1. Purpose

To provide an emergency evacuation procedure that will protect the safety and security of personnel, visitors and property at Tamworth Site based on the requirements of WHSE-019 Emergency Management.

2. Site Implementation

Any emergency that occurs on site must have an Incident Report completed by Site Management. Refer to WHS-005-Incident Reporting and Investigation.

Refer to Section 3 for Responsibilities

Refer to Sec 4.2 on types of emergencies

A list of Site emergency contacts including Wardens and First Aiders is to be kept readily at hand for the Site Management and displayed on the site Noticeboards.

If the incident does not require an initial combat agency, or once Triple Zero has been contacted, notify the relevant authorities stated in Sec 4.4.6

Location of Emergency Evacuation Point is located at the Corner William Street & Belmore Street or the corner of Reserve Place & Hercules Street. All persons on site are to remain there until otherwise directed by Chief Warden. If this area cannot be accessed, the Chief Warden will advise of an alternative assembly area e.g., front gate on Belmore Street or other gate on Reserve Street entrance.

3.   Responsibilities

Any emergency that occurs on site must have an Incident Report completed by Site Management.
Refer to WHS-005-Incident Reporting and Investigation.

The Site Manager has the overall responsibility to ensure the safety and security for the Site and must ensure that the evacuation is carried out immediately with no hesitation and that the emergency procedure is followed.

The Chief Warden and the Area Wardens shall have the responsibility for the safe evacuation of their designated area.

All workers, contractors and visitors shall be responsible for ensuring they follow the procedure in the event of an emergency.

3.1   Wardens

3.1.1   Chief Warden Responsibilities

The Chief Warden can delegate tasks as the emergency develops:

- Proceed to designated assembly point
- Ascertain severity of the emergency
- Ensure Alarm is raised – get notifier to confirm
- Monitor evacuation
- Communicate with Emergency Services
- Maintain accurate log of proceedings
- Manage Traffic if required
- Assembly point roll call
- Fire Fighting if required
- Emergency Service Escort
- Environmental Protection

3.1.2 Deputy Fire / Emergency Warden Responsibilities
Note: If the Chief Fire Warden is absent from the site, the Deputy Fire Warden must assume the duties of the Chief Fire Warden
- Proceed to designated assembly point
- Wait for instruction from Chief Warden

3.1.3 Fire / Emergency Warden Responsibilities
- Conduct evacuation of designated area(s)
- Complete a check of designated area to ensure all people have been evacuated
- Carry out tasks as instructed by Chief Warden.

3.1.4 First Aider Responsibilities
- Report to Chief warden for instructions when required
- Ensure it is safe to treat injured person
- Provide first aid assistance

4. Method
4.1 Definition of an Emergency
An emergency is defined as any event which arises internally or from external sources which may adversely affect the safety of persons in a building or the community generally and requires immediate response by the occupants.

An incident is which control is lost to some extent and which requires immediate action to prevent or minimise injury, damage, or loss.

An incident which escalates with:
- Attention by national media, financial situations, authorities, etc.
- The potential for major loss of asset value
- The potential for environmental community concerns
- The presumption that the Company is not safe to operate
- The inability to delivery product

4.2 Types of Emergencies
The following list are emergencies that could occur on site.

Emergency response procedures have been formulated with respect to the listed emergencies.

EVENT	INTERNAL/EXTERNAL	CONSEQUENCE
Fire/Smoke	Internal/External	Injury to persons, death, loss of assets, damage to buildings, disruption/cessation of business
Explosion	Internal	Injury to persons, death, loss of assets, damage to buildings, disruption/cessation of business
Bomb Threat	Internal/External	Injury to persons, death, loss of assets, damage to buildings, disruption/cessation of business
Environmental Spill	External	Refer to Tamworth Mill WHSE 001 PIRMP

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Medical Emergency	Internal	Injury to persons, death
Armed Intrusion	Internal/External	Injury to persons, death, loss of assets
Civil Disturbance	Internal/External	Injury to persons, death, loss of assets
Structural Damage	Internal	Injury to persons, death, loss of assets, damage to buildings, disruption/cessation of business
Electrical Failure	Internal	disruption to business
Water Failure	Internal	disruption to business
Telephone Outage	Internal	disruption to business
Lockdown	Internal	Injury to persons, loss of assets, damage to buildings, disruption to business
Severe Storm/Flood	External	Injury to persons, loss of assets, damage to buildings, disruption to business
Asbestos	Internal	Injury to persons, death, environmental impact
Aeroplane	External	Injury to persons, loss of assets, damage to buildings, disruption to business
Vehicle incident	Internal/External	Injury to persons, loss of assets, damage to buildings, disruption to business

4.3   Elements of Emergency Management:

The four (4) elements of emergency management must be followed.

- Prevention – the implementation of all appropriate prevention measures will minimise the possibility of an emergency.
- Preparedness - measures are implemented against the possibility that an unforeseen event may occur, originating on the site or elsewhere.
- Response- measures involve the implementation of evacuation procedures, activation of the emergency control centre and the issue of warnings to neighbours.
- Recovery- many measures will be carried out in parallel with response actions during emergencies.

4.4   Emergency Response Equipment/information

4.4.1   Emergency Alarm – Notification system

This is the primary way to notify all site staff, contractors and visitors that an emergency has occurred and stage one emergency procedure need to take effect. This needs to be audible for all staff and visitors to site to hear.

4.4.2   Testing of Alarm System

It is the Chief Fire Warden of the site to test the alarm regularly.

All employees, visitors & Sub Contractors on Site must be made aware of when the test is being carried out.

Site employees are to report any malfunctions of the evacuation alarm.

4.4.3   Fire systems & Equipment

The following fire systems and equipment are installed on site.

Refer to site fire diagrams and equipment maintenance records for fire equipment types, sizes and locations.

Item	Use
Emergency Lighting	Provide light during an emergency
Exit Lights	Indicate the location of emergency exits/exit routes
Exit Signs	Static exit signs that indicate the location of emergency exits/exit routes
Fire Hose Reels	Extinguish fires
Portable Fire Extinguishers	Extinguish fires
Fire Sprinkler System	Extinguish Fires
Fire Suppression System	Extinguish Fires
Hydrant Boosters	Water supply for the Fire Service
Hydrant Pumps	Water supply for the Fire Service
Fire Indicator Panel	Indicates location of fire emergency, warns occupants of an emergency
Warden Intercom Point (WIP)	Communication between floor wardens and Fire Indicator Panel
Phone system	Communication between wardens
Manual Call Point	Manually raises an alarm
Smoke/Thermal Detectors	Detect the presence of smoke/heat within the building
Fire Doors	Reduce the spread of fire and smoke between compartments/stairwells

4.4.4   Spill Response Kits
Spill response Kits are to assist with containing fluids and contaminates in the event of a spill or an emergency.

Location:
> There are spill kits located in the **Spill Kits Area:**

- Weighbridge – Flour Outloading
- Grain Intake area
- Laboratory
- Maintenance Workshop

4.4.5   Evacuation Drill
A Mock Evacuation Drill is to be conducted at least every 12 months to access the effectiveness of the Emergency Response Plan. A false alarm eventuating in a full evacuation may be recorded as a Drill.

4.4.6   Emergency Contacts:
A list of Site emergency contacts including Wardens and First Aiders is to be kept readily at hand for the Site Management and displayed on the site Noticeboards.

If the incident presents an immediate threat to human health or property, call the emergency number.

FIRE, POLICE, AMBULANCE (24HRS)	000
Mobile Phone	112

If the incident does not require an initial combat agency, or once Triple Zero has been contacted, notify the relevant authorities stated below as required:

Relevant Authority	Contact Number
Poisons Information NSW	13 11 26
Environmental Protection Authority NSW – 24 hr emergency	131 555
Tamworth Regional Council	24 hour Emergency Phone Number: 67675555
Country Energy Emergency	24 hour Emergency Phone Number: 132080
State Emergency Services Tamworth	(02) 6755 3060
Tamworth Hospital	(02) 6767 7700
Elgas Emergency	24 hour Emergency Phone Number: 1800 819 783
Origin / Country Energy Gas Leak emergency	24 hours Emergency Phone Number: 131909
Powercor – loss of power and/or downed lines	131 280
Tamworth Water Supply	(02) 6767 5555, or 1300 733 625 within the Tamworth region during office hours.
Civil Aviation Service Authority	13 17 57

4.4.7   First Aid Kits
First Aid Kits are for the provision of initial and basic medical assistance only. Assessment should be made if the injured person requires further medical treatment.

First Aid Kits are located around the site.

4.4.6   Media
In the event of a disaster involving loss of life, serious injury or the requirement of emergency services to attend to the site, the media will seek information.

If this occurs and the media arrive on site or make contact by telephone, **no staff are to comment** but are to advise Media to consult with the Allied Pinnacle's Head Office.
Refer to Section 4.9.7 of WHS-019 Emergency Management.

4.4.7   Exits, Stairwells, Passageways
All exits, stairwells and passageways are to be kept clear (2m) of obstructions.

Doors that require a key to unlock them cannot be considered a viable exit.

4.4.8   Location of Emergency Evacuation Point
The Primary assembly area is located at the
Evacuate site to Roll Call Zones at Cnr Belmore & William Streets or Cnr Reserve Place & Hercules street

In the event of an evacuation, you are to proceed via the nearest exit to the Assembly Area and remain there until otherwise directed by Chief Warden.

If this area cannot be accessed, the Chief Warden will advise of an alternative assembly area e.g. mill entrance on Belmore street and Reserve street.

Staff should stay off the roadway whilst assembled.

4.5   Emergency Evacuation Procedure (non-bomb threat)
If an emergency occurs that requires evacuation from the site (except for bomb threat) then the following procedure must be carried out and an Incident Report must be completed so an investigation is carried out on the cause.
- Ascertain the nature of the emergency in immediate location and
  R- Remove people from immediate danger
- **A**-Alert Others – During hours 8:00 a.m. and 4:30 p.m. advise Reception of the emergency who will then Notify Chief Warden
- Chief Warden will determine appropriate action
- Chief Warden will ensure that the appropriate emergency service has been notified
- Chief Warden will advise staff if the site needs to be evacuated.
- Chief Warden will meet emergency services at the site fire control building and advise them of the location, status, number of injuries, number of missing persons and any other relevant information they request.
- **C**- Contain the Fire -Doors to be closed as sweeping the building
- **E**-Evacuate the site-Area Wardens are to walk through their area of responsibility, including toilets (if safe to do so) to ensure all areas are vacated and notify Deputy Chief Warden when area clear or further assistance is required.   Exit to Assembly Area
- Ensure all visitors / contractors in their area of responsibility are evacuated to assembly areas (if safe to do so)
- Report to the Assembly Area for roll call

At all times, Area Wardens should know:
- Know the names of all employees working in their area
- That a check occurs each week that the alarm is audible
- Ensure all egress areas are kept free of obstruction or materials
- Ensure all fire equipment is unobstructed
- Ensure workers, visitors and contractors working in their area are aware of the emergency procedures, nearest emergency exit and the assembly area
- How to use firefighting equipment

All Clear and Re-Entry Back onto Site
When Emergency Services provides the "all clear" to the Chief Warden that the area is clear, Chief Warden is to determine if workers can re-enter the site.

The Chief Warden will then give the direction that the area is all clear and workers may re-enter site.

4.6   Food Safety responsibility on re-entry after evacuation drill or emergency

Site Management must assess any ingredients, packaging, equipment or finished product that could have been affected by the incident and which may result in a food safety or quality issue.

All assessments shall be recorded.

- All affected areas must be brought back to a sanitary standard following an incident. This may include repairing, washing, cleaning, or ventilating the affected area. Actions must be documented.
- Entry procedures into medium (packing area) or high areas shall be followed, including a full change of PPE prior to entry.

4.7   Signing-In and Signing-Out of the Site

All wage workers, labour hire workers, contractors and visitors must sign in on their arrival and sign out on their departure in their designated department using the Rapid Access app or QR Code displayed at the site reception area.

Visitors, contractors, and workers from other sites must sign in/out by using the Rapid Access system or if not in operation, using the Rapid Access App or QR Code provided by the site.

It is the responsibility of all company workers to ensure that any visitors or contractors are taken by them to the assembly area in an emergency (if safe to do so).

Visitors and contractors should only be on site between standard working hours and if required out of hours they must make prior arrangements with the Site Manager or the Supervisor responsible.

Workers should only be onsite during their rostered times.

4.8   Assistance - Personal Emergency Evacuation Plans

It is acknowledged that some persons may require special assistance to evacuate during an emergency.

This includes, but is not limited to, persons who may –
- Be accompanied by an assistant
- Have a guide/companion animal
- Have ambulatory restrictions
- Use alternative forms of communication
- Be wheelchair bound or use a mobility device
- Be easily fatigued
- Experience considerable confusion during an emergency
- Suffer severe anxiety during an emergency

To assist with the management of these personnel during an emergency, Personal Emergency Evacuation Plans must be developed in conjunction with the person affected.

Personal Emergency Evacuation Plans must be made known to all relevant personnel especially Wardens. A Copy must be in an Emergency Response folder in the Main Admin office or the Supervisors office where the person works.

4.9   Injured Persons/Persons with Disabilities
- Ask the person if they would like assistance. If they refuse, they should not be touched. The Warden should monitor the person's wellbeing and be prepared to aid should it be required.
- Assist the person to the nearest exit and position them at the exit with a helper. Keep the exit door closed and await assistance from the fire service.
- The Warden must notify the Chief Warden of the location of the person and helper. The Chief Warden will notify the Emergency services.

4.10   Unconscious Persons – In Danger
- Drag the person to the nearest exit and have a helper stay with them. Await assistance from the fire service. The helper should be prepared to further move the casualty to safety if required.
- The Warden must notify the Chief Warden of the location of the person and helper. The Chief Warden will notify the fire service.

4.11   Unconscious Persons – Not in Danger
- DO NOT MOVE THE CASUALTY. Ensure that a helper stays with the casualty (preferably a First Aider) and await fire service assistance. The helper should be prepared to further move the casualty as the situation dictates.
- The Warden must notify the Chief Warden of the location of the casualty and the helper. The Chief Warden will then notify the fire service.

4.12   Refusal to Evacuate
- Inform the person that their life is in danger.
- Leave the person. DO NOT TOUCH THE PERSON WITHOUT HIS/HER CONSENT.
- The Warden should notify the Chief Warden and notify them of the person's location and their refusal to evacuate. The Chief Warden will notify the fire service.
- The attending Emergency services will be responsible for removal of the person.

4.13   Other emergencies
The following emergency procedures are not applicable to the site due to a risk assessment being carried out identifying the likelihood and severity as low.
- Civil disturbance
- Aeroplane crash

Control measures identified in the risk assessment will address these situations if they occur.

The following procedures have been developed to respond appropriately to these emergencies.

4.13.1 Fire/Smoke Emergency Procedures
On finding on a Fire (whether small or large, Emergency Services still needs to visit site)
- Alert nearby staff by shouting **"Fire, Fire, Fire"**
- Attempt to extinguish the fire **if you are trained and it is safe to do so**
- Raise the alarm by activating a **Manual Call Point** and notify your **Area Warden**
- Move yourself and all other personnel to a **Safe Area**
- Prepare for a possible **Evacuation**

- If an evacuation is ordered, follow the general evacuation procedures

Note: Under no circumstances are employees to place themselves or anyone else at risk.

When a fire alarm is sounded, this means that a sprinkler head in our sprinkler system, or break glass alarm sensor, or pressure drop has occurred.

The alarm will also sound in the local Fire Brigade via a direct feed from our fire control room. **Initiate Evacuation Procedures.**

Should any worker accidentally cause the fire alarm to go off (e.g., by accidentally hitting a sprinkler head) that worker must advise the Supervisor who will advise the Chief Fire Warden who will notify the Fire Brigade of a false alarm. The Fire Brigade will still have to attend in any case.

4.13.2   First Aid and Medical Emergency Procedures
First Aid for Minor Injury (require first aid treatment)
- Advise a First Aider
- First Aider to administer basic first aid if applicable
- After first aid treatment worker resumes work if fit to do so

Serious Injury (require doctor/ hospital treatment)
- Shut off or remove source of danger / or remove person(s) to safety.
- Summon First Aider, Supervisor, Site Manager and/or Operators.
- First Aider administers basic first aid treatment.
- Supervisor(s) and / or operator(s) to phone ambulance (000).
- First Aider if required to go with staff member to doctor/hospital
- Site Manager or designate to notify next of kin if appropriate
- Site Manager to contact Senior Management

Critical Injury (Requires urgent on-site attention by qualified person / ambulance)
- Shut off or remove source of danger.
- Do not remove / transport patient unless eminent further danger.
- Summon First Aider, Supervisor, Site Manager and/or Operators.
- Supervisor(s) and/or Operator(s) to call ambulance (000).
- Apply cardio-pulmonary resuscitation or other treatment if required and competent to do so.
- First Aider administers basic first aid until ambulance arrives.
- First Aider if required to go with staff member to doctor/hospital
- Site Manager or designate to notify next of kin if appropriate
- Site Manager to contact Senior Management

4.13.3 Hazardous Chemical Spill Emergency Procedure
Refer to Tamworth WHSE -001 PIRMP on all pollution incidents including Hazardous Chemical Spills.

4.13.4 Asbestos and Hazardous Materials Procedure
Refer to Section 4.4. of WHS-026 Managing Asbestos in the Workplace for Assessing the risk of exposure to asbestos.

4.13.5 Bomb Threat/Suspect Package Procedures

Threats can be made by telephone, in writing, or by discovery of a suspicious item in the workplace. Most commonly threats are made by phone

ALWAYS TREAT ANY BOMB THREAT AS A GENUINE THREAT

During a bomb threat, mobile phones and two-way radios **MUST NOT BE USED**.

Phone Call Recipient Procedure
- **Do not** hang up – engage the caller
- **Discreetly** alert a nearby staff member of the situation and have them notify the **chief warden**
- Record as much information about the caller and threat using WHSE-Form-46 Bomb Threat Form
- When the caller hangs up, brief the **chief warden** with all information gathered
- **Do not** alert other occupants of the threat as this will cause panic

Procedures for Bomb Threat
- Proceed to location of received threat
- Receive brief of the situation
- Contact Police and brief them of the Bomb Threat situation
- Evacuation advised or decided on
- If evacuating, decide on an ALTERNATE ASSEMBLY AREA and advise Wardens of this.
- When evacuating ensure doors are left open
- Direct the Area Wardens of a pending evacuation and the location of the ALTERNATE ASSEMBLY AREA. Also have the Area Wardens check their respective evacuation routes to ensure that there are no suspicious items or obstacles
- Upon receiving the evacuation route search information, decide on which evacuation routes to use
- Give the Area Wardens the Evacuation Order using the chosen evacuation routes and advise, if time allows, conduct orderly shutdown of main operating plants; remind Area Wardens to leave doors open
- Proceed to the ALTERNATE ASSEMBLY AREA and receive evacuation status from the Warden and update Chief Warden Checklist
- Meet the Emergency Services at the ALTERNATE ASSEMBLY AREA on arrival and brief them with incident information and evacuation status. Assist the Emergency Services as required
- Upon 'All Clear' given by the Emergency Services, announce the 'All Clear' and advise occupants to return to normal duties
- Conduct debriefs with the Emergency Control Organisation and stand down when completed

Suspicious Item Found Procedure
- **Evacuate the immediate area** and cordon off the area around the item
- **Immediately** notify the **Chief Warden** of the situation
- **DO NOT** move, touch, or disturb a suspicious item
- Place the document in a plastic sleeve to preserve as evidence
- **Immediately** notify the **Chief Warden** of the situation
- **DO NOT** handle it excessively

Explosion Procedure

4.13.6 Security Emergencies Procedure

- All workers are responsible for all aspects of security on site
- All cases of theft must be reported immediately to the Supervisor(s) who will advise the Site Manager.
- Suspected / actual cases of drunkenness, drug abuse, fighting, malicious damage, and tomfoolery shall not be tolerated and must be reported to Supervisor(s) who will advise the Site Manager
- All matters such as intruders, unlocked security gates or doors, tampering with worker vehicles, or any other unusual occurrence must be reported to the Supervisor(s) who will advise the Site Manager who will contact authorities
- When a total plant close occurs visiting security services to the site are responsible for all security.

Any person that may encounter an intruder / civil disturbance should within reason, do whatever the intruder requests.

- Advise Chief Warden or other Senior Management to initiate Emergency Response plan
- Do not initiate aggressive behaviour.
- Do not attempt to grab or apprehend the intruder.
- Do not activate a sounding alarm while the intruder is present.
- If possible and if appropriate assure the intruder that if he/she leaves quietly, everything will be O.K.
- Make observations in relation to the offender's features, voice, accent, hair, age, clothing etc. Report these to the relevant authorities.

4.13.7 Storm Procedure

Storms can happen anywhere, at any time of the year, severe storms may cause major damage.

They may be accompanied by torrential rain, strong winds, large hailstones, and lightning and can cause flash flooding, unroof buildings and damage trees and power lines.

- While storm is passing stay indoors and away from windows.
- After storm has passed check site for damage.
- Notify Supervisor or any damage and inform Site Manager.
- Refer to relevant section on internal flooding
- If weather conditions are serious staff may need to be told to stay at work until weather event is over

4.13.7.1 Internal Flooding

- Switch off all machinery (if safe to do so) and turn off appropriate switchboards and at no time enter the flooded areas.
- Notify all staff including Site Manager of the flooding and inform them of the action taken so far.
- Site Management or appointed person will then contact the electrician so he can evaluate the situation and determine the course of action to be taken in conjunction with management.
- People in charge of each shift should ensure that staff does not enter the affected area unless advised by management and must not leave the premises unless it is change of shift.

4.13.8 Vehicle Incident Procedure

Most vehicles on site are trucks, workers, contractors, and visitors' vehicles coming on site or forklift operation.

		A Wood, Paper & Plastic	B Flammable & Combustible Liquids	C Flammable Gases	E Energised Electrical Equipment	F Cooking Oils & Fats	Notes: *Limited indicates that the extinguishant is not the agent of choice for the class of fire, but that it will have limited extinguishing capability. Class D fires involving combustible metal(s) use only special purpose extinguishers - please seek expert advice. Comments: (Refer Appendix A of AS 2444)
	Powder ABE	🙂	🙂	🙂	🙂	☹️	Special Powders are available specifically for various types of metal fires. Seek expert advice.
	Powder BE	☹️	🙂	🙂	🙂	🙂	Special Powders are available specifically for various types of metal fires. Seek expert advice.
	CO₂	🙂 LIMITED	🙂 LIMITED	☹️	🙂	☹️	Generally not suitable for outdoor fires. Suitable only for small fires.
	Water	🙂	☹️	☹️	☹️	☹️	Dangerous if used on flammable liquid, energized electrical equipment and cooking oil/fat fires.
	Foam	🙂	🙂	☹️	☹️	🙂 LIMITED	Dangerous if used on energized electrical equipment.
	Wet Chemical	🙂	☹️	☹️	☹️	🙂	Dangerous if used on energized electrical equipment.
fb	**Fire Blanket**	☹️	☹️	☹️	☹️	🙂	Use blanket to wrap around a human torch. Ensure you replace the blanket with a new one after use.
	Hose Reel	🙂	☹️	☹️	☹️	☹️	Ensure you maintain a path of egress between you and the nearest exit.

HOW TO USE A FIRE EXTINGUISHER

Extinguishers come in a number of shapes & sizes. They all operate in a similar manner. Here's an easy acronym for fire extinguisher use:

P	**PULL THE PIN** – Break seal and test extinguisher.
A	**AIM AT BASE OF FIRE** – Ensure you have a means of escape.
S	**SQUEEZE THE OPERATING HANDLE** – To operate extinguisher and discharge the agent.
S	**SWEEP FROM SIDE TO SIDE** – Completely extinguish the fire.

Warden.

4.15   Fire Blankets

Fire Blankets are generally used on any fire which is contained. They are most often found in kitchen or cooking areas. Fire blankets extinguish the fire by starvation (smothering the fire).

Fire blankets are also effective for smothering a person whose clothes are on fire.

Using a Fire Blanket:

- Remove the fire blanket from its container
- Hold the fire blanket by the tags
- Curl the fire blanket over your hands to protect them
- Slowly approach the fire using the fire blanket as a shield
- Drape the fire blanket over the fire ensuring there are no gaps where air can feed into the fire
- Leave the fire blanket in place for at least 10 minutes
- To check if the fire has been extinguished, hold one side of the fire blanket and slowly slide it off the object. If the fire persists, reapply the fire blanket.
- DO NOT lift the corner of the fire blanket to ensure the fire has
- gone out as this may cause it to flare up.
- DO NOT reuse a Fire Blanket. It MUST be discarded and replaced

Using a Fire Blanket on a Person:
- Remove the fire blanket from its container
- Hold the fire blanket by the tags
- Curl the fire blanket over your hands to protect them
- Slowly approach the fire using the fire blanket as a shield
- Apply to the person from the head end to avoid pushing heat and flame toward the face
- Wrap the blanket around the person
- Have the person "stop drop and roll"
- Once the fire is out render medical assistance as required

4.16   Fire Hose Reels

Fire hose reels must only be used on Class A fires (combustible solids such as wood, paper, cardboard). Please take note of the location of the fire hoses that are clearly labelled on all Evacuation Signs and Diagrams located along all exit routes.

Using a fire hose reel is a two-person job. One person should remain at the hose reel whilst the other person takes the nozzle to the fire
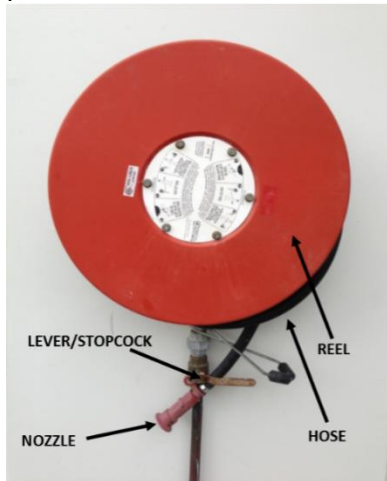
Using a Fire Hose Reel:
- Fire Hose Reels MUST NEVER be used around electricity.
- Turn on the water by operating the lever/stopcock
- Hold the hose and run it out to the fire
- The assistant should ensure that the hose feeds off the reel correctly
- Turn on the water by twisting the nozzle
- Attempt to extinguish the fire by aiming the stream at the base of the fire
- If you cannot extinguish the fire, leave the hose reel, and evacuate, ensuring you notify your assistant to evacuate

Related Documents
- WHS-005-Incident Reporting and Investigation
- WHSE-001 Tamworth PIRMP
- WHS-019 Emergency Management
- WHS-026 Managing Asbestos in the Workplace

DOCUMENT APPROVAL and CHANGE HISTORY

APPROVAL			
Action	**Position Title**	**Name (s)**	**Date**
New Document Approval Version V01 to update to new format and Control under WHSE System	National WHSE Manager	Maria Hooker	10/06/2022