



Code Red: Fire Safety Procedure

1. Guiding Principles

The Fire Safety Procedures aim to assist staff to prevent the outbreak of fire and minimise subsequent risk / danger in the event that a fire or smoke emergency was to occur.

1.1 It is the responsibility of all staff to:

- know your procedures
- know your role
- complete training
- know your workplace.

1.2 It is the responsibility of the organisation to ensure:

- fire safety is managed
- buildings are maintained in a fire safe condition
- training for high, medium, low risk staff is provided
- fire and emergency equipment is maintained.

2. Prevention

2.1 Fire Safety Prevention and Management

- Promotion of good housekeeping.
- Appropriate and safe storage of hazards.

2.2 Building Inspection and Maintenance

- Fire Safety assessments (audits) are undertaken by an external consultant every four years.
- Annual Department of Fire and Emergency Services (DFES) building inspection.

2.3 General Fire Risk Assessments

- Heads of Departments to undertake Fire Risk Audits of their areas.
- Routine OSH Risk assessments completed as scheduled.
- Departments to create Action Plans with remedial actions.

**This document can be made available in alternative formats
on request for a person with a disability**

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3. Preparedness

3.1 Training

WACHS Midwest provides the following Fire Safety training for all employees:

Code	Program Title	Delivery	Frequency
EPTRNEL2	Emergency Code Awareness	E-Learning	Annually
EPCRP001	Fire Safety Practical – Code Red	F2F	Annually
EPOGE001	Emergency Evacuation Practical – Code Orange	E-Learning F2F	Annually

Target	CFT – EPMIC (Chief Warden)	AWT – EPWAT (Area Warden)	EPEXT (if available) (Fire Fighting Equipment)	EPCR 001 (Fire Safety Practical)	EPTRN E-L (Emergency Code Awareness)	EPOGE (Emergency Procedures Code Orange)	
	2 nd yearly	2 nd Yearly	2 nd Yearly	Annual	Annual	DRL	WK
Chief Warden	ü			ü	ü	ü	
Area Warden		ü	ü	ü	ü	ü	
All Staff				ü	ü	ü	

Please note: It is the responsibility of all staff at WACHS Midwest to ensure that you have completed the required Fire and Evacuation Training.

3.2 Orientation to Work Area

- On commencement of employment.
- Any changes to work area or commencement of work in a new area.

3.3 FIRE-FIGHTING Equipment

- Fire alarms, detectors, fire bells, Break Glass, Indicator Panels and EWIS panels.
- Fire Extinguishers.
- Fire Blankets.
- Fire Hose Reels.

3.4 Action Cards and Emergency Evacuation Plans

Each site is to have an Action Card(s).

3.4.1 Emergency Evacuation Plan

- Displayed – minimum of one per fire zone.
- Review 2nd yearly or during any facility change.

3.4.2 Emergency Procedures Quick Reference Guidelines

- To be kept by every phone excluding patient phones.
- Review 5th yearly or any policy changes at regional level.

3.4.3 Written 'Action Cards'

- Customised for specific roles and individual work areas.
- Displayed on site as an appendix to this Procedure and on the intranet under Emergency Management for each site.
- Review 2nd yearly or during any facility change at local level.

Midwest Sites	
Burringurrah Nursing Post	Meekatharra Hospital
Carnarvon Health Service	Morawa Perenjori Health Service
Coral Bay Nursing Post	Mount Magnet Health Centre
Cue Nursing Post	Mullewa Hospital
Dongara Health Centre	North Midlands (Three Springs) Hospital
Exmouth Hospital	Northampton Health Service
Geraldton Health Campus	Sandstone Nursing Post
Kalbarri Health Centre	Yalgoo Nursing Post

4. Response

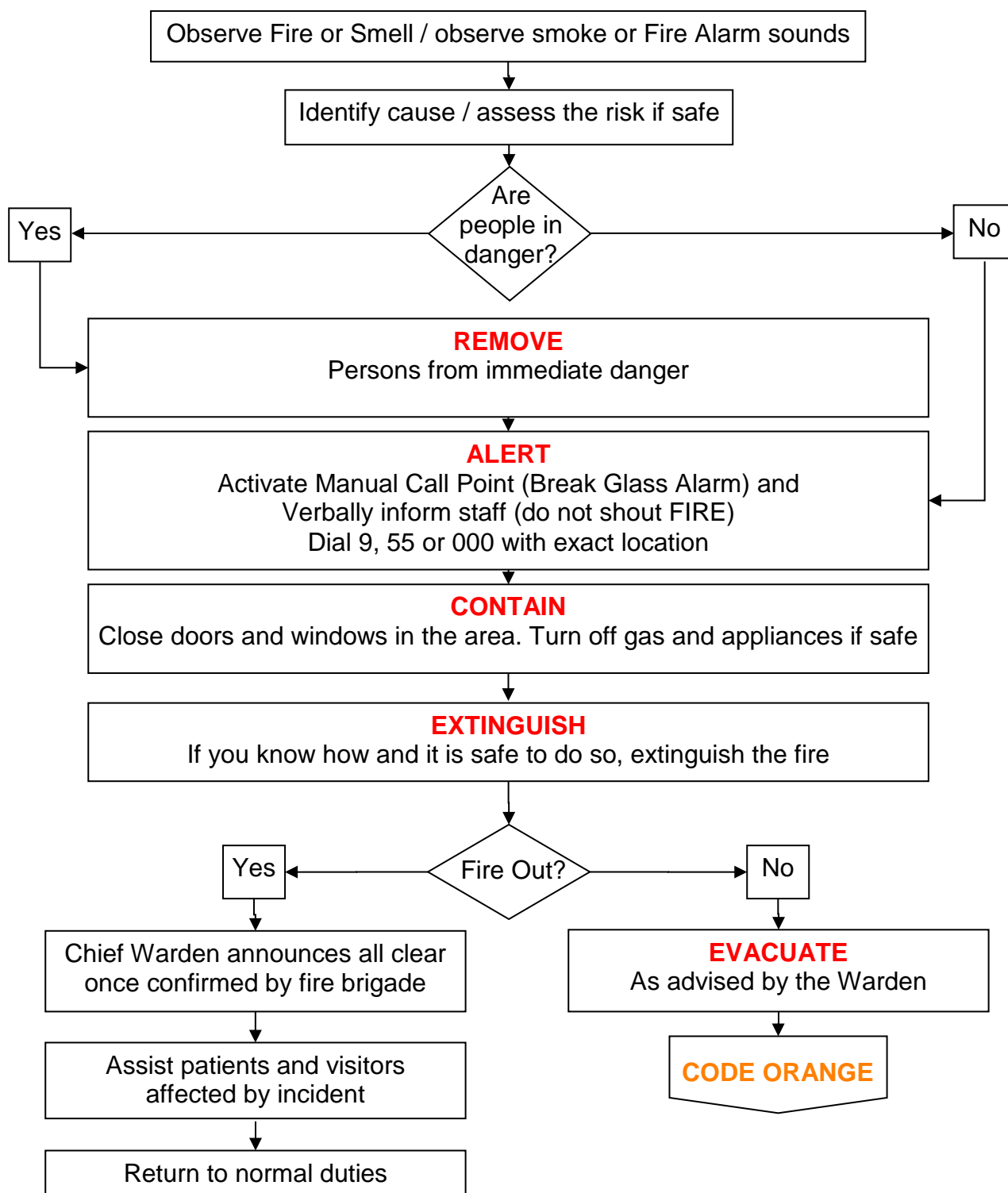
4.1 In the event of a FIRE, WACHS Midwest staff must: RACE

Remove – anyone in immediate danger

Alert – raise the alarm

Contain – close doors to contain the fire

Extinguish / Evacuate – extinguish when safe evacuate when necessary



4.2 Action in the event of EVACUATION

4.2.1 Authority to Evacuate

- The authority to order a total evacuation will always remain the responsibility of the Chief Fire Warden or most senior person present. Any directions given by the Fire Brigade or Police should be carried out.

4.2.2 Stages in Evacuation

Stage 1: Room - Remove everyone from the room the fire/hazard is in and close the door.

Stage 2: Compartment - Remove everybody from the fire/hazard compartment through the fire door and into the adjoining compartment or outside.

Stage 3: Building - Evacuate the whole building to a designated muster station outside, away from the building. Once everyone has mustered, consider environmental factors such as heat, shade and smoke.

5. Recovery

5.1 Reporting

Monitoring of all relating reporting is monitored by the Directorate Managers, Midwest Emergency Management Sub-Committee, Midwest Regional Safety and Quality Committee and the Regional Executive Committee

Report	Responsibility	Committee	Frequency
Fire Assessment Reports	Regional Manager Infrastructure and Support Services	Emergency Management Committee & Management Teams	3rd Yearly
DFES building Audit	Regional Manager Infrastructure and Support Services	Emergency Management Committee & Management Teams	Annually
Training Compliance Reporting	Regional Coordinator Learning & Development	Emergency Management Committee & Management Teams	2 nd Monthly
Equipment test and audits	Heads of Departments	Management Team Meetings	2 nd Monthly
Code Reporting	Chief Warden / Heads of Department Operations Managers S&Q Team	Emergency Management Committee	2 nd Monthly

5.2 Evaluation and Review

The review of the effectiveness of the Fire Safety Management system, including the review of this Procedure, will be overseen by the WACHS-Midwest Emergency Management Sub-Committee. This procedure is to be reviewed every five (5) years or as change is required.

6. References

Australian Standard (2010) AS 4083-2010 *Planning for emergencies – Health care facilities*.

Australian Standards (2010) AS 37445-2010 *Planning for emergencies in facilities*.

7. Standards

[EQulPNational Standards](#) - 15.18

8. Related Policy Documents

WACHS [Emergency \(Disaster\) Management Arrangements Policy](#)

WACHS [Workforce Learning and Development Policy](#)

9. Related WA Health System Policies

[MP 0073/17 Emergency Management Policy](#)

10. Policy Framework

[Public Health Policy Framework](#)

11. Appendices

The following Fire Safety Action Cards have been developed for specific staff and specific areas, and will be distributed to sites initially. The cards will then be available via a Midwest Emergency Management intranet page currently under development (to be advised).

Appendix 1 - Burringurrah Nursing Post - Fire Action Card

Appendix 2 - Carnarvon Health Service Fire Action Cards

Appendix 3 - Coral Bay Nursing Fire Action Card

Appendix 4 - Cue Nursing Post Fire Action Card

Appendix 5 - Dongara Hospital Fire Action Cards

Appendix 6 - Exmouth Hospital Fire Action Cards

Appendix 7 - Geraldton Health Campus Fire Action Cards

Appendix 8 - Kalbarri Health Centre Fire Action Cards

Appendix 9 - Meekatharra Hospital Fire Action Cards

Appendix 10 - Morawa Perenjori Health Service Fire Action Cards

Appendix 11 - Mt Magnet Health Centre Fire Action Card

Appendix 12 - Mullewa Hospital Fire Action Cards

Appendix 13 - North Midlands Hospital (Three Springs) Fire Action Card

Appendix 14 - Northampton Hospital Fire Action Card

Appendix 15 - Sandstone Nursing Post Fire Action Card

Appendix 16 - Yalgoo Nursing Post Fire Action Card