

# First Response Evacuation Instruction Training

## For Volunteers



# Course Overview

At the completion of this course, you will have developed an understanding of:

- First response evacuation instructions
- How to operate fire fighting equipment e.g. extinguishers, fire blankets and fire alarms
- The roles of different wardens, and
- The obligations of BCE Volunteers

Note, Staff members must complete this training through iLearn

# Building Fire Safety Regulation 2008

The Building Fire Safety Regulation requires that the following instructions and practice take place at each workplace.

- General evacuation instructions
- First-response evacuation instructions
- Evacuation coordination instructions, and
- Evacuation procedure practice.

# First Response Evacuation Instructions

## What?

Help BCE meet their legal duty for providing first response evacuation instructions to volunteers.

It will cover how to operate fire fighting equipment such as fire alarms, extinguishers and fire blankets

## When?

Legally this instruction must be given at least once every 2 years, however BCE require all volunteers to complete this training annually.

## Who?

Completion of this learning session and the assessment is evidence that volunteers are aware of how to use fire fighting equipment.

# Fire Extinguisher – Dry Chemical



# Fire Extinguisher - Water



# Fire Extinguisher – Carbon Dioxide





# Fire Hose Reels





# Fire Blankets



# Manual Call Points



# Emergency Door Release



# Fire Wardens – Chief Warden



The Chief Warden, on becoming aware of an emergency, shall take the following actions:

- Ascertain the nature of the emergency and implement appropriate action
- Ensure that the appropriate emergency service has been notified
- Ensure that the floor or area wardens are advised of the situation, as appropriate
- If necessary, initiate evacuation and control entry to the affected areas
- Ensure the progress of the evacuation and any action taken is recorded in an incident log
- Brief the emergency services personnel upon arrival on type, scope and location of the emergency and the status of the evacuation and, thereafter, act on the senior officer's instructions.

# Fire Wardens – Floor Warden



The Floor or Area Wardens on hearing an alarm or on becoming aware of an emergency shall take the following actions:

- Implement the emergency procedures for their floor or area
- Ensure that the appropriate Emergency services has been notified
- Direct Wardens to check the floor or area for any abnormal situation
- Commence evacuation if the circumstances on their floor or area warrant this
- Communicate with the chief warden by whatever means available and act on instructions
- Advise the Chief Warden as soon as possible of the circumstance and action taken
- Co-opt persons as required to assist a Warden during an emergency
- Confirm that the activities of Wardens have been completed and report this to the Chief Warden.

# Fire Wardens – Fire Warden



Wardens may be required to carry out a number of activities including the following:

- Act as Floor or Area Warden
- Operate the communication systems in place
- Check that any fire doors and smoke doors are properly closed
- Close or open other doors in accordance with the emergency response procedures
- Search the floor or area to ensure all persons have evacuated
- Ensure orderly flow of persons into protected areas, e.g. stairwells
- Assist persons with disabilities
- Act as a leader of groups moving to nominated assembly areas
- Report to the Floor or Area Warden on completion of required activities

# Obligations of Workers

A worker or anyone else at a workplace has the following obligations

**Must**

Comply with the instructions given for workplace health and safety and any principal contractor for construction work in the workplace.  
Use or wear personal protective equipment in accordance with any information, training or reasonable instruction provided by the employer.

**Must Not**

Wilfully or recklessly interfere with or misuse anything provided for workplace health and safety in the workplace.  
Wilfully place the health and safety of themselves or any person at risk in the workplace.



# Review

Within this course you have developed an understanding of:

- First response evacuation instructions
- How to operate fire fighting equipment
- The roles of different wardens; and
- The obligations of BCE Volunteers

Additional Support

- Contact your Supervisor or Work Health and Safety Officer (WHSO)

# Assessment

To confirm your understanding of the topics covered in this module, you will now need to complete a short assessment.

This assessment:

- Is 10 questions
- Has a 100% pass mark
- Must be completed in one attempt

As at the school office for the assessment now if you have not already received it.

Once completed return it to the issuing staff member who will mark the assessment and note a record of you having completed this training

**For more information**

Health, Safety & Wellbeing

[hsw@bne.catholic.edu.au](mailto:hsw@bne.catholic.edu.au)



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