



SA Genealogy & Heraldry Society Inc

Library: 201 Unley Road, Unley SA

POLICY STATEMENT

Fire Alert and Evacuation Policy

Every effort has been made to render the **SA Genealogy & Heraldry Society's** premises safe for occupation. Fire hose reels and extinguishers have been strategically located and a monitored smoke detection and alarm system installed.

A siren within the Society's premises will be triggered if smoke is detected and the company who monitor the security system will be alerted automatically. Their first reaction will be to telephone the Society to get a report on the situation.

During office hours as distinct from library hours, the role of the Fire Warden will be assumed by the office staff. At other times the role will be assumed by the supervisor, that is the person in charge of the activity and therefore responsible for locking and securing the premises at the conclusion of the program taking place.

In the case of an alert, the Fire Warden will evacuate the building immediately, ensure an orderly flow of persons out of the building to the designated assembly point discouraging library users from clearing lockers on the way out as this may impede others from leaving...

1. have someone standby the telephone to receive a phone call from the security company.
2. have someone alert those working in various public parts of the building to evacuate and report back to the Fire Warden.
3. have someone check the toilets, upstairs and other locations to evacuate and report back to the Fire Warden.
4. if there are mobility impaired people on the premises assist them from the premises immediately and report to the Fire Warden.
5. have someone carry out a check of the building for any sign of smoke or fire and report back to the person monitoring the telephone and Fire Warden. By this time the security company will have phoned through to the Society to establish whether there is a need to call the fire brigade.

If trained in the use of available fire fighting equipment attempt to extinguish the fire but only if it is safe to do so.

Liaise with fire brigade on arrival and act upon their instructions as to when it is safe to enter the building.