

# Fire emergency – code red



If fire or the presence of smoke is noted, take the following action:

1. Call triple zero (000) to notify the fire service.
2. Activate an alarm initiating device if installed and notify the chief warden.
3. Commence evacuation of occupants from the immediate area.
4. Investigate the source of the fire or smoke and if trained in the use of the site's fire equipment **and it is safe to do so**, attempt to fight the fire with the correct extinguisher or a fire hose reel.
5. **Do not enter smoke-filled spaces as smoke is toxic.**

## Classifications of fires

Class A	<p>Ordinary free-burning materials such as paper, clothing, packing materials, wood and textiles.</p> <p>For Class A fires use the following extinguishers:</p> <ul style="list-style-type: none"> <li>• Water (Red)</li> <li>• Foam (Red with blue band)</li> <li>• Dry chemicals (ABE Only) (Red with white band)</li> <li>• Vaporising liquid (Red with yellow band)</li> </ul>
Class B	<p>Liquids such as petrol, paint lacquers, thinners, oils, greases and many chemicals in liquid form.</p> <p>For Class B fires use the following extinguishers:</p> <ul style="list-style-type: none"> <li>• Foam (Red with blue band)</li> <li>• Carbon dioxide (Red with black band)</li> <li>• Dry chemicals (Red with white band)</li> <li>• Vaporising liquid (Red with yellow band)</li> </ul>
Class C	<p>Fires involving flammable gases.</p> <p>For Class C fires, use the following extinguisher:</p> <ul style="list-style-type: none"> <li>• Dry chemicals (Red with white band)</li> </ul>
Class D	<p>Fires involving metals, for example, potassium, sodium, magnesium. Special extinguishes are involved.</p>
Class E	<p>Fire involving electrical equipment. To fight these fires, use only extinguishers that are non-conductors of electricity.</p> <p>For Class E fires, use the following extinguishers:</p> <ul style="list-style-type: none"> <li>• Carbon dioxide (Red with black band)</li> <li>• Dry chemicals (Red with white band)</li> <li>• Vaporising liquid (Red with yellow band)</li> </ul>

**If possible, turn the power off first.**



	<b>Never use water, foam or wet chemical extinguishers on electrical fires</b>
Class F	<p>Fires involving cooking oils and fats. Where significant potential exists for a fire involving cooking oils and fats, <b>wet chemical</b> type extinguishers and <b>fire blankets</b> should be provided.</p> <p>For Class F fires, use the following extinguishers:</p> <ul style="list-style-type: none"> <li>• Dry chemicals (Red with white band)</li> <li>• Wet chemicals (Red with oatmeal band)</li> </ul>

## Duties of the Chief Warden during a fire emergency

On becoming aware of a fire within, or which impacts on the school, the chief warden is to:

1. Proceed to the 'master emergency communication point' (MECP) and take control.
2. Establish communications with the affected area and assess the nature and extent of the emergency.

*Note: For example, communication can be by Warden Intercommunication Phone (WIP), public address (PA), telephone or runner.*

3. If an evacuation is required initiate evacuation procedures – either bushfire safe building or back of oval depending on the locality of the fire
4. Ensure the emergency services are notified, ring triple zero (000).
5. Once evacuated ensure all students/staff/visitors have been accounted for as per roll call procedure. Any missing persons are to be reported to the Fire Warden.
6. Conduct a final check of area to ensure it is clear of occupants. Wardens to check toilets, storage rooms and all occupiable spaces.
7. Ensure that a warden is dispatched to meet the emergency services at the 'designated building entry point' (DBEP) to direct them to the MECP.
8. If an unwanted (false) alarm or if the incident has been overcome, notify all areas.

## Use of fire extinguishers

*Note: if the decision is made to fight the fire, the person/s doing so must be trained in the use of the installed fire equipment and it must be safe to do so.*

1. Determine the type of fire and exact location. Where possible, keep the doorway or path of escape at your back and have another person back you up with another fire extinguisher.
2. Select the appropriate fire extinguisher for the type of fire.
3. Be sure you know how to use the extinguisher. If in doubt, **read the instructions**.
4. Remove from bracket and **while clear of the fire** remove the anti-tamper sea and pin and test the fire extinguisher to ensure it will operate.
5. Proceed to the area of the fire and initially from a distance of no closer than 2 meters direct the agent in a sweeping motion at the base of the fire. As the fire diminishes in intensity slowly approach the fire while discharging the fire extinguisher until the fire is extinguished.
6. Keep low to avoid smoke.
7. Remember, direct the extinguishing agent at the seat of the fire, NOT at the smoke.

*Note: Dry chemical powder fire extinguishers can be of two distinctly different types. The powder in an A, B and E rated extinguisher may react adversely with cooking oils and/or fats.*

## Fire hose reels

All occupants should know the location and method of operation of any installed fire hose reel/s.

*Note: if the decision is made to fight the fire, the person/s doing so must be trained in the use of the fire hose reel and it must be safe to do so.*

To use a fire hose reel:

1. Remain calm and warn occupants in the immediate vicinity and alarm the fire services by ringing triple zero (000) and advise the chief warden.
2. Do not use on electrical fires – REMEMBER water will conduct electricity.
3. Whenever possible, *two people* should be used to unroll a hose from the fire hose reel, that is, one to control the nozzle and one to ensure the hose runs off the reel freely and is not caught around doors or corners.
4. Before using the fire hose reel, ensure that the tap is TURNED ON before proceeding to the fire. There is a stopcock lever (or tap) at the base of the fire hose reel (some will not release the nozzle out until this is done).
5. Check the water is capable of being turned on and off at the nozzle.
6. Direct stream at the base of the fire and apply in a sweeping motion.

## Kitchen and food preparation areas

Kitchen areas pose high risks as heat or flames used in food preparation can cause fires. Special considerations are necessary.

1. All areas must be kept clean and grease free.
2. Oils/spirits/fats must be stored away from a possible ignition source.
3. All kitchen staff must be aware of the location and method of operation of fixed fire systems, alarms, extinguishers and fire blankets.

## Use of fire blankets

Fire blankets may be used on fires involving flammable liquids in cooking containers or containers such as deep fat fryers.

*Note: if the decision is made to fight the fire, the person/s doing so must be trained in the use of the fire blanket and it must be safe to do so.*

Method of use:

1. Remain calm and warn occupants in the immediate vicinity and alarm the fire services by ringing triple zero (000) and advise the chief warden.
2. Carefully and slowly cover the burning object with the blanket.
3. Turn off heat source and leave the blanket in place until cool.

## Oven fire

To extinguish an oven fire:

1. Remain calm and warn occupants in the immediate vicinity and alarm the fire services by ringing triple zero (000) and advise the chief warden.
2. Ensure the oven door is closed.
3. Turn off the power, if safe to do so.
4. Obtain a carbon dioxide (CO<sub>2</sub>)/dry chemical powder (DCP) BE rated fire extinguisher or fire blanket, if

trained and it is safe to do so.

5. For an oven with a pull-down door: stay at the side of the oven, and extinguish the fire, shut the door. For an oven with a side opening door: keep below the top of the door, open the door, extinguish the fire and close the door.

## Range top fire

To extinguish a range top fire:

1. Remain calm and warn occupants in the immediate vicinity and alarm the fire services by ringing triple zero (000) and advise the chief warden.
2. Turn off the power, if safe to do so.
3. Obtain a carbon dioxide (CO<sub>2</sub>)/dry chemical powder (DCP) BE rated fire extinguisher or fire blanket, if trained and it is safe to do so.
4. Approach fire while discharging extinguisher or carefully place fire blanket over the fire.

## Deep fat fryer fire

To extinguish a deep fat fryer fire:

1. Remain calm and warn occupants in the immediate vicinity and alarm the fire services by ringing triple zero (000) and advise the chief warden.
2. Turn off the power, if safe to do so.
3. Slide a close-fitting metal lid or fire blanket over the vat.
4. If available, operate a fixed extinguisher system, a wet chemical or dry chemical powder (DCP) BE rated fire extinguisher, if trained and it is safe to do so. Initially stand well back when operating on deep fat fryer fires.