queensland Fire and Rescue Service Provider no. 1499
Date of Issue of Qualification:	12/2/16

Annual Fire Evacuation Plan Review		
Reviewed By: (Print Name)	Date of Review:	Any changes: Y/N
Vanessa Koina	26.1.16	Yes
Vanessa Koina	28.4.16	Yes
Vanessa Koina	17.11.16	Yes

Evacuation Coordinator (Chief Warden)		
Position Title:	Contact Number	E-mail:
Principal – Vanessa Koina	0407746237	vkoin1@eq.edu.au

Emergency Team (Evacuation Wardens)		
Position Title	Location	Contact No:
Chanelle Goodwin	Block C (Upper)	826
Leisa Goodwin/ Bernadette Ruthenberg	Block C (Lower) and Block H, Block K	820, 830, 825, 831, 832
Penny Rogers	Block D	824
Jenni Lund/ Jessica Hutson	Block A	813, 814
Michelle John, Tony Dodge	Block B (Upper) Block B (Lower)	827, 817, 816
Michelle John/ Tarim Kendall	BER, Block E	818, 821, 823

Administration Responsibilities

Preparation

1. Ensure the alarm is working
2. In the event of a power outage, a hand operated siren is available
3. Ensure that staff are trained in their responsibilities in the event of an emergency
4. Ensure that this policy is acted upon
5. Maintain the Emergency Evacuation Register and associated documentation

During an Evacuation

1. Move directly to evacuation area
2. Wait for Block wardens to report any issues
3. Collect information on the evacuation in preparation for the report
4. Dismiss students and teachers to return to classes

Teacher Responsibilities

1. 'In School' Evacuations

- 1.1 Teacher will supervise the evacuation of the classroom to the marshalling area. Teachers should use the most direct, yet safe, evacuation route according to those indicated on the evacuation map.
- 1.2 Evacuate the room after closing all windows (if time and safety permits), collect class list/roll and **close the door to indicate the room has been checked and is empty – DO NOT LOCK THE DOOR!**
- 1.3 Teachers adjacent to withdrawal rooms are to ensure these rooms have been evacuated.
- 1.4 On arrival at marshalling area:
 - Classes assemble in Year Level order across the evacuation area
 - All students are to remain until roll is called and teachers carefully check that all children are accounted for;
 - Once all students in a class are accounted for that class will sit and Block Wardens will be

advised

- Block Warden will advise Principal that children are accounted for.

1.5 Teachers are to instruct parent/classroom helpers on their participation in the event of an Emergency.

1.6 **Specialist teachers** are responsible for the safe evacuation of their rooms e.g. Library, Music, Physical Education, LOTE, Learning Support.

2. During an evacuation in recess/lunch

2.1 Teachers on playground duty will direct children to the marshalling area where teachers will assume control of their class.

2.2 Class lists should be collected from the Admin Officer upon arrival at the marshalling area.

Office Staff and Janitor Groundsman Responsibilities (Dial 825)

1. Receiver of the message sounds the alarm which is the continuous ringing of the school bell. The bell will continue to ring until the evacuation is complete
2. Janitor Groundsman to evacuate to oval and assist Fire Warden as required

Teacher Aide Responsibilities

1. Teacher Aides not working with students at the time of an alarm to move directly to the marshalling area and assist with the supervision of students as requested by the Fire Wardens.
2. Teacher Aides working with groups of children at the time of an alarm are to move the group to the marshalling point by the quickest and safest route possible, where they then present the group to the classroom teacher.

Tuckshop Convenor/ Worker Responsibilities (Dial 804)

1. Convenor, or delegate, to notify office in the event of an emergency.
2. Workers should then assist teachers with the evacuation.

Building Evacuation Procedures

(also refer to building's 'Evacuation Signs and Diagrams')

In the event of locating a fire, occupants should:

- (a) **R**emove all persons from the immediate area.
- (b) **A**lert-
 - Persons nearby by calling out in a loud voice.
 - The Fire Service by pressing a manual call point alarm and/or dialling **000**.
- (c) **C**onfine the fire by closing any immediate windows and doors (if safe to do so.)
- (d) **E**vacuate from the area when directed or if the fire cannot be extinguished.

During any evacuation, students should:

- (a) Act responsibly. Don't hide or fool around. Look after each other's safety.
- (b) Not collect personal items from bags or lockers. Getting away from the buildings is more important.
- (c) Move quickly but not run.

During any evacuation, everyone should:

- (d) Follow all instructions given by facility staff.
- (e) If smoke is present:
- Get down low below the smoke if possible,
 - Cover your mouth and nose to protect your breathing,
 - Move away from thick smoke even if it may take longer to get to the assembly area.
- (f) Notify someone immediately if you are aware of people trapped in the building.
- (g) Only attempt to **extinguish** the fire if:
- a) It is safe to do so (fire is small enough with no excessive smoke)
 - b) You have been instructed in using the relevant fire fighting equipment
 - c) You have a means of escape to your back and can safely exit if necessary
 - d) Evacuation of other occupants has commenced.

Note: The location of the Assembly Area for this facility as well as the exit pathways from this area is contained in the copies of the building evacuation signs located at the rear of this Plan and on evacuation signs and diagrams located on site.

Method of Operating Fire Fighting Equipment

FIRST RESPONSE FIRE FIGHTING EQUIPMENT is for use by the occupants of the building to extinguish the fire in its initial stages, providing they have been instructed in the use of this equipment and if it is safe to do so. This equipment consists of Fire Extinguishers, Fire Blankets and Fire Hose Reels.

When using a fire extinguisher, remember **PASS**:

Pull the safety pin

Aim at the base of the fire

Squeeze the handles together to activate the extinguisher

Sweep the base of the fire from side to side to ensure complete coverage of the area.

Warning- Always ensure you use an extinguisher suitable for the classification (type) of fire you want to put out. This can be confirmed by reading the information contained on the front of the extinguisher *Test the extinguisher away from the fire to ensure it is fully charged and working before proceeding.*

Fire hose reels should only be used for class (A) fires (e.g. paper/wood). To operate turn on the main valve (turn tap or lift handle), this will pressurise the hose and release the nozzle. Run out hose to fire and use nozzle to regulate water flow.

Warning- Using a fire hose is dangerous near electricity. Using a non-conductive fire extinguisher is a safer option.

Fire blankets are used on class (F) fires (cooking oils and fats) burning in small containers (e.g. saucepans). Turn off any heat source before or immediately after applying blanket. Once applied, tuck in edges of blanket to seal off fire. Do not remove the fire blanket from a container fire until after the arrival of fire services.

Warning: Fire blankets are not safe to use on items that may conduct live electricity (e.g. fire in a toaster). Using a non-conductive fire extinguisher in this instance is a safer option.

Fire blankets can also be used to extinguish a fire on a person by placing the person on the ground, and covering with the blanket (**stop, drop, cover and roll**).

For fires on a person- Once extinguished, begin immediate first aid and contact the ambulance service.

Building Evacuation Coordination Procedures

<p>Procedure for using the building intercommunication devices.</p>	<p>In the event of a fire or hazardous materials incident, occupants will be advised to commence evacuation procedures by:</p> <p><i>Continuous ringing of the school bell</i></p> <p>Should this procedure not be able to be implemented this alternate procedure will be used.</p> <p><i>Manual Bell</i></p>
<p>Procedure for evacuating persons with special needs, the public and other persons.</p>	<p>Persons with Special Needs:</p> <p><i>This term means persons for whom it is reasonable to make different arrangements (in an emergency) because of the characteristic of the person (e.g. person with a disability) or a matter related to the person's presence in the building (e.g. working in an area where egress is restricted)</i></p> <p>During an evacuation, persons identified as having special needs will be assisted by staff or other nominated occupants to respond and move to a place of safety out of the building.</p> <p>Members of the Public and Other Persons:</p> <p>Visitors and contractors on site (other than persons with special needs) will be directed to the nearest safe fire exit from the building. Staff directing the evacuation will advise these persons of the location of the nearest, safe assembly area and to remain at that location for the duration of the emergency.</p>
<p>Procedures for ensuring all persons have been evacuated.</p>	<p>Wardens will, when leaving an area, verbally call out and visually sweep the area to decrease the likelihood that anyone is left behind. On arrival at the Assembly Area, wardens will question evacuees to determine if anyone is missing or injured.</p> <p><u>Block Wardens</u></p> <p>The function will be to ensure that evacuation is carried out effectively. Each teacher will advise the Block Wardens of any problems incurred, and these will be passed on to the Chief Warden/Principal.</p> <p><u>Duties of Block Wardens</u></p> <ol style="list-style-type: none"> 1. Quickly check withdrawal/ store rooms in block 2. Whilst class is supervised by year level team member, check block building/s are/is clear. 3. Meet class at assembly area and call roll. 4. Block Warden to report to Chief Warden/ Principal. They are required to walk briskly, not run. Names of students not present during the class roll call and who are definitely at school must be reported as well as a report on the block/s. <p>Nominated staff will take a copy of any relevant documentation (e.g. attendance records and visitor sign-on register) to the Assembly Area</p>

	<p>to verify full evacuation.</p> <p><u>Evaluation</u></p> <p>Evaluation is carried out at assembly points prior to returning to rooms. Teachers confer with students.</p> <ol style="list-style-type: none"> 1. Principal dismisses classes which then return to classrooms. No child leaves the assembly area unless instructed by the Principal to do so. Teachers report to Principal on problems incurred during the drill. 2. Principal collects reports for official school report.
Procedure for informing the Evacuation Coordinator.	At the assembly area and as soon as practicable, a warden from each area will confirm to the evacuation co-ordinator (Chief Warden) that all persons have safely evacuated, or provide details of persons not accounted for.
Procedure for meeting the Emergency Service.	The Chief Warden will meet (or nominate someone to meet) the Fire Services on arrival and brief them regarding the type, scope and location of the emergency and the status of the evacuation.
<p>Procedure for Giving Fire & Evacuation Instruction to Workers.</p> <p><i>(Note: 'Workers' could include relief staff and long-term volunteers)</i></p>	
<p>General Evacuation Instruction.</p> <ul style="list-style-type: none"> • Within 2 days of a person starting work within the building (and) • Annually for existing workers <p>Where are the records kept?</p>	<p>New workers:</p> <p>Within 2 days of starting work at the building, the Building Occupier will arrange for General Evacuation Instruction to be given to the relevant worker(s).</p> <p>Existing workers.</p> <p>The Building Occupier will arrange for this Instruction to be given to all staff annually.</p> <p>All original records of compliance for this instruction are retained in a fire resistant container on site with a 2nd copy stored off site.</p>
<p>First Response Instruction.</p> <ul style="list-style-type: none"> • Within 1 month (and) • Every two years. <p>Where are the records kept?</p>	<p>First Response Instruction will be given to each staff member within 1 month of commencing work and every two years thereafter by the viewing of an instructional video approved for use by the Fire Safety Advisor (FSA) or by practical instruction approved by the FSA to be given by another person.</p> <p>All original records of compliance for this instruction are retained in a fire resistant container on site with a 2nd copy stored off site.</p>
<p>Evacuation Coordination Instruction – Responsible Persons.</p> <ul style="list-style-type: none"> • Within 1 month of appointment to this role (and) 	<p>Evacuation wardens (building emergency team) will receive Evacuation Coordination Instruction within 1 month of being appointed and then annually.</p> <p>This instruction will be given by the Fire Safety Advisor (FSA) or a person approved by the FSA utilizing an agreed method of</p>

- **Annually** thereafter.

Where are the records kept?

providing the instruction.

All original records of compliance for this instruction are retained in a fire resistant container on site with a 2nd copy stored off site.

Prescribed Fire Safety Installations.

**Tick if
system fitted**

Air handling systems	<input type="checkbox"/>
Emergency lifts	<input type="checkbox"/>
Emergency lighting	<input type="checkbox"/>
Early warning intercommunication system	<input type="checkbox"/>
Emergency power supply (generator)	<input type="checkbox"/>
Exit lighting	<input checked="" type="checkbox"/>
Fire alarm panel	<input type="checkbox"/>
Fire doors	<input type="checkbox"/>
Fire extinguishers	<input checked="" type="checkbox"/>
Fire hose reels	<input type="checkbox"/>
Fire hydrants (including booster points)	<input type="checkbox"/>
Fire main	<input type="checkbox"/>
Fire shutters	<input type="checkbox"/>
Smoke/ Thermal alarms	<input type="checkbox"/>
Smoke and heat venting system	<input type="checkbox"/>
Smoke doors	<input type="checkbox"/>
Smoke exhaust systems	<input type="checkbox"/>
Solid core doors	<input type="checkbox"/>
Special automatic fire suppression systems	<input type="checkbox"/>
Stairwell pressurization systems	<input type="checkbox"/>
Sprinklers	<input type="checkbox"/>
Other fire safety management features (provide details)	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • Fire Blankets 	

Practice Drills

(I) Frequency: These drills will be conducted at regular intervals (at least once each Semester). The times and type of drills will be decided by the Principal. Drills may be held in the morning, afternoon or recess time.

Teachers should familiarise their classes with the procedures as soon as possible at the beginning of the school year.

(II) Records: Records of these drills will be kept by the Principal.

(III) Evaluation: Evaluation of each drill should be conducted by the staff with pupils in order to develop an acute awareness of the dangers involved. Wardens will receive reports from teachers in their group. The evaluation will be carried out at assembly points prior to returning to their rooms.

(IV) Where possible the local Fire Brigade will attend one fire drill each year.

Evacuation:

(1) Children stand and file in an orderly fashion to the nearest exit.

(2) **Teacher collects class roll.** Children should stand and move out of the doors as quickly as possible. The teacher follows at rear of class group and moves class to assemble points (See Appendix A); calls roll; notifies Block Warden.

(3) Class groups must proceed at a steady pace to the assembly point along the shortest, safest and most convenient route.

(4) Toilets will be checked by the designated Block Warden.

(5) Administrative Officer (or a member of administration) will ring appropriate emergency services, collect staff and pupil registers and proceed to nearest assembly area.

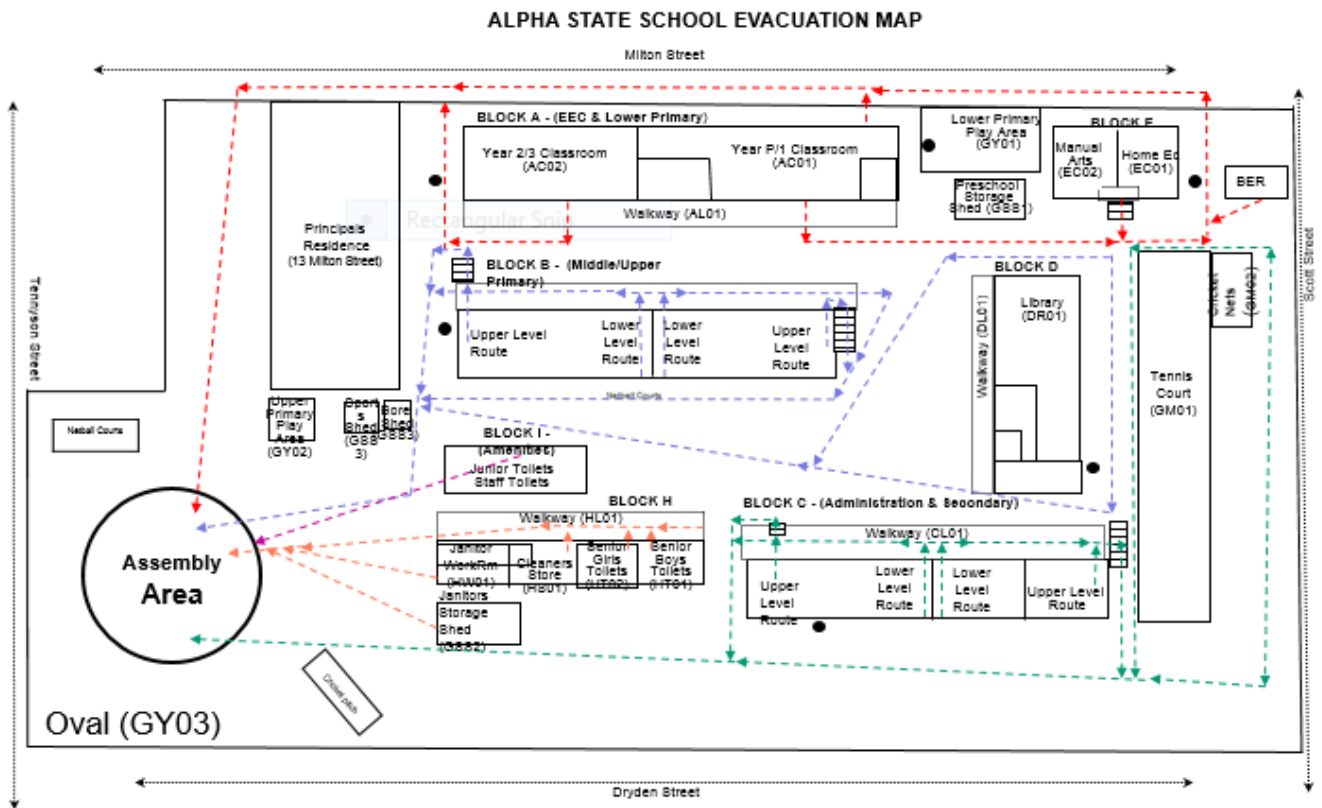
Importance of Drills

(I) All evacuation drills must be treated with the utmost seriousness, with simulation to be as near to reality as possible.


(II) All talking, laughing, running or jostling must be prevented during the drill.

ATTACHMENT A Site Evacuation Procedures Relevant to the Building

Each plan must contain a copy of the prescribed fire safety installations for that specific building. It is only necessary to include the fire safety management procedures if exemption from the BCA fire safety procedures applies to the building (which is rare for DETE sites).



Summary Record

		Service Provider: Buddy's Fire Sales & Service 15-25 Chappell Street, North Rockhampton, QLD, 4701 QBCC / TPASS License: QBCC - 1075395	
Site Name: Alpha State School & Pre School Centre - Milton Street Alpha		Service Date: Mon, 27 Apr 2015	
Address: 11 Milton Street, Alpha, QLD, 4724		Scheduled Date: Mon, 27 Apr 2015	
Building Owner:		Address:	

Job Notes

Data entered by Josh. Please email a copy of report

Type	Quantity	Service Frequency	Within tolerance:	Test Result
Fire Extinguisher	14	Six Monthly	Yes	Pass
Fire Blanket	5	Six Monthly	Yes	Pass

Defect Classification	
Critical Defect A defect that renders a system inoperative - immediate rectification required.	Non - critical Defect A system requirement or safety requirement that does not affect the system operation but is optional, but is required to facilitate ongoing routine service - rectification required.
Non - Conformance A missing or incorrect feature that does not affect the system operation but is required to facilitate ongoing routine service.	

Portable and Wheeled Extinguishers

ID	P/T	Type / Size or capacity	Location	Defect Classification	Fault Description	Rectification work	Quote
FX 1	01/2011	Water Fire Extinguisher (Flex, 9L)	Office				
FX 2	04/2011	Dry Powder Fire Extinguisher (Flamestop, 1kg)	Office Staff Room				
FX 3	04/2011	Dry Powder Fire Extinguisher (Woolald, 4.5kg)	Above Office Science Room				
FX 4	10/2011	CO2 Fire Extinguisher (Flamestop, 3.5kg)	Computer Room B Block				
FX 5	07/2011	Dry Powder Fire Extinguisher (Flex, 2.5kg)	Library				
FX 6	10/2013	Dry Powder Fire Extinguisher (Quell, 4.5kg)	Garage Shop				

Portable and Wheeled Extinguishers							
ID	P/T	Type / Size or capacity	Location	Defect Classification	Fault Description	Rectification work	Quote
FX 7	08/2011	Dry Powder Fire Extinguisher (Exelguard, 4.5kg)	B Block Upstairs				
FX 8	08/2011	Dry Powder Fire Extinguisher (Chubb, 2.5kg)	A Block Middle				
FX 9	04/2012	Dry Powder Fire Extinguisher (gem, 2.7kg)	E Block Marmal Arts				
FX 10	07/2011	Dry Powder Fire Extinguisher (Flamestop, 2.5kg)	E Block HE				
FX 11	08/2012	Dry Powder Fire Extinguisher (Chubb, 4.5kg)	Pre-School Shed				
FX 13	09/2012	Dry Powder Fire Extinguisher (Wormold, 2.7kg)	Man Arts Spare				
FX 14	08/2014	Dry Powder Fire Extinguisher (Flamestop, 4.5kg)	New Building			Bracket, fitting.	
FX 15	09/2014	Dry Powder Fire Extinguisher (Flamestop, 4.5kg)	New Building				

Fire Blankets						
ID	Type / Size	Location	Defect Classification	Fault Description	Rectification work	Quote
FB 1	Fire Blanket (1.2 x 1.8m)	Office Staff Room				
FB 2	Fire Blanket (1.2 x 1.8m)	Above Office Science Room				
FB 3	Fire Blanket (1.2 x 1.8m)	B Block Upstairs				
FB 4	Fire Blanket (1.2 x 1.8m)	A Block End				
FB 5	Fire Blanket (1.2 x 1.8m)	E Block HE				

Technician	Signators	Customer	Signature	Date
Liam Johnson		LEISA GOODWIN		Mon, 27 Apr 2015
License: Q8CC - 1235195				

