



# Fire Safety and Emergency Procedures

## 1. Purpose

Specific risks are associated with working in a chemical laboratory. An emergency situation in a laboratory may involve a fire, explosion, chemical hazard or major spill. This guideline details the procedures to follow to minimise the impact of a major incident on the safety of people and property.

## 2. Scope

This guideline applies to all staff and students working within the School of Chemistry.

## 3. References

Overview of Emergency Procedures

<http://staff.uow.edu.au/ohs/emergencies/emergency/index.html>

Hazard and Incident Reporting Guidelines OHS132.2

<http://staff.uow.edu.au/content/groups/public/@web/@ohs/documents/doc/uow016969.pdf>

SafetyNet: Online Hazard and Incident reporting

<http://staff.uow.edu.au/ohs/reportingahazardorinjury/reporting/index.html>

Building Wardens Guidelines OHS074

<http://staff.uow.edu.au/content/groups/public/@web/@ohs/documents/doc/uow016927.pdf>

First Aid and Evacuation Procedures in Undergraduate teaching Laboratories

<http://www.uow.edu.au/content/groups/public/@web/@sci/@chem/documents/doc/uow016879.pdf>

Fire Extinguisher Selection and Use

<http://staff.uow.edu.au/content/groups/public/@web/@ohs/documents/doc/uow016932.pdf>

## 4. Definitions

*Building Warden:* Appointed by the School to provide an initial response to an emergency and facilitate the emergency evacuation of people located in the building.

*Fire Alarm Console:* These are a break glass unit, which will generate an alarm when activated. The fire alarm console is located just inside the main entrance of building 18 and on the ground floor in building 41, near the Anatomy lab.

## 5. Procedure

Academics in charge of lectures or a laboratory class do have specific responsibilities in the event of an evacuation. They should also refer to the following guidelines:-

- First Aid and Evacuation Procedures in Undergraduate teaching Laboratories  
<http://www.uow.edu.au/content/groups/public/@web/@sci/@chem/documents/doc/uow016879.pdf>
- Communication of Emergency Procedures to Students  
<http://staff.uow.edu.au/content/groups/public/@web/@ohs/documents/doc/uow016926.pdf>

## Steps to follow in an Emergency situation - RACE

### 5.1. Rescue

If you are involved in or close to a major incident and there is immediate danger to:-

- yourself - move to safety, first, above all else.

- somebody else – if it does not pose a threat to yourself assist any casualty. Assess condition and administer appropriate first aid and/or inform First Aid Officers and Security.

## 5.2. Alarm

If you are involved in or close to a major incident contact Security on their emergency phone number **4900**. Report the:-

- exact location
- type
- extent

of the emergency. Also give your name and designation.

If possible, locate a Building warden and inform him/her of the incident.

If an immediate building evacuation is necessary, such as in a major fire, and the alarm has not triggered automatically, raise the alarm by activating the fire alarm console.

### Location of Fire Alarm Console

**Building 18** Inside the building adjacent to southern entrance. Break glass to activate.

**Building 41** On the ground floor opposite the entrance. Break glass to activate.

## 6. Contain

If possible, and safe to do so, secure the area. Switch off fume cupboards, close windows and leave the room/laboratory closed if you are the last to leave. Do not stop to collect personal belongings.

### 6.1. Evacuate / Extinguish

- **All** occupants of the building must leave in an orderly manner by the nearest exit when hearing a continuous alarm (fire alarm bell) and/or a request to evacuate the building by the Building Warden. It should **not** be assumed that the alarm is being tested or has developed a fault.

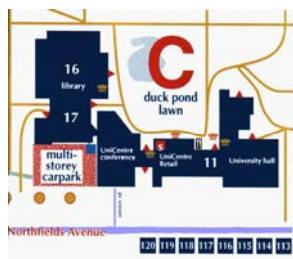
Remember proceed quickly (do not run) to the nearest exit or as directed by the Building warden **Do not use the lift**

- Building Wardens will coordinate evacuation ensuring that all areas of the building have been evacuated and will inform Security about the evacuation. In Building 41 wardens use the WIP phones (red phones in fire reel cupboard) to call the Chief Building Warden to report 'zones clear'.
- On exiting the building, proceed directly to the marshalling area.

### Location of Evacuation Assembly Areas

**Building 18** Area C - northern side of the duck pond outside the southern entrance.

**Building 41** Area D - the western side of the building near north duck pond .



Building 18



Building 41 and 41A

- No one, except University Security Officers and the fire service, are allowed to re-enter the building until the 'all clear' signal is issued.
- If you regularly access another building, always note the evacuation point. In the case of an emergency, act to maintain an orderly evacuation procedure particularly for lecture groups or laboratory classes.



### 6.1.1. Fire fighting devices

**Only try to put out MINOR FIRES. Do not put yourself at risk!!**

	Location	Use
<b>Fire Extinguishers</b>	<ul style="list-style-type: none"> <li>• All laboratories</li> <li>• Corridor cupboards labelled "Fire Hose Reel and Extinguisher".</li> </ul>	<p><b>CO<sub>2</sub> fire extinguishers</b> (red with black band) are for all fires including electrical and flammable liquid.</p> <p><b>Never use the fire extinguisher on a person!!</b>  <b>Be familiar with the operation of a fire extinguisher.</b></p> <p>To Activate:</p> <ul style="list-style-type: none"> <li>• Remove pin.</li> <li>• Squeeze handle and test it is working properly.</li> <li>• Use at a safe close distance.</li> <li>• Ensure the fire is smothered.</li> <li>• Contact School Safety Advisory Officer.</li> </ul>
<b>Fire Hose</b>	<ul style="list-style-type: none"> <li>• Bdg 18: southern corridor on each floor</li> <li>• Bldg 41: outside Laboratories 342 &amp; 343</li> <li>• Bldg 41A: both ends of the corridor on each floor</li> </ul>	<ul style="list-style-type: none"> <li>• Water should <b>not</b> be used on laboratory fires except for water-soluble substances such as alcohol or acetone.</li> </ul>

<p><b>Fire blankets</b></p>	<ul style="list-style-type: none"> <li>• All laboratories.</li> </ul>	<ul style="list-style-type: none"> <li>• If a person's clothing catches fire push them to the ground and wrap them in a fire blanket or roll them to smother the flames quickly.</li> <li>• If a laboratory coat is handy, it may be used.</li> <li>• Contact a First-Aid Officer and Security as soon as possible.</li> </ul>
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More information on fire extinguishers

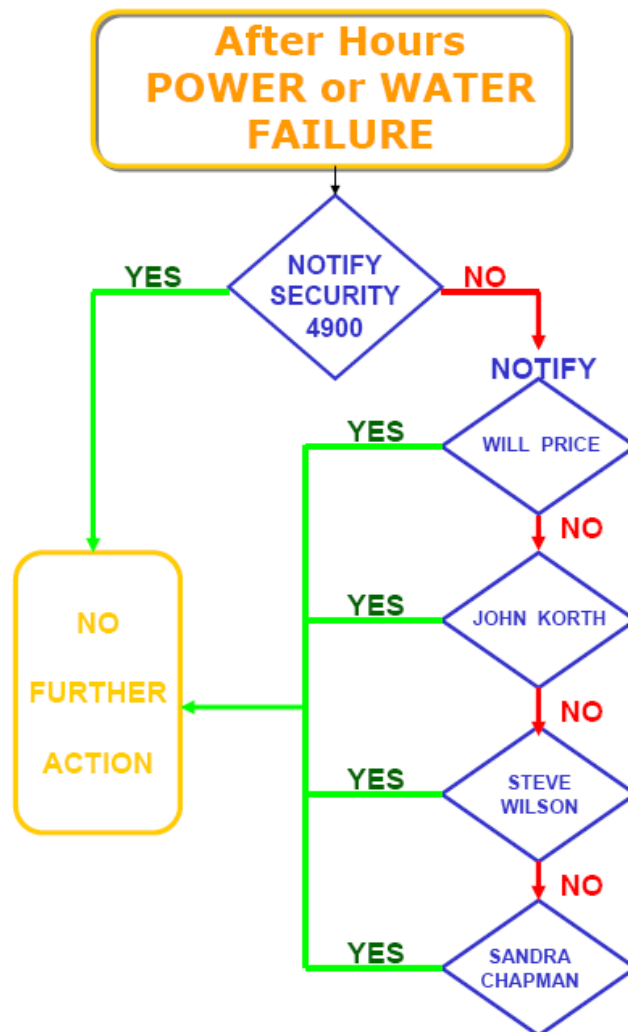
<http://staff.uow.edu.au/content/groups/public/@web/@ohs/documents/doc/uow016932.pdf>

## 6.2. Emergencies Out of Hours

Ring Security on **4900**.

### 6.2.1. Power and Water failures

The following procedures can be taken for an after hours power or water failure. Contact telephone numbers have been placarded in all laboratories.



### **6.3. Reporting an incident**

All Incidents including first aid, near misses and those involving hazardous materials must be reported using SafetyNet at

<http://staff.uow.edu.au/ohs/reportingahazardorinjury/reporting/index.html>

In the event of a building evacuation the OH&S unit will carry out an investigation. An Emergency Evacuation Debrief form will be completed:

<http://staff.uow.edu.au/content/groups/public/@web/@ohs/documents/doc/uow016930.pdf>

Some incidents maybe 'notifiable', this means that WorkCover may also be called in to review the incident. In such cases the area around a major incident should not be disturbed.

### **7. Reference Personnel**

All changes to this document shall be referred to the School Safety Committee prior to implementation.

### **8. Documentation**

OHS157.3      Emergency Evacuation Debrief Form  
<http://staff.uow.edu.au/content/groups/public/@web/@ohs/documents/doc/uow016930.pdf>