

Contoso Work Health and Safety Procedure - Fire Evacuation

Purpose

The purpose of this Work Health and Safety (WHS) procedure is to establish a clear and effective fire evacuation plan for Contoso employees and visitors, ensuring their safety in the event of a fire emergency.

Scope

This procedure applies to all Contoso employees, contractors, and visitors at Contoso premises.

Responsibilities

- Contoso Management:** Contoso management is responsible for ensuring that all employees and visitors are aware of the fire evacuation procedure and that appropriate fire safety measures are in place.
- Fire Wardens:** Fire Wardens will be appointed and trained to coordinate the safe evacuation of employees and visitors during a fire emergency.
- Employees:** All employees are responsible for familiarizing themselves with this procedure and following it during fire evacuations.

Procedure

1. Fire Safety Measures

- 1.1. Contoso will maintain and regularly inspect all fire safety equipment, including fire extinguishers, fire alarms, and emergency exit routes.
- 1.2. Fire drills will be conducted regularly to ensure employees are familiar with evacuation procedures.
- 1.3. A designated assembly area will be established at a safe distance from the building for employees to gather after evacuating.

2. Fire Wardens

- 2.1. Fire Wardens will be trained to effectively respond to a fire emergency.
- 2.2. The number of Fire Wardens and their roles will be designated in accordance with Contoso's size and layout.
- 2.3. Fire Wardens will receive regular training and refreshers on fire evacuation procedures and fire safety measures.

3. Fire Alarm

- 3.1. In the event of a fire or fire alarm activation, all employees and visitors must immediately evacuate the building.
- 3.2. The fire alarm system will be tested regularly to ensure its proper functioning.

4. Evacuation Procedure

- 4.1. Upon hearing the fire alarm or being alerted to a fire, employees and visitors should:

- a. Remain calm and avoid using elevators.
 - b. Immediately exit the building using the nearest emergency exit or exit stairwell.
 - c. Close doors behind them to contain the fire and prevent its spread.
 - d. Do not re-enter the building until it has been declared safe by the Fire Wardens or emergency personnel.

- 4.2. Fire Wardens will assist in ensuring that all areas of the building are cleared and direct employees and visitors to the designated assembly area.

5. Assembly Area

- 5.1. Once outside, employees and visitors should gather at the designated assembly area, which will be clearly marked.
- 5.2. Roll call will be taken to ensure that all employees and visitors are accounted for.

6. Emergency Services

- 6.1. Fire Wardens will contact emergency services (dial 000 or the local emergency number) and provide information on the fire situation.
- 6.2. The Fire Wardens will also inform emergency services of the number of individuals evacuated and any known hazards.

7. Re-Entry

7.1. Re-entry to the building will only be allowed after emergency services have declared it safe.

7.2. Contoso Management will coordinate post-evacuation activities, including re-entry procedures and communication updates.

Training and Awareness

Contoso will provide all employees with training on this fire evacuation procedure during their induction and regularly update them on any changes to the procedure. Fire Wardens will receive specialized training and ongoing refreshers.

Review and Revision

This WHS procedure, including the fire evacuation plan, will be reviewed and updated as necessary to ensure its effectiveness. Regular drills and feedback from emergency services will be used to improve the procedure.

By following this Work Health and Safety procedure, Contoso aims to provide a safe and efficient response to fire emergencies, ensuring the well-being of all employees and visitors.