



Facility Management Victoria Pty Ltd Emergency Plan & Fire Standing Orders

Objective

To ensure that a fully operational emergency plan is in place and that all residents and staff are aware of their evacuation points and assembly areas.

CONTACTS

Facility Manager

Phone

Police 000

Ambulance 000

Fire 000

GENERAL INFORMATION

There are a number of fire hoses and fire extinguishers located in the building and these are clearly marked.

It is the responsibility of the contractors to advise the building staff if they require a smoke detector to be isolated.

Staff are to ensure the mobility impaired persons are noted and the MFB advised

Each staff member is to be offered Fire Warden training and be trained in use of fire panel.

The Emergency Preparedness Check list is to be completed on a annual basis

PROCEDURE

An emergency is defined as any actual or imminent event which in any way endangers or threatens to endanger the safety or health of any person in the _____ Apartments or which destroys or threatens to destroy any property within the building and which may have legal implications.

An emergency could include: -

- Fire
- Fatality
- Serious injury/ assault
- Domestic dispute
- Car accident in undercover car park
- Firearms/ weapons

A fire control board controls the alarm system, which is connected to the automatic fire sprinkler system, and linked to the MFB

Process

On the sound of the first alert tone **Beep-Beep** designated staff are to make there way to the fire control room. The fire indication panel will be in alarm mode. Determine what zone has been activated.

(DO NOT TOUCH THE FIRE CONTROL PANEL)

If safe to do so proceed to the affected floor or area and determine the cause of the alarm. The MFB will be on site within a few minutes. At this point they will take control of the situation.

Brief emergency services on arrival.

When you hear the evacuation tone, which is a **Whoop Whoop** sound. It indicates evacuate the building immediately.

If residents call advise them of the situation and if required request they evacuate to the designated assembly point.

Help evacuate people to the assembly area located _____
Advise the MFB of any issues.

Do not return to the building until the ALL CLEAR is give by the officer in charge of the emergency service.

Reference

- Portable fire extinguisher guide
- Fire hose reel instructions
- Fire blanket instruction
- Fire safety instruction for staff members
- Emergency preparedness check list