

Fire Training

Please bring this form in the first time you attend the Cordwells office to have the practical component of this form shown to you, eg. evacuation plan, alarm sound and assembly area.

This training includes all components of CGP009A

Escape routes

Each building at Cordwells has a colored evacuation plan demonstrating the exits and pathways to exits.

Sweeping responsibility

in the case of an evacuation, Management/ supervisors or person in charge of section for day are responsible for doing a sweep to account for all personnel of section for the day being safely evacuated.

Check all rooms (including toilets) for people (after assessing the risk from smoke or fire).
Turn the main power off at the sub box and evacuate yourself.

Location of firefighting equipment

The location of firefighting equipment is marked on the evacuation plans in buildings. Upon the commencement of your employment with Cordwells please take notice of their locations as you are on the premises.

Some of the Cordwells vehicles have been deemed necessary to carry a fire extinguisher on board. If these are one of the vehicles you are ever allocated to, please ensure you check to make sure secure and still active.

Warning

In the case of a fire or the need to evacuate office staff/ management will sound the alarm from within the office (near front counter with speaker outside front door). Management will or advise someone to make the 000 call.

In the case the fire or emergency requiring evacuation is not in the main building:

- Management must be notified immediately
- Verbally advise those around by yelling, EVACUATE, EVACUATE, EVACUATE!
- Use mobile phone if safe to use to tell people in buildings adjacent, should this be required.
- Evacuation procedures as discussed previously must commence



Extinguisher Operation

How do I operate an Extinguisher?

Extinguishers are easy to use! The acronym to help you remember is “PASS”.

P - Pull safety pin

A - Aim the hose at the base of the fire

S - Squeeze the trigger

S - Sweep - attack the fire in a sweeping motion

The contents of small extinguishers may last as little as 8 seconds and up to 60 seconds for a larger extinguisher. It really depends on the type and size of extinguisher.

Fire drill

Fire drills will be carried out yearly. A newsletter shall advise of the time this shall be taking place. Every who is on the premises of the day and not under work load is required to participate. Names of those present shall be recorded. If you did not participate in the evacuate you may still be questioned on whether you heard the alarm or not?

Evacuation area

Make your way safely and immediately (after other responsibilities, if any) to the evacuation area

Our evacuation area is signed on electricity post on the main premises driveway just out from the main office building.

If for some reason that is where the emergency is. Make your way safely to the front of the landscaping gates, or further out if required.

In the case of an emergency it will be the head of each section who accounts for peoples' whereabouts, eg. those not at the evacuation area due to being off premises.