



## **FIRE AND EMERGENCY EVACUATION POLICY**

### **AIM**

It is the policy of QSD to provide a safe workplace for our employees', clients and visitors. In the unfortunate event there should be a fire or other emergency requiring evacuation of the premises the following will apply:

### **POLICY**

- We will alert all persons within the vicinity
- Assist and remove any person/s in immediate danger (only if it is safe to do so)
- Call the fire brigade on 000
- Confine the fire if possible to prevent any further injury or damage. Employees' trained in the use of fire extinguishers can use these to confine the fire if it is safe to do so. If any risks are associated with this, evacuate the area immediately, closing any doors behind you.
- Evacuate immediately and proceed to the evacuation point furthest from the danger, closing all doors. Do not use lifts to evacuate the building.
- Check that all areas have been cleared and persons are accounted for.
- Maintain control of persons at the evacuation assembly areas and contact the emergency services with the details of what has occurred and of any persons unaccounted for.
- Remain evacuated until you are given the all clear to re-enter the area.

Fire and Emergency Evacuation Policy

Policy Date: 2008 – Policy Review Date: 2013

Note: All QSD Policies and Plans are ongoing and may be reviewed at any time during this period.