



Queensland Society of Model and
Experimental Engineers Inc.

Fire, Accident and Emergency Evacuation plan

Emergency instructions

1

Any person becoming aware of a fire, accident or other emergency should notify a QSMEE member immediately. A QSMEE member so notified should take the following action.

Deal with the matter themselves providing they can do so effectively, immediately and without endangering themselves, the public or any facilities (E.g. a small spot fire where there is an adequate water supply or fire extinguisher close by) and notify the Duty Emergency Warden of the event.

In the event of a more serious fire, accident or emergency the QSMEE member should immediately notify the Duty Emergency Warden or a member of the QSMEE management committee. The member should keep dealing with the fire, accident or emergency and call on other members to assist as necessary.

Duty Emergency Warden or committee member to assess whether it is necessary to notify the Emergency Service agency and/or to evacuate either the immediate danger zone or the entire site. If necessary, notify the emergency service agency; initiate the appropriate evacuation or do both, as quickly as possible.

<p>2</p>	<p>How will people be warned in the event of a serious fire, accident or emergency?</p> <p>Duty Emergency Warden - After evaluating the situation will be responsible for sounding the fire alarm and evacuating the public and QSMEE members from the property if deemed necessary.</p> <p>Duty Emergency Warden will be responsible for providing evacuation instructions to all concerned by any means possible. e.g.; public address system or hand held megaphone.</p>
<p>3.</p>	<p>How the evacuation of the property will be carried out</p> <p>At the direction of the Duty Emergency Warden, everyone on the property should proceed to exit the property in an orderly manner as per instructions from the Duty Emergency Warden.</p> <p>Instructions should be given via a PA system or loudhailer.</p>
<p>4.</p>	<p>Identification of escape routes</p> <p>Emergency exit gates will be marked with appropriate signage indicating "EXIT".</p> <p>The location of the emergency exit gates will be marked on a map on display at the registration desk / sign on desk.</p> <p>All exit gates can be used as escape routes as directed by the Duty Emergency Warden.</p> <p>The main access gate should remain unlocked while there is anyone present on the site. It may be closed for security reasons,</p>

	<p>but must be left unlocked to allow access by emergency service vehicles and exit in the event of an emergency.</p>
<p>5.</p>	<p>Firefighting equipment provided</p> <p>Fire extinguishers / fire buckets and fire hoses are located throughout the property as per the Emergency Site Plan.</p> <p>A fire blanket is kept in the canteen.</p>
<p>6.</p>	<p>Duties and identity of members with specific responsibilities for opening up the railway and in the event of an emergency.</p> <p>Duty Emergency Warden - At the beginning of each running day to ensure that the following applies:</p> <ol style="list-style-type: none"> 1. Make sure all garden taps are turned off. 2. Make sure that the Bore Pump is switched on and correct pressure valves are open allowing free flow of water. 3. Make sure all emergency exit gates are unlocked and open. 4. Maintain responsibility for the overall control of the situation. 5. Be responsible for notifying the appropriate emergency services PH: 000 or 112 if necessary. Allocate a person to be sent to the property entrance on the main road to assist with directing emergency vehicles. <p>Management Team and members- Assist the Duty Emergency Warden with the safe evacuation and direction to emergency vehicles on site of all personnel from the property. Assist with ushering visitors to a nominated assembly area and then safe exit.</p>

	<p>Duty Emergency Warden will ensure:</p> <ul style="list-style-type: none"> • The Fire Brigade / Ambulance Service / Police Service is called - PH: 000 or 112. • All areas are cleared of non-essential people
7.	<p>Arrangements for the safe evacuation of people identified as being especially at risk, such as contractors, those with disabilities, children, members of the public and visitors.</p> <ul style="list-style-type: none"> • Guests of members: The host members must take responsibility for any visitor they may have and ensure they leave the property by the nominated exit at the direction of the Duty Emergency Warden. • Contractors: must be given information about fire procedures and leave the property at the nominated exit in an emergency. <p>People with disabilities: Specific arrangements may need to be made for those with disabilities. These arrangements may be made with the assistance of the Duty Emergency Warden or any member.</p>
8.	<p>How will the necessary Emergency Services be called out to attend the site and who will be responsible for doing this.</p> <ul style="list-style-type: none"> • After appraising the situation the Duty Emergency Warden will be responsible for Dialling 000 or 112 and requesting the appropriate emergency service. • In the absence of the Duty Emergency Warden a member nominated by the Duty Emergency Warden will call the appropriate Emergency Service - 000 or 112

9.	<p>Procedures for liaising with the Emergency Service on arrival and notifying them of any specific risks, e.g. the location of highly flammable materials.</p> <ul style="list-style-type: none"> • Duty Emergency Warden or nominated member will liaise with the Emergency Service or services on their arrival at site.
10.	<p>The following arrangements and training is given to members at the Property:</p> <ul style="list-style-type: none"> • All regular club attendees: Fire Drills three times a year • All regular club members: Fire briefing once a year (may be in conjunction with fire drill). • Fire Warden training: for designated Duty Emergency Warden • Record of training to be kept within Fire Manual. • Training to be reviewed on a yearly basis and planned into budget.