|  |  |  |  |
| --- | --- | --- | --- |
| **Fire Incident Reporting and Monitoring** | | | |
| **Section** | | 1. Security and Control | |
| **CR Number** | 1.3.2 | **Current Issue Date** | June 2020 |
| **Legislation & Policy** | | Corrections Act 1986  Emergency Management Act 2013  Dangerous Goods Handling and Storage Regulations 2012 | |
| **Standard** | | Safety and Security Services – Incident Reporting | |
| **Attachments** | | Fire Incident Response Options – Guide (Schedule 5) | |
| **Forms** | | Victorian Prisons Fire Report (Schedule 1.19(3))  Fire Awareness Activity Report (Schedule 1)  Fire Awareness Quarterly Report (Schedule 2)  Fire Evacuation Drill Report (Schedule 3)  Fire Awareness Officer Inspection Checklist (Schedule 4) | |

1. **PURPOSE**

All prisons have a duty to comply with the *Emergency Management Act* 2013 in terms of response to and recovery from emergencies, including fires. The duty of care to staff, prisoners and visitors will be reflected in each prison’s fire planning, procedures, and management.

1. **REQUIREMENT**
   1. For fires that require an immediate response, and have not been advised by an automated alarm, emergency services must be contacted immediately by calling 000.
   2. For all other fires, notification is to be made to the responding fire service within 30 minutes of any fire, irrespective of its size or if it has been extinguished at a local level. The fire service must be given all details in relation to the fire, which will then determine the fire service’s response.
2. **CONTEXT**

The reporting of fire incidents within prisons must be structured and consistent.

1. **INSTRUCTION**
   1. **Protocol**
      1. Major fires include those incidents where:

* serious injury has been sustained, or evacuation has been necessary (as opposed to a precautionary measure);
* considerable damage has occurred and the use of breathing apparatus or fire fighting equipment (e.g. fire extinguisher, hose) has been necessary; or
* major disruption has occurred to prisoner accommodation.
  + 1. Minor fires are typically those incidents where there has been nil or minimal damage sustained, no injuries or no disruption to the use of prisoner accommodation, but may include an evacuation or the use of breathing apparatus equipment as a precaution. Minor fires are reportable incidents and a written report must be submitted within 24 hours. The written report Victorian Prisons Fire Report, must be emailed to DJCS-CV-Prison Incidents (for public prisons) or prisonincidents@justice.vic.gov.au (for private prisons) with all other incident paperwork within 24 hours of the incident occurring.
    2. Major fires are notifiable incidents and must be reported to the Deputy Commissioner, Operations or Duty Director, by telephone within 30 minutes of the incident occurring. These must also be emailed to DJCS-CV-Prison Incidents (for public prisons) or prisonincidents@justice.vic.gov.au (for private prisons) with all other incident paperwork within 24 hours of the incident occurring.
    3. Reporting of fires to WorkSafe shall occur in accordance with WorkSafe requirements.
    4. Local fire evacuation drills must occur at least once per month in different locations throughout the prison and be recorded on Schedule 3 Fire Evacuation Drill Report.
    5. In addition to these monthly fire evacuation drills, a full practical fire exercise must be conducted by each prison annually in consultation with fire services and Corrections Victoria’s Emergency Management Unit.
    6. An FAO at each prison is to complete the monthly Schedule 1 Fire Awareness Activity Report and Schedule 4 Fire Awareness Officer Inspection Checklist and submit it to the prison General Manager or delegate.
    7. For Statewide compliance monitoring purposes, the General Manager or delegate must complete and forward Schedule 2 Fire Awareness Quarterly Report to the Emergency Management Unit (EMU) at the beginning of each quarter, via email to DJCS-CV-Prisons Emergency Management (for public prisons) or cv.prisonsemergencymgt@justice.vic.gov.au (for private prisons).
    8. Details of when each schedule is to be completed can be found below:

|  |  |  |
| --- | --- | --- |
| Schedule number | Frequency | Submit to: |
| 1 | Monthly | General Manager |
| 2 | Quarterly | EMU |
| 3 | Monthly | General Manager |
| 4 | Monthly | General Manager |

* + 1. The Emergency Management Unit will review the quarterly fire awareness reports, provide a quarterly report to the Assistant Commissioner, Security & Intelligence Division and liaise with prisons and the Security and Emergency Services Group (SESG) as required.

|  |
| --- |
|  |
| Emma Cassar  **Commissioner** |

**Information below this point is administrative supporting detail**

**only and not subject to Commissioner’s review or approval.**

|  |  |
| --- | --- |
| **Acronyms** | |
| EMU | Emergency Management Unit |
| FAO | Fire Awareness Officer |
| SESG | Security and Emergency Services Group |
| SSU | Security Standards Unit |

| **Definitions** | |
| --- | --- |
|  | Nil |

|  |
| --- |
| **Associated Commissioner’s Requirements** |
| 1.3.1 – Incident Reporting  1.3.7 – Emergency Management |

|  |  |
| --- | --- |
| **Document Detail** | |
| Title: | Fire Incident Reporting and Monitoring |
| Owner: | Assistant Commissioner, Security & Intelligence Division |

|  |  |  |
| --- | --- | --- |
| **Version Control** | | |
| Version | Date | Description |
| V5 | Jun-20 | Update |
| V4 | Jan-19 | Update |
| V3 | Aug-15 | Update |
| V2 | Aug-14 | Update |
| V1 | Dec-12 | First Issue |

Fire Awareness Activity Report (CR 1.3.2)



**Schedule 1**

***Enter Prison location here***

**Year:** Month:

* All questions are to be responded to with the most current information available.
* This report is to be emailed once completed, to the General Manager of the prison
* The report is to be endorsed by the General Manager and retained as part of the FAO records

**Fire Orders & Evacuation Diagrams**

|  |  |  |
| --- | --- | --- |
| 1. Do all workstations have fire orders and evacuation diagrams on the current template and updated with accurate amendments? | **Yes (✓)** | **No (✓)** |
| If No, please comment: | | |

**Fire Awareness Officer Reporting**

|  |  |  |
| --- | --- | --- |
| 1. As per CR 1.3.2, has the F.A.O maintained records of all:   (I) Equipment inspections - *Schedule 4*  (II) Fire evacuation drills - *Schedule 3*  (III) Monthly and quarterly reports - *Schedules 1&2*  *Note:* The records must have the name and signature of the inspecting officer and the date of the checks | **Yes (✓)** | **No (✓)** |
| If No, please comment: | | |

**Fire Response Equipment**

|  |  |  |
| --- | --- | --- |
| 1. Have all required fortnightly equipment inspections been completed and recorded for this month?  * Fire Extinguishers (including cabinets) * Fire Hydrants/Hosesand hose reels (including cabinets) * Fire Blankets * Breathing Apparatus (including cabinets) | **Yes (✓)** | **No (✓)** |
| If No, please comment: | | |

**Fire Awareness Officer Qualifications**

|  |  |  |
| --- | --- | --- |
| 1. Are the current FAO’s qualified to perform the Fire Awareness Function?      * First Aid Level 2 * Completed Fire Awareness Officers Course * Facilitated a minimum of 3 Assessment Centres annually | **Yes (✓)** | **No (✓)** |
| If No, please comment: | | |

**Fire Awareness Officer Support**

|  |  |  |
| --- | --- | --- |
| 1. Has time been provided for FAO’s to complete their required fortnightly inspections? | **Yes (✓)** | **No (✓)** |
| If No, please comment: | | |

**Prison Fire Drills**

1. List details of the required evacuation drills conducted this month? *(1 per month)*

|  |  |  |
| --- | --- | --- |
| **Date Evacuation Drill Conducted** | **Unit/Area Evacuation Drill Conducted** | **Time taken to evacuate the area** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Prison Fire Alarms**

1. List any fire alarms that occurred and declared a false alarm where the fire services attended this month.

|  |  |  |
| --- | --- | --- |
| **Date of alarm** | **Area/Unit** | **Reasons for alarm determined** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Prison Fire Incidents**

1. List details of any fire incidents (Code Red) this month.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date of fire** | **Area/Unit** | **Type e.g., cell/room/bin** | **Injuries to staff/prisoners** | **Fire Equipment Used - List** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Any additional issues/details regarding the Code Red incidents. Please comment.

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |

**Fire Training**

1. List the type of fire training and number of staff that received fire training this month e.g. ERG, Non-Custodial Staff and staff remedial training. (This excludes Assessment Centres). Attach attendance list if required.

|  |  |  |
| --- | --- | --- |
| **Date of fire training** | **Type of fire training e.g ERG, Non-custodial** | **Competent (✓)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Comments: Staff deemed NYC? Reasons for NYC. |  | |

|  |  |  |
| --- | --- | --- |
| 1. Are there any concerns of the Manager or FAO in relation to any aspects of the Fire Awareness function? Please list any areas of concern or issues with the fire awareness portfolio | **Yes (✓)** | **No (✓)** |
| If Yes, please comment: | | |

**Fire Awareness Officer:** Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**General Manager / Operations Manager:** Name

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Prepared by: | *FAO name* |
| Date: |  |

Fire Awareness Quarterly Report (CR 1.3.2)



**Schedule 2**

***Enter Prison location here***

**Year:** Quarter:

* All questions are to be responded to with the most current information available.
* This report is to be emailed once completed, to the General Manager of the prison, signed by both FAO and GM and forwarded to the Emergency Management Unit via email by the 10th of the month following the end of the quarter to cv.prisonsemergencymgt@justice.vic.gov.au or **DJCS-CV-Prisons Emergency Management**

**Fire Orders, Evacuation Diagrams & Emergency Schematic Plans**

|  |  |  |
| --- | --- | --- |
| 1. Do all workstations have Fire Orders and Evacuation Diagrams on the current template and updated with accurate amendments? | **Yes (✓)** | **No (✓)** |
| If No, please comment: | | |

|  |  |  |
| --- | --- | --- |
| 1. Are current and up-to-date Evacuation Diagrams displayed in all prisoner areas? | **Yes (✓)** | **No (✓)** |
| If No, please comment: | | |

|  |  |  |
| --- | --- | --- |
| 1. Do all Fire Orders contain a copy of the:  * Evacuation diagram for that post, * Fire incident response procedures, * Comprehensive evacuation procedures | **Yes (✓)** | **No (✓)** |
| If No, please comment: | | |

|  |  |  |
| --- | --- | --- |
| 1. Is an up-to-date/current Schematic Plan of the prison for Emergency Services at the main entrance of the prison? | **Yes (✓)** | **No (✓)** |
| If No, please comment: | | |

|  |  |  |
| --- | --- | --- |
| 1. Do the plans provide accurate locations of:  * Hydrants/Hose Reels * Dangerous Goods * Electrical/Gas isolation valves * Storm water/drainage | **Yes (✓)** | **No (✓)** |
| If No, please comment: | | |

|  |  |  |
| --- | --- | --- |
| 1. Have structural alterations occurred or any relocation of fire equipment within the prison that are not reflected in the location's schematic plans in both the ECC and Emergency Services box? | **Yes (✓)** | **No (✓)** |
| If Yes, please comment: | | |

|  |  |  |
| --- | --- | --- |
| 1. Do the structural alterations within the prison affect the effective operation of any fire suppression equipment? | **Yes (✓)** | **No (✓)** |
| If Yes, please comment: | | |

|  |  |  |
| --- | --- | --- |
| 1. Are response agency staging areas (external & internal) both clearly signed and clearly marked? | **Yes (✓)** | **No (✓)** |
| If No, please comment: | | |

**Fire Awareness Officer Reporting**

|  |  |  |
| --- | --- | --- |
| 1. As per CR 1.3.2, has the F.A.O maintained records of all:   (I) Equipment inspections - *Schedule 4*  (II) Fire evacuation drills - *Schedule 3*  (III) Monthly and quarterly reports - *Schedules 1&2*  *Note:* The records must have the name and signature of the inspecting officer and the date of the checks | **Yes (✓)** | **No (✓)** |
| If No, please comment: | | |

|  |  |  |
| --- | --- | --- |
| 1. Does the F.A.O complete report – *Schedule 1* and provide a copy to the General Manager on a monthly basis? | **Yes (✓)** | **No (✓)** |
| If No, please comment: | | |

**Fire Response Equipment**

|  |  |  |
| --- | --- | --- |
| 1. Have all required fortnightly equipment inspections been completed and recorded?  * Fire Extinguishers (including cabinets) * Fire Hydrants/Hosesand hose reels (including cabinets) * Fire Blankets | **Yes (✓)** | **No (✓)** |
| If No, please comment: | | |

|  |  |  |
| --- | --- | --- |
| 1. Have all the required Fortnightly Breathing Apparatus Inspections be completed and recorded?   *Note:* Must include High and Low pressure tests? | **Yes (✓)** | **No (✓)** |
| If No, please comment: | | |

|  |  |  |
| --- | --- | --- |
| 1. Is there one BA control board kept with each pair of BA cabinets? Does the BA control board have a chinagraph pencil attached? | **Yes (✓)** | **No (✓)** |
| If No, please comment: | | |

|  |  |  |
| --- | --- | --- |
| 1. Are clean facial wipes provided in each BA cabinet?   Are the wipes within the best before date and moisture maintained?  Are there a sufficient number of wipes for use during fire response? | **Yes (✓)** | **No (✓)** |
| If No, please comment: | | |

|  |  |  |
| --- | --- | --- |
| 1. Are all fixed installations housed in locked cabinets, common keyed (Lockwood fire box/003 recommended) and appropriately identified? | **Yes (✓)** | **No (✓)** |
| If No, please comment: | | |

|  |  |  |
| --- | --- | --- |
| 1. Is all portable fire equipment in prisoner areas secured in locked cabinets, common keyed (Lockwood firebox/003) and appropriately identified? | **Yes (✓)** | **No (✓)** |
| If No, please comment: | | |

|  |  |  |
| --- | --- | --- |
| 1. Are all units of Breathing Apparatus stored in pairs and easily accessible to staff? Are they secured from prisoner access? | **Yes (✓)** | **No (✓)** |
| If No, please comment: | | |

|  |  |  |
| --- | --- | --- |
| 1. Is all fire equipment appropriately signed?   *As per “FAO Role and Responsibilities” Section 3.3* | **Yes (✓)** | **No (✓)** |
| If No, please comment: | | |

|  |  |  |
| --- | --- | --- |
| 1. Does the placement of fire equipment at the location ensure appropriate coverage for fire suppression? | **Yes (✓)** | **No (✓)** |
| If No, please comment: | | |

|  |  |  |
| --- | --- | --- |
| 1. Is all fire related equipment that is exposed to the elements in a serviceable condition (including condition of cabinets, locks, hinges and painted parts)? | **Yes (✓)** | **No (✓)** |
| If No, please comment: | | |

|  |  |  |
| --- | --- | --- |
| 1. Are all staff issued with a common key which allows access to all fire equipment in the prison? | **Yes (✓)** | **No (✓)** |
| If No, please comment: | | |

|  |  |  |
| --- | --- | --- |
| 1. Is each hydrant within the establishment clearly indicated, and the position noted on the block plan held at the main prison entrance for the information of the Fire Service? | **Yes (✓)** | **No (✓)** |
| If No, please comment: | | |

|  |  |  |
| --- | --- | --- |
| 1. Are those prison vehicles which are used for the transportation of prisoners fitted with the appropriate fire extinguisher?   Is there a requirement for all DJCS vehicles to have extinguishers? | **Yes (✓)** | **No (✓)** |
| If No, please comment: | | |

|  |  |  |
| --- | --- | --- |
| 1. Have all reported equipment faults, repairs, and/or replacements been finalised for the quarter? | **Yes (✓)** | **No (✓)** |
| If No, please comment: | | |

**Fire Awareness Officer Qualifications**

|  |  |  |
| --- | --- | --- |
| 1. Has the General Manager appointed a Fire Awareness Officer in Charge of the Prisons Fire Awareness portfolio? | **Yes (✓)** | **No (✓)** |
| If No, please comment: | | |

|  |  |  |
| --- | --- | --- |
| 1. Has the General Manager appointed a minimum of two staff to be Fire Awareness Officers?   *Deputy Commissioners Instruction 1.25* | **Yes (✓)** | **No (✓)** |
| If No, please comment: | | |

|  |  |  |
| --- | --- | --- |
| 1. Are the current FAO’s qualified to perform the Fire Awareness Function?      * First Aid Level 2 * Completed Fire Awareness Officers Course * Facilitated a minimum of 3 Assessment Centres annually | **Yes (✓)** | **No (✓)** |
| If No, please comment: | | |

**Fire Awareness Officer Support**

|  |  |  |
| --- | --- | --- |
| 1. Is suitable time and resources provided for FAO’s to complete their required fortnightly inspections and does this meet the demand of the role? | **Yes (✓)** | **No (✓)** |
| If No, please comment: | | |

|  |  |  |
| --- | --- | --- |
| 1. Has the General Manager provided the FAO with an acceptable location to work from? | **Yes (✓)** | **No (✓)** |
| If No, please comment: | | |

**Prison & Local Fire Service Liaison**

|  |  |  |
| --- | --- | --- |
| 1. Are arrangements in place to ensure the Operations Manager and Fire Awareness Officer liaise with the OIC of the local Fire Service on a regular basis? | **Yes (✓)** | **No (✓)** |
| If Yes, how is this recorded: | | |

**Prison Fire Drills**

1. List details of the required evacuation drills conducted in the 3 month period?

|  |  |  |
| --- | --- | --- |
| **Date Evacuation Drill Conducted** | **Unit/Area Evacuation Drill Conducted** | **Time taken to evacuate the area** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Prison Code Red Exercises**

1. Provide details of any Code Red Exercises (tabletop and practical) that were conducted in the previous 3 months.

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

**Prison Fire Alarms**

1. List any fire alarms that occurred and declared a false alarm where the fire services attended within the 3 months.

|  |  |  |
| --- | --- | --- |
| **Date of alarm** | **Area/Unit** | **Reasons for alarm determined** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Prison Fire Incidents**

1. List details of any fire incidents (Code Red) within the 3 months.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date of fire** | **Area/Unit** | **Type e.g., cell/room/bin** | **Injuries to staff/prisoners** | **Fire Equipment Used – List** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Any additional issues/details regarding the Code Red incidents. Please comment.

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |

**Fire Training**

1. List the type of fire training and number of staff that received fire training this quarter e.g. ERG, Non-Custodial Staff and staff remedial training. (This excludes Assessment Centres) Attach attendance list if required.

|  |  |  |
| --- | --- | --- |
| **Date of fire training** | **Type of fire training e.g ERG, Non-custodial** | **Competent (✓)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Comments: Staff deemed NYC? Reasons for NYC. |  | |

|  |  |  |
| --- | --- | --- |
| 1. Is the FAO provided with time and resources to conduct all of the required staff refresher training in Fire Awareness? Including no-custodial staff? | **Yes (✓)** | **No (✓)** |
| If Yes, please comment: | | |

|  |  |  |
| --- | --- | --- |
| 1. Are there any concerns of the Manager or FAO in relation to any aspects of the Fire Awareness function? Please list any areas of concern or issues with the fire awareness portfolio | **Yes (✓)** | **No (✓)** |
| If Yes, please comment: | | |

**Fire Awareness Officer:** Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**General Manager / Operations Manager:** Name

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Prepared by: | *FAO name* |
| Date: |  |

Fire Evacuation Drill Report (CR 1.3.2)



**Schedule 3**

**Date:**

**Time: Location:**

* This report must be endorsed by the prison General Manager.
* All questions are to be responded to with the most current information available.
* This report is to be emailed once it has been endorsed by the General Manager to: **DJCS-CV-SSU Risk Management or** risk.management@justice.vic.gov.au

|  |  |
| --- | --- |
| Alarm given by:  (state method - alarm system, radio etc.) |  |
| Time taken to evacuate area and account for all people: |  |
| Equipment used: |  |
| Any issues arising: |  |
| Any comments by Fire Awareness Officer/Staff: |  |

**Fire Awareness Officer:** Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**General Manager / Operations Manager:** Name

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Prepared by: | *FAO name* |
| Date: |  |

CR 1.3.2



**FAO Inspection Checklist**

**Schedule 4**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TASK** | **TASK DESCRIPTION** | **COMPLETED**  ✓ | **CORRECT**  **✓** | **COMMENTS** |
| **Breathing Apparatus Inspection** | - Ensure BA min pressure 160 bar |  |  |  |
| - Ensure correct function of set via both High and Low pressure tests |  |  |  |
| - Face mask straps fully extended |  |  |  |
| - Ensure harness/back plate serviceable and all straps full extended |  |  |  |
| - Ensure sufficient moisture and quantity for facial wipes |  |  |  |
| * BA Control Board present within each pair of BA cabinets |  |  |  |
| * Chinagraph pencil present with BA Control Board |  |  |  |
| * BA cabinets are in a service condition and easily accessible |  |  |  |
| * 1 metre clearance around BA sets and BA sets are easily accessible |  |  |  |
|  |  |  |  |  |
| **Fire Extinguishers/ Fire Blankets** | - Location signage in place |  |  |  |
| - Correct extinguisher is in place |  |  |  |
| * Ensure anti tamper tags in place |  |  |  |
| - Ensure min 1m clearance |  |  |  |
| - No damage to cylinder or parts |  |  |  |
| - Check pressure gauge where fitted |  |  |  |
| * Check tags for 6 monthly maintenance inspections |  |  |  |
|  |  |  |  |  |
| **Fire Hose Reels/Hydrants** | - checks for signs of tampering or any abnormalities with hoses |  |  |  |
| - ensure the hose reel nozzle is secured behind valve  - no foreign objects in cabinets, spider webs etc |  |  |  |
| - ensure min 1m clearance from obstruction |  |  |  |
| - no foreign objects in cabinets, spider webs etc |  |  |  |
| - ensure cabinet doors operate freely, locks, hinges etc, not obscured or seized from weather exposure |  |  |  |
| - ensure correct signage is in place |  |  |  |
| * Locked cabinets |  |  |  |
|  |  |  |  |  |
| **Vehicle – Mounted Fire Suppression Equipment (Where applicable)** | - Ensure designated vehicle is serviceable |  |  |  |
| - Ensure vehicle has the required safety items on board:   * Portable first aid kit * 1x woollen blanket per person * 1x2.5kg (minimum) Dry Chemical fire extinguisher |  |  |  |
| And in Fire Danger period:   * 1 x Esky with sufficient drinking water for a shift. |  |  |  |
| - Ensure designated vehicle meets the requirements as specified in DCI 1.25 Section 4.5.3 |  |  |  |
| - Ensure sufficient clean Safety Goggles and P2 particulate filter masks are available - for staff trained in Wildfire package (process for each location stores orders) |  |  |  |
|  |  |  |  |  |
| **Hydramist (Where Applicable)** | - Ensure power is supplied to unit |  |  |  |
| - Ensure cabinet doors operate freely, not obscured or seized |  |  |  |
| - Test correct function of the unit by turning it on. Ensure lights are functioning and switch off. |  |  |  |
| - Ensure Inundation Port key is in its designated location as stated in Fire Orders. |  |  |  |
|  |  |  |  |  |
| **General Fire Safety Inspections** | | | | |
| Housekeeping - Excess Rubbish and clutter  (This is completed to monitor the fire loads in structures and buildings) | * Monitor areas for excess rubbish, excess unused equipment, incorrect storage of items, excessive quantities of items and general untidiness and clutter |  |  |  |
| - Identify issues with immediate area supervisors, record on this schedule, report to Location Fire Awareness Portfolio Manger |  |  |  |
| * Observe cell points – random sample of cells for excessive fuel loading |  |  |  |
| * Observe build-up of lint and other items around dryers. Ensure suitable clearance around dryers (unit and industry dryers). |  |  |  |
| Emergency Exits | - Ensure emergency exits are accessible |  |  |  |
| - Ensure that the paths used to get to these exits remain clear with no equipment, pallets, piles of property or other items can impede access to these Exits |  |  |  |
| - Ensure emergency exits are functioning correctly |  |  |  |
| - Ensure emergency exit signage is illuminated |  |  |  |
| Other Fire Safety risks | * if any further fire safety risks are identified as part of the inspection process, ensure that thorough reporting is completed to appropriate Manager including Location Fire Awareness Portfolio Manager |  |  |  |
| * Observe any storage or excessive items that may impact on fire suppression systems, including sprinkler systems. |  |  |  |
| * Observe any new structures that may impact on existing fire suppression equipment or systems. |  |  |  |
| Reporting | * Monthly report (Schedule 1) completed and forwarded to General Manager |  |  |  |
| * Quarterly report (Schedule 2) completed and forwarded to General Manager and SSU |  |  |  |
| Fire Indicator Panels and VESDA | * Monitor blockages of VESDA Air Sampling vents, ensure daily cell inspections are occurring and blockages are being removed and reported. |  |  |  |
| * Monitor FIP for faults and isolations – report to facility maintenance |  |  |  |
|  |  |  |  |
| Dangerous Goods  (As per DCI 1.07 & FAO Roles and Responsibilities guide) | * Ensuring labels are in place on all vessels containing dangerous goods |  |  |  |
| * Inspecting the practises for the storage and handling methods |  |  |  |
| * Inspect spill containment/bunding where applicable |  |  |  |
| * Inspect Dangerous Goods segregation (DG Segregation Chart) |  |  |  |
| * Ensure placarding is in place |  |  |  |

SUMMARY OF ISSUES IDENTIFIED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ACTIONS TAKEN (including name and rank of persons that the issue/risk has been reported to)

|  |  |  |  |
| --- | --- | --- | --- |
| **Issue/Risk** | **Action** | **Action assigned to** | **Due date** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

FULL NAME OF FAO COMPLETING INSPECTION:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OF FAO:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE INSPECTION COMPLETED:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



Fire Incident Response Options (CR 1.3.2)

**Schedule 5**

**INITIAL RESPONSE**

Upon notification of a fire by way of alarm called by control or by a prisoner or other person, the initial responding staff should attend the identified area. On investigation if no smoke or flame can be seen the staff are to inform control via radio (if alarm was raised by control) that there is no “sign of smoke or fire”. The responding senior officer should then call the alarm all clear.

If smoke or flame can be seen then staff are to call a **CODE RED** via the radio or contact control via ext **(Insert number)**

The processes on the following schedule should if circumstances permit be followed:

|  |  |  |
| --- | --- | --- |
|  | Door Open | Door Closed |
| No Occupant | * Close the cell/area door to contain the incident * Ensure power supply to the cell/area is isolated * Responding staff wearing BA are if safe to do so, attempt to suppress/control the fire | * Ensure power supply to the cell/area is isolated * Responding staff wearing BA may attempt to suppress/control the fire if safe to do so. |
| Compliant Prisoner | * Instruct the prisoner to exit the cell/area * Once the prisoner is out of the cell/area restrain him/her with handcuffs * Pat-down search the prisoner * Close the cell/area door to contain the incident * Ensure power supply to the cell/area is isolated * Responding staff wearing BA are if safe to do so, attempt to suppress/control the fire | * Drop the trap if one is fitted * Instruct the prisoner to place his/her hands through the trap and restrain the prisoner with handcuffs * Pat-down search the prisoner * Once restrained remove the prisoner from the cell/area and close the door to contain the incident * Ensure power supply to the cell/area is isolated * Responding staff wearing BA are if safe to do so, attempt to suppress/control the fire |
| Non-Compliant Prisoner | * Continually instruct the prisoner to exit the cell/area * Ensure power supply to the cell/area is isolated * Responding staff wearing BA are to continue to communicate with the prisoner and instruct him/her to exit the cell/area * Responding staff wearing BA are if safe to do so, attempt to suppress/control the fire * If the Prisoner complies, once out of the cell/area restrain him/her with handcuffs * Pat-down search the prisoner * Close the cell/area door to contain the incident | * Drop the trap if one is fitted * Instruct the prisoner to sit in the shower area (if in a cell) and turn on the water * Continually communicate with the prisoner to attempt to gain compliance * Ensure power supply to the cell/area is isolated * Responding staff wearing BA are to continue to communicate with the prisoner and instruct him/her to place his/her hands through the trap * Responding staff wearing BA are if safe to do so, attempt to suppress/control the fire |
| Non responsive prisoner | * If safe to do so (do not enter a smoke filled environment unless wearing BA) attempt to remove the prisoner from the cell/area * Once the prisoner is out of the cell/area restrain him/her with handcuffs * Ensure power supply to the cell/area is isolated * Close the cell/area door to contain the incident * Ensure power supply to the cell/area is isolated * Responding staff wearing BA are if safe to do so, attempt to suppress/control the fire | * Drop the trap if one is fitted do not open the door * Continually communicate with the prisoner * Responding staff wearing BA are to attempt to communicate with the prisoner * Ensure power supply to the cell/area is isolated * Responding staff wearing BA are if safe to do so attempt to remove the prisoner from the cell/area * Once the prisoner is out of the cell/area restrain him/her with handcuffs * Close the cell/area door to contain the incident * Responding staff wearing BA are if safe to do so, attempt to suppress/control the fire |