

Emergency and School Security **Quick Reference Guide**

Fire

If you are an owner, or a business or person, that is occupying, or managing a building in Queensland you have a **legal obligation** to ensure the safety of any person in that building in the event of a fire or other emergency.

The Queensland Fire & Emergency Service has developed 'The Fire Safety Management Tool for Owner / Occupiers' **to assist owner / occupiers in managing their compliance** with the *Fire and Emergency Services Act 1990* and the *Building Fire Safety Regulation 2008*. The 'Advisory Notes' provide further explanation and clarification of terms referenced.

It is important to note, the 'Fire Safety Management Tool for Owner/ Occupiers' and the 'Advisory Notes' are guides only. **Neither document indicates compliance** with all requirements of the *Fire and Emergency Services Act 1990* and/or the *Building Fire Safety Regulation 2008*.

Preparedness prior to the event

- Ensure you have completed your Emergency Response Plan (ERP)
- Ensure you have identified your exit routes and location of firefighting equipment
- Identify Assembly Area to evacuate to

Immediate action

- Activate your Emergency Response Plan (ERP)
- Raise the alarm to warn people at the workplace
- Notify the Queensland Fire and Rescue Service (QFRS) and Queensland Police Service (QPS) (**000**)
- Call the site's Emergency Response Team to implement emergency procedures:
 - Evacuate to nominated Assembly Area(s) which is clear of the danger area
 - Call the roll to check that everyone is safe
 - Restrict student and staff access to the danger area
 - Notify QLD Ambulance if required by telephoning triple zero (**000**)
 - Fight the fire only if it is safe to do so and if the people involved have been trained to use the firefighting equipment
 - Notify the Regional Director
 - Do not disturb any potential evidence the police might find useful

Ensure the safety of the rest of the group

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- Assist people in immediate danger – in particular people with disabilities and those requiring additional assistance
- Attend to injured person(s)

Follow advice and instruction given by:

- QLD Police Service
- QLD Fire & Emergency Service
- QLD Rural Fire Service
- Your Regional Director
- Emergency & School Security Unit

Follow up actions

Assume presence of Asbestos Containing Material (ACM) in debris and notify relevant stakeholders

- Report damage to facilities & grounds to the Regional Office
- Consider closure of school, refer to **CE Directive No.01/2015** for more information
- Report school operational status and student attendance to the Regional Director
- Make arrangements for parents/carers/next of kin to be notified once danger has passed
- Have appropriate authorities assess the safety of the buildings once the fire has been extinguished
- Notify BAS Phone # 1800 613 328 (available 24/7)
- For support on any of the above, please contact your Regional Office Infrastructure Advisor
- Notify Education Queensland International if any international student is involved

Recovery

Seek support from School Guidance Officers and Employee Advisors as appropriate:

- <http://education.qld.gov.au/health/contacts/contacts-ea.html>
- Review of processes, debriefing, and memorials (if necessary)
- Complete the relevant report available from <https://myhr-whs.deta.qld.gov.au/>

NB: School closures are posted on DoE website <http://closures.det.qld.gov.au/> Facebook and Twitter.

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Additional Information

For further information contact the Emergency and School Security on (07) 303 46011

DoE Website <https://qed.qld.gov.au/>

Twitter www.twitter.com/QLDEducation

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