Evacuation Team Training

29 Jan 2022

ICC Evacuation Team:
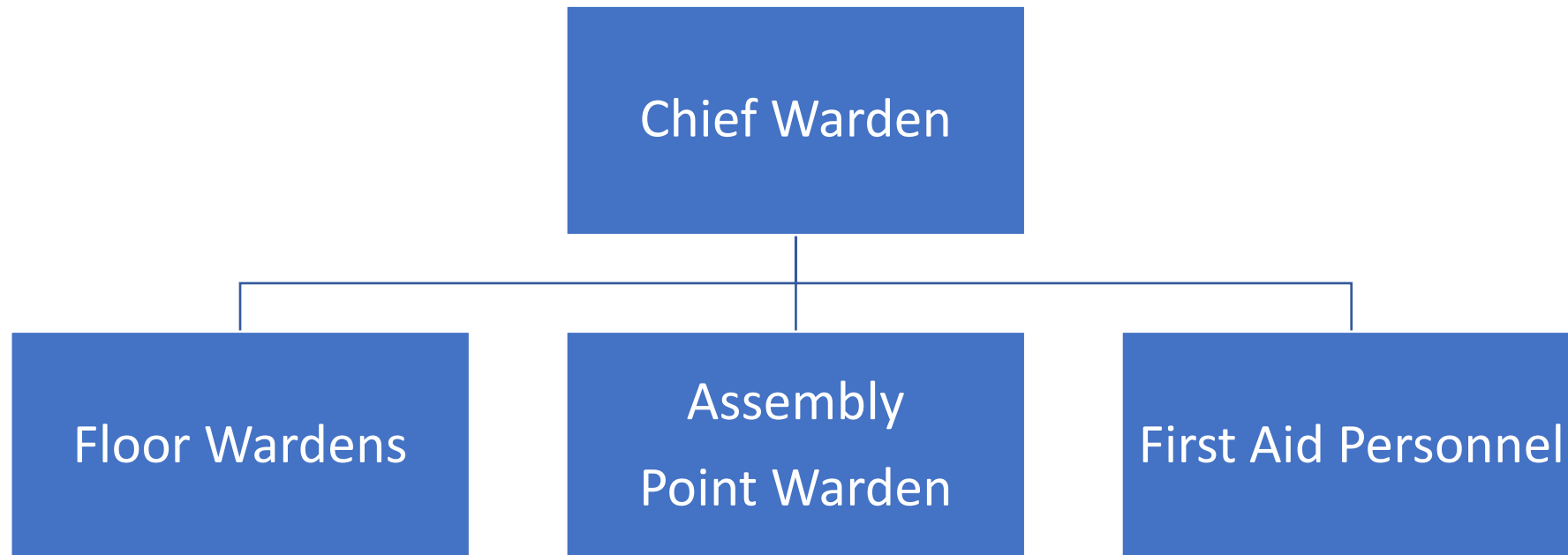
Evacuation Team Responsibilities:

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                    ┌─────────────────────────┐
                    │   Fire Alarm Triggered   │
                    └─────────────────────────┘
                                │
                    ┌─────────────────────────┐
                    │         Standby          │
                    └─────────────────────────┘
                                │
                    ┌─────────────────────────┐
                    │       Investigate        │
                    └─────────────────────────┘
                        ╱               ╲
        ┌──────────────────┐      ┌──────────────────┐
        │     No Fire       │      │       FIRE        │
        └──────────────────┘      └──────────────────┘
                 │                          │
   ┌─────────────────────────┐  ┌────────────────────────────────┐
   │  Provide "All Clear" to  │  │  Execute Evacuation Procedures  │
   │    Resume Activities     │  └────────────────────────────────┘
   └─────────────────────────┘               │
                                 ┌────────────────────────────────┐
                                 │  Call Emergency Services 000    │
                                 └────────────────────────────────┘
                                              │
                                 ┌────────────────────────────────┐
                                 │ Handover to Emergency Personnel │
                                 └────────────────────────────────┘
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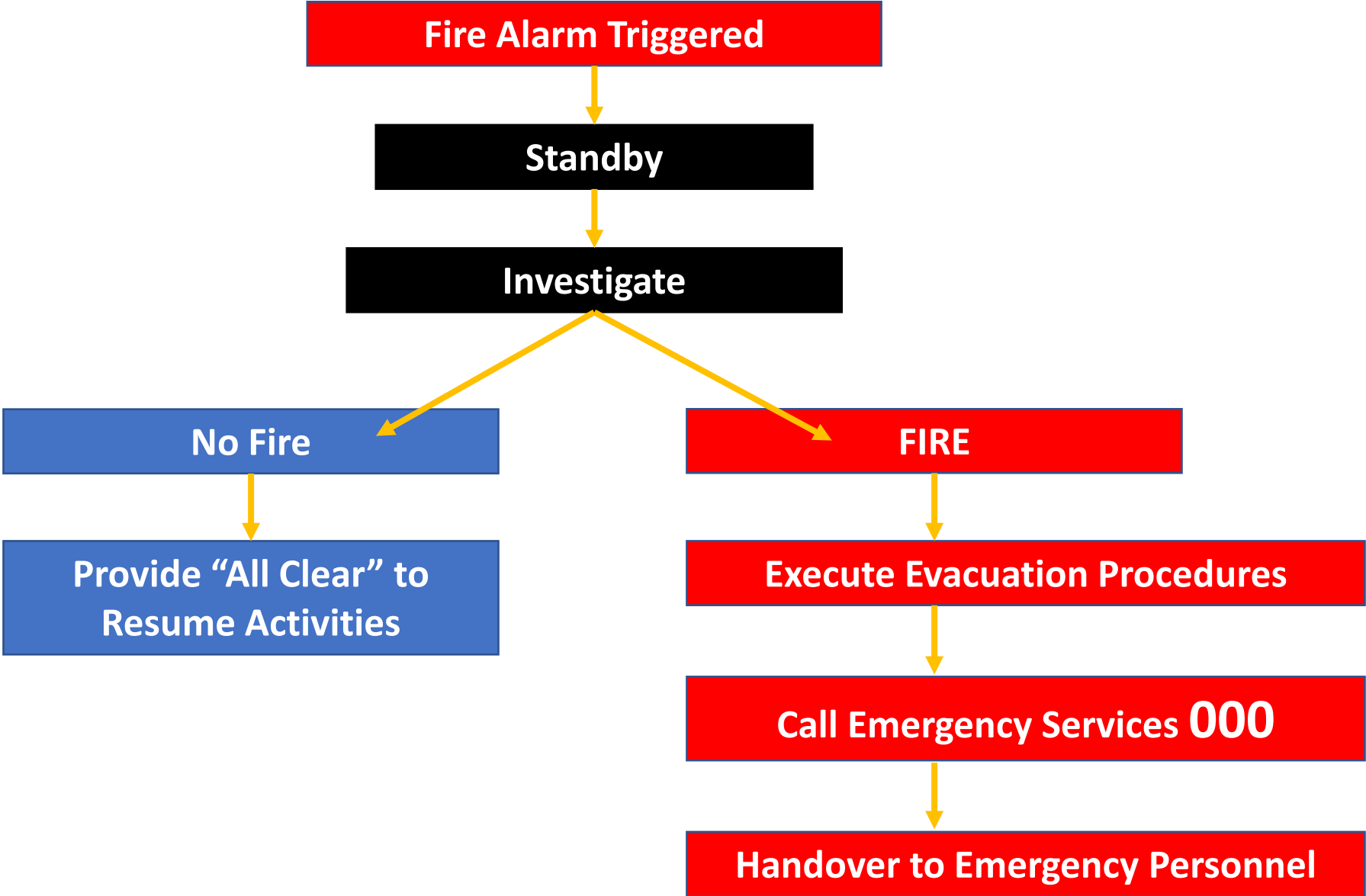
Fire Alarm triggered.

Beep Beep Beep Beep !!!!

1. Standby

- Go to designated WIP (warden intercom points).
- Put on Warden hat.
- Switch on walkie talkie and wait for Chief Warden's instructions.
- Clipboard to write notes.
- Location diagram on the back to locate fire.

Chief Warden – Go to fire panel.

Floor Wardens – Go to WIP

Assembly Point Warden –
Go to Michael's Office
(locate megaphone and first aid kit)

Ground floor
(next to lift)

First Floor
(behind sound desk)

Lower Ground
(office)

Michael's Office
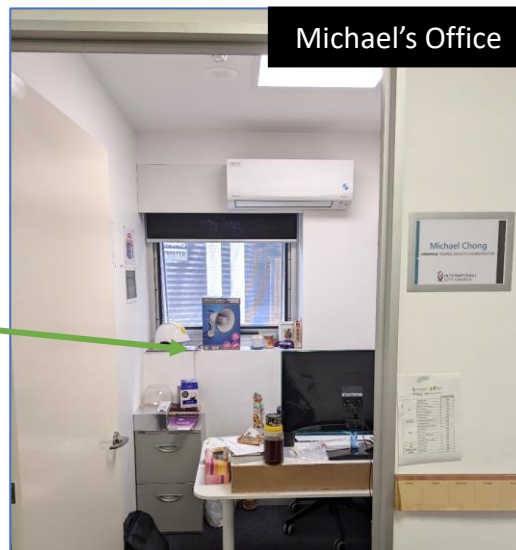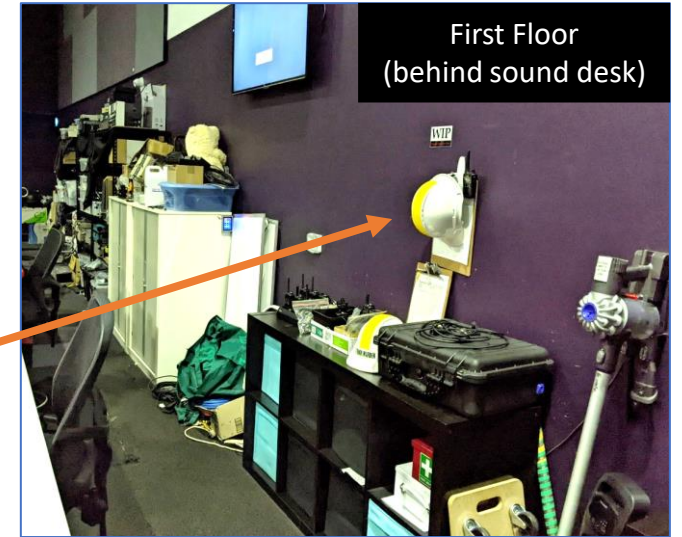
2. Investigate
- Chief Warden checks information on Fire Panel.
- Chief Warden might ask Floor Warden to investigate alarm triggered zone.

Location diagram.

Fire panel operation instructions.

Same key.
(backup key in the admin key box in the office)

Walkie-talkies.
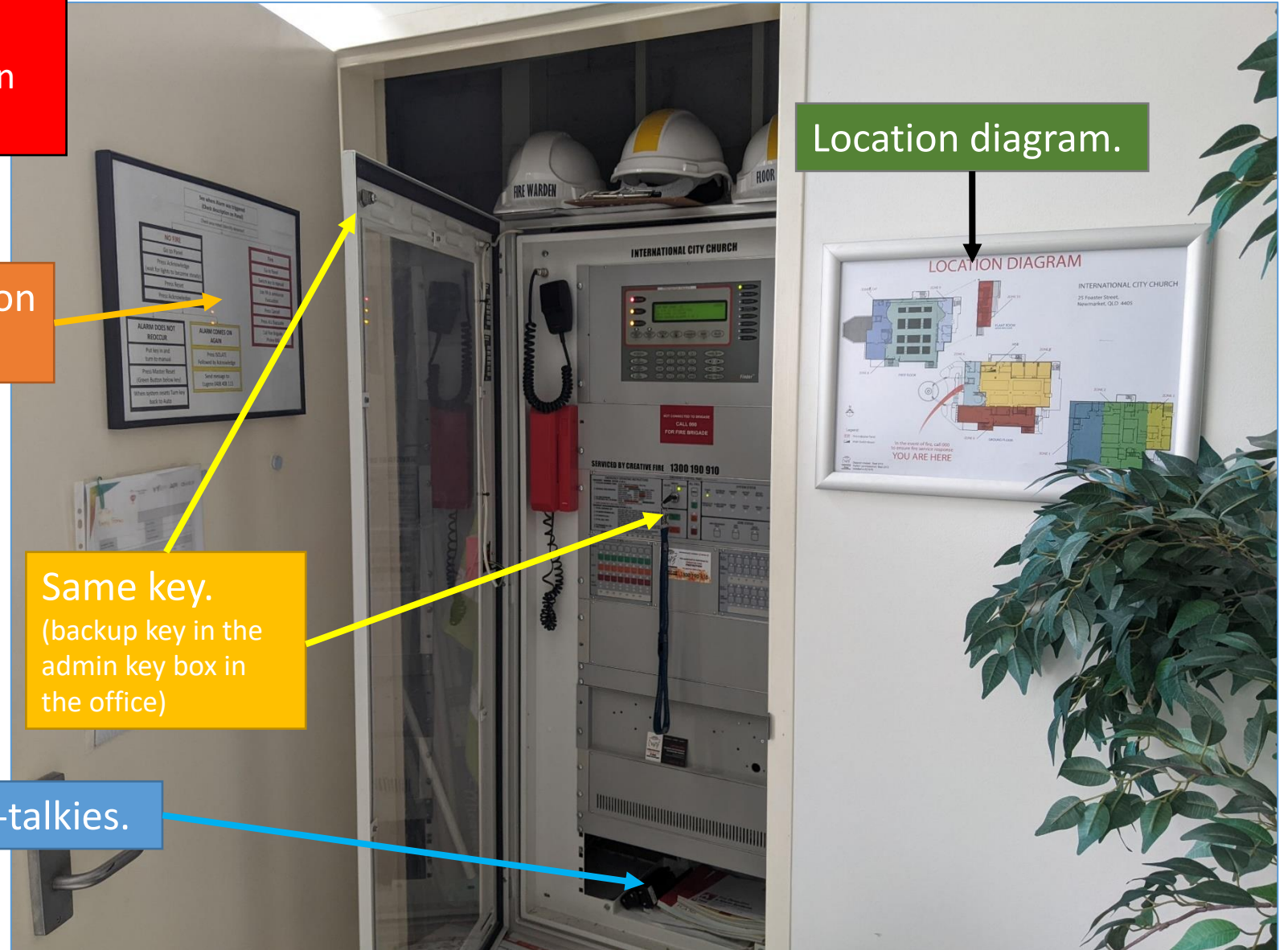
3. Emergency Assembly Point

Bottom carpark
(next to Spencer Park)

*Backup assembly point (in case of flooding) is at the front of the building, top carpark.

4. Evacuation

Woop Woop Woop Evacuate !!!

Team Members	Areas in Charge	Responsibilities
Chief Warden	Fire Panel	• Check details on Fire Panel. • Make announcements via the Fire Panel PA System. • Make 000 call in case of real fire. • Be the central person to collect all info from the Floor Wardens, make a summary and convey to Fire Department when they arrive. • Be the main contact person between ICC and the Fire Dept. during the emergency.
Floor Warden	Lower Ground Floor	• Inform all persons to exit building via emergency exits (follow "green man" signs). • If a person refuses to leave, take down their name and location and report to Chief Warden. • Check all rooms including toilets and close the door behind you as you leave (if safe to do so and do not lock).
Floor Warden	Ground Floor	• In case of bomb threat, open all doors instead. • Assist any people with special needs to the nearest Emergency Exit. If not able to help, report name and location of person to Chief Warden. • Do not allow people to use the elevator.
Floor Warden	First Floor	• Refuse re-entry into the building. • Thereafter head to Emergency Assembly Point.
Assembly Point Warden	Emergency Assembly Point Car Park	• Coordinate headcount. • Provide first aid kit. • Refuse re-entry into the building. • Ensure everyone stays within the assembly point (no removal of vehicles permitted until permission from Chief Warden or Fire Department). • Wait for instructions from the Chief Warden before giving the "ALL CLEAR" for people to return into the building.

5. How to operate Fire Panel

START HERE

Fire alarm triggered.

1. Turn alarm off.

Switch key to MANUAL.

Press BUZZER MUTE/ACK.
(orange button below the key)

Press MASTER RESET.
(green button below the key)

2. Check for fire or false alarm.

Locate ZONE on the display and refer to the Location Diagram.

3. Make announcement.

Check that key is switched to MANUAL.

Press ALL P.A. and speak using the mouthpiece microphone – "fire alarm has been triggered, please standby for further instructions".

Press CANCEL to turn off microphone.

4. FIRE?

FALSE ALARM

Press ACKNOWLEDGE.
(under the display)

Press RESET.
(under the display)

Press ACKNOWLEDGE.
(under the display)

If alarm rings again and it is verified that there is no fire, press ISOLATE (under the display) followed by ACKNOWLEDGE.

Make announcement using instructions in Step 3 – "false alarm detected, people can resume activities, please regard all future alarms as true and respond accordingly".

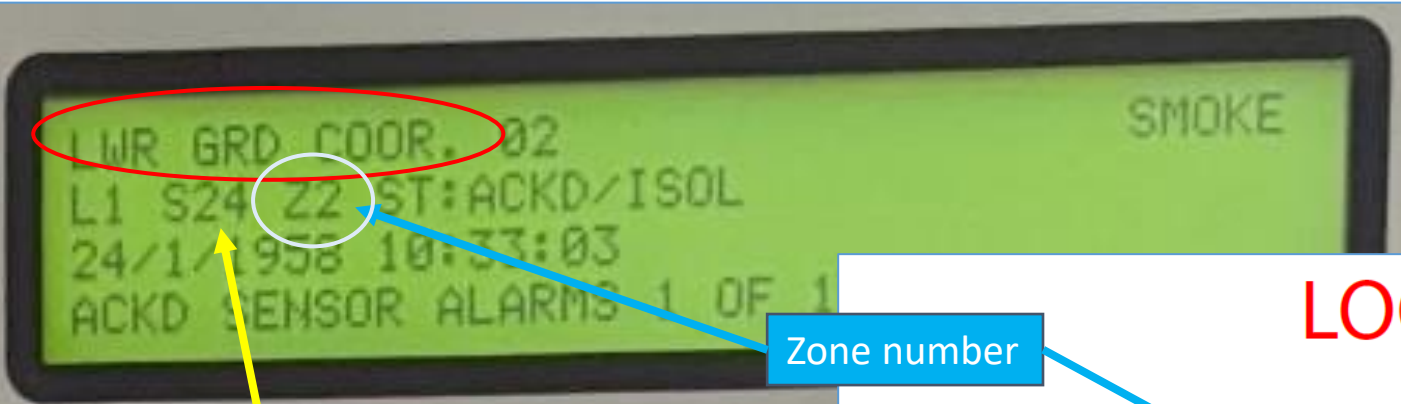Switch key to AUTOMATIC to reset the system.

FIRE

Make announcement using instructions in Step 3 – "please evacuate immediately".

Check that key is switched to MANUAL.

Press ALL EVAC.
(bottom right of key)

Call Fire Department **000**

LWR GRD COOR. 02
L1 S24 Z2 ST:ACKD/ISOL
24/1/1998 10:33:03
ACKD SENSOR ALARMS 1 OF 1

SMOKE

Zone number

Sensor number

LOCATION DIAGRAM

INTERNATIONAL CITY CHURCH

25 Foaster Street,
Newmarket, QLD 4405

ZONE 7
ZONE 9
ZONE 10
PLANT ROOM
ABOVE FIRST FLOOR
ZONE 8
FIRST FLOOR
MSB
ZONE 4
ZONE 5
ZONE 2
ZONE 3
ZONE 6
GROUND FLOOR
ZONE 1
LOWER GROUND FLOOR

N

Legend:

FIP   Fire Indicator Panel

        Main Switch Board

In the event of fire, call 000
to ensure fire service response

YOU ARE HERE
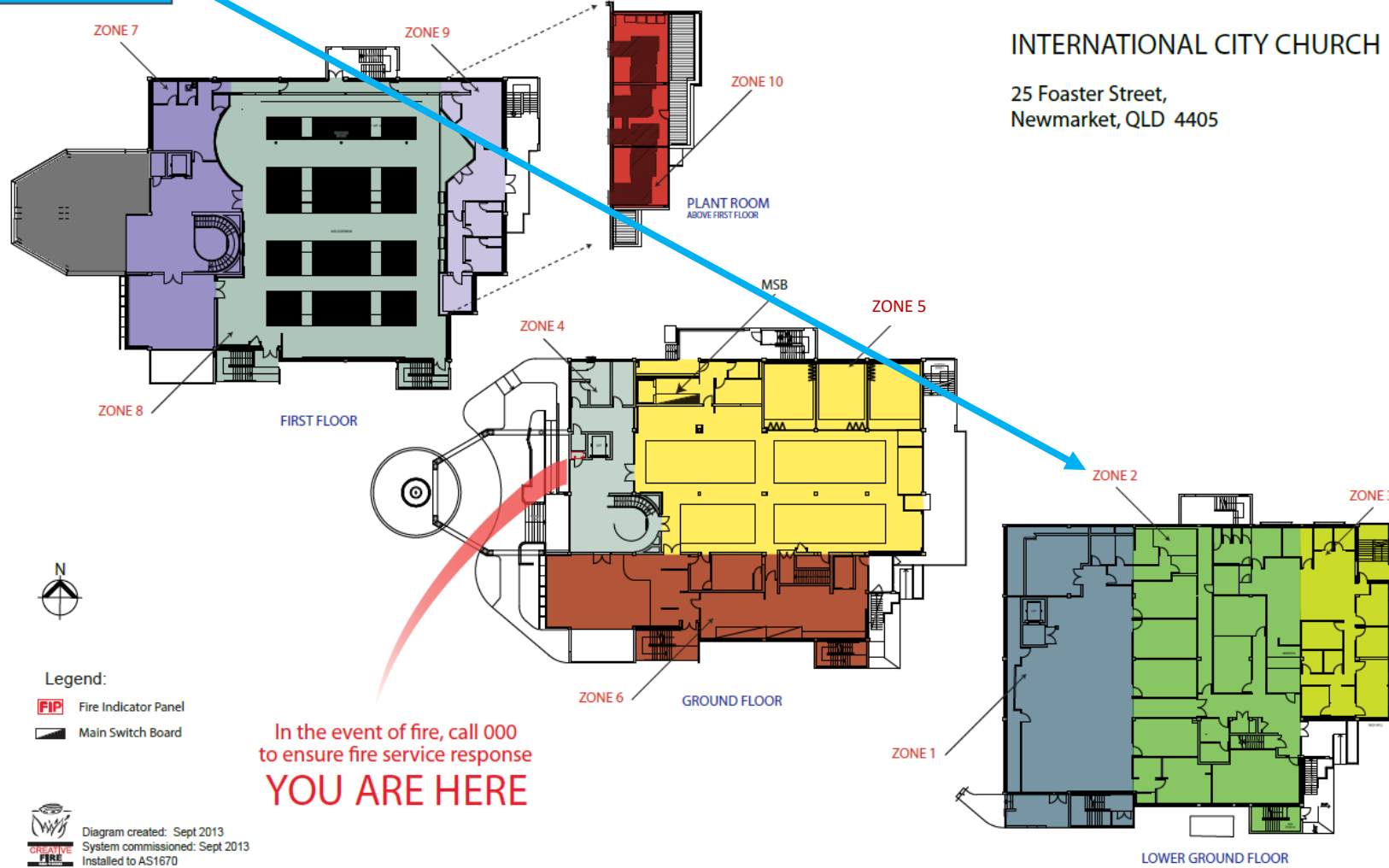
Diagram created: Sept 2013
System commissioned: Sept 2013
Installed to AS1670

CREATIVE
FIRE

5. House Keeping