

Emergency management instructions for Mater people – state-wide procedure

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1. Introduction

The following instructions provide all staff including all clinical and non-clinical staff, visiting medical officers, contractors, volunteers etc. with the emergency response requirements at Mater. By acknowledging receipt of these instructions, you are declaring that:

- a. you have completed all required actions listed below
- b. you are familiar with the locations of first responder and evacuation equipment and procedures within your facility
- c. you will liaise with your supervisor to be orientated to this equipment and procedures when commencing in a new area or building.

ACTION: Please acknowledge the receipt of these instructions.

1.1 Governing policy

Emergency management Plan - state-wide.

2. Activating a Code

Action: Be familiar with how to activate any Code at your facility.

2.1 South East Queensland

Code type	Emergency Type	Mater South Brisbane	Mater Private Hospital Redland	Mater Private Hospital Springfield	Other Mater services external to a Mater Campus
Code Red	Fire or smoke	555	555 and 000	555	000
Code Yellow	Internal Emergency	555	555	555	000
Code Orange	Evacuation	Activated in response to another code type			
Code Purple	Bomb Threat (can include arson)	555	555 and 000	555 and 000	000
Code Black	Personal Threat	555	000	555 and 000	000
Code Brown	External Emergency	555	666 and 555	555	555
Code Blue	Cardiac / Respiratory Arrest	555	666	555	000
Code White	Natural Disaster Severe Weather Event	Refer to facility flip charts for process	Refer to facility flip charts for process	Refer to facility flip charts for process	Refer to facility flip charts for process

Note: For Code Red there are also Manual Call Points that can be activated and for Code Black activation of a duress alarm is also applicable.

Note: When calling 000 from a mobile phone staff at Mater Springfield should be aware to use the South Brisbane prefix 31 63 rather than 3098 for Springfield.

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2.2 Central Queensland

Code type	Emergency Type	Mater Private Hospital Mackay	Mater Private Hospital Rockhampton	Mater Private Hospital Bundaberg	Other Mater services external to a Mater Campus
Code Red	Fire or smoke	5000 or MCP	13444 (in hours) or 0-000	39400	000
Code Yellow	Internal Emergency	5000	13444 (in hours) or 0-000	39400	000
Code Orange	Evacuation	Activated in response to another code type			
Code Purple	Bomb Threat (can include arson)	5000	13444 (in hours) or 0-000	39400	000
Code Black	Personal Threat	5000	13444 (in hours) or 0-000	39400	000
Code Brown	External Emergency	5000	13444 (in hours) or 0-000	39400	000
Code Blue	Cardiac / Respiratory Arrest	5000 or Nurse Call Bell	13444 (in hours) or 0-000	39400	000
Code White	Natural Disaster / Severe Weather Event	Refer to facility flip charts for process	Refer to facility flip charts for process	Refer to facility flip charts for process	Refer to facility flip charts for process

Note: For Code Red there are also Manual Call Points that can be activated and for Code Black activation of a duress alarm is also applicable.

2.3 North Queensland

Code type	Emergency Type	Mater Private Hospital Townsville – Pimlico Campus	Mater Private Hospital Townsville – Hyde Park Campus	Other Mater services external to a Mater Campus
Code Red	Fire or smoke	5555	7777	000
Code Yellow	Internal Emergency	5555	7777	000
Code Orange	Evacuation	Activated in response to another code type		
Code Purple	Bomb Threat (can include arson)	5555	7777	000
Code Black	Personal Threat	5555	7777	000
Code Brown	External Emergency	5555	7777	000
Code Blue	Cardiac / Respiratory Arrest	5555 or emergency call button in patient room.	7777	000
Code White	Natural disaster Severe Weather Event	Refer to facility flip charts for process	Refer to facility flip charts for process	Refer to facility flip charts for process

Note: For Code Red there are also Manual Call Points that can be activated and for Code Black activation of a duress alarm is also applicable.

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3. Emergency management documentation




All Emergency Management documentation including code specific emergency response procedures, plans and sub-plans are available on the Mater Policies and Procedures Library (MPPL).

Action: Be familiar with how to locate emergency procedures and documents relevant to your facility or area.

4. Type of fire alarms at Mater

There are three types of alarms commonly installed in Mater Buildings. The Break Glass Alarm or Manual Call point alerts Queensland Fire and Emergency Service, activates local alarms, and unlocks any secured fire doors on the floor.

ACTION: Be familiar with the location and purpose of alarms within your work areas.

Break glass alarm/manual call point	Emergency/Door release	Duress
 <p>Click here to watch video</p>		
This raises the fire alarm, releases the fire doors on the affected floor and contacts the Fire Service directly.	This activates the alarm locally and releases the exit doors in the affected area.	The activation of this alarm notifies security.

5. Emergency warning system – alarm tones

The Emergency Warning System has two alarm tones that you may hear in the event of an emergency:

ACTION: Always follow the directions of the Evacuation Warden Team.

Alert tone	Evacuation tone
 <p>'beep beep'</p>	 <p>'whoop whoop'</p>

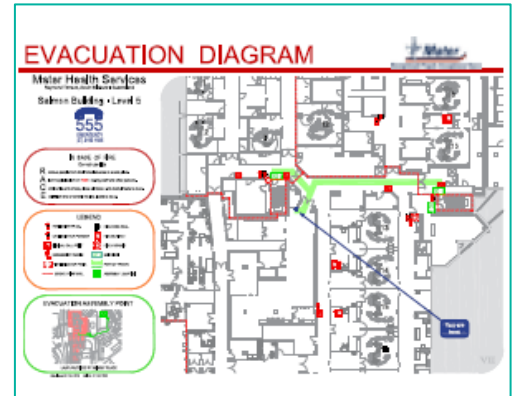
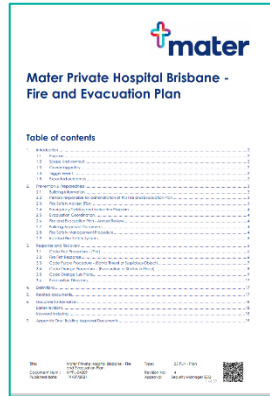


6. Evacuation

6.1 Diagrams and emergency plans

A **Fire and Evacuation Sub Plan** specific to the building is available at the Fire Indicator Panel in each Mater building. This plan outlines the Evacuation Warden Team, fire system installations and emergency response procedures specific to the building.

Evacuation diagrams are displayed throughout all Mater areas and detail fire exits, pathways to exits, assembly area, location of firefighting equipment and emergency notification numbers.





ACTION: Locate the Fire and Evacuation plan for your building on the MPPL and familiarise yourself with the emergency response procedures and evacuation diagrams specific to your area.

6.2 Emergency response teams and evacuation warden team

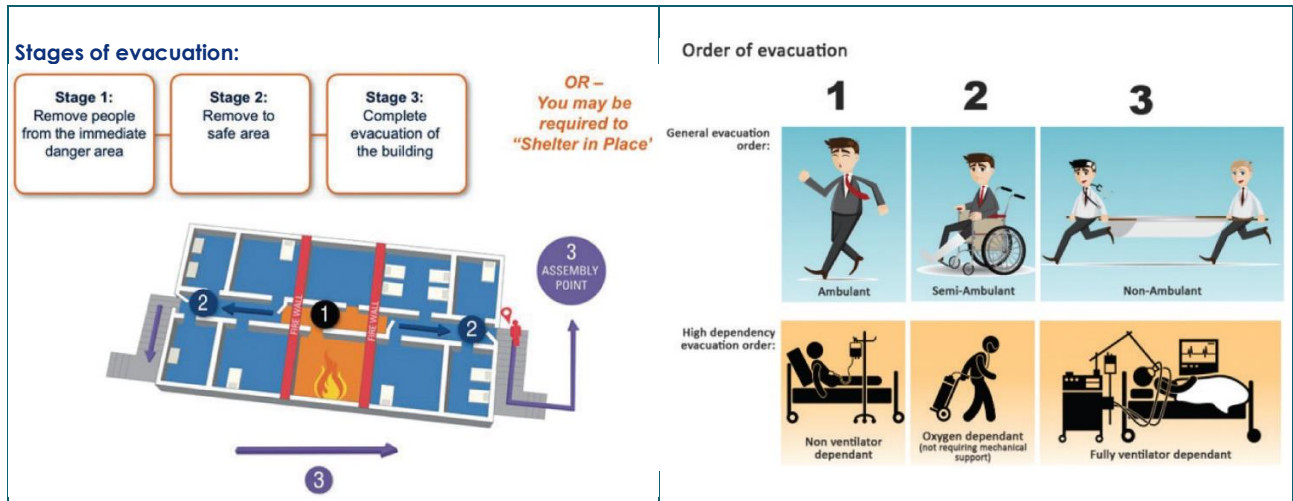
- a. Mater has a trained team of evacuation wardens and emergency responders in each building. Together the Wardens form the Emergency Control Organisation (ECO).
- b. The warden team will provide instructions during a code red or orange and if evacuation is required, will check the area prior to leaving and account for the people within their allocated area.
- c. Should an incident require a larger or more prolonged approach an Incident Management Team (IMT) maybe established led by an Incident Commander.

ACTION:

- **Code Red (fire) or Code Orange (evacuation) – follow the instructions of the Evacuation Warden Team.**
- **All other non-clinical emergencies – follow the instructions of the Emergency Commander.**
- **Assist your warden with checking rooms if requested and where safe to do so.**

Chief Warden and Incident Commander	Floor / Area Warden	Warden
		

6.3 Management of evacuation



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7. Fire

ACTION: Know the RACE acronym and how to identify and use the first response equipment.

7.1 First response

A handy acronym to help remind you of reporting emergencies and your subsequent actions is:






RACE:

Remove	All people in immediate danger, if safe to do so, to an area of safety
Alert	Ensure all occupants/visitors are aware of the emergency personnel - raise the alarm, activate alarm (verbal/MCP)
Contain	Confine the incident where possible and if safe to do so
Evacuate	Ensure you have a safe exit path and proceed to your assembly area - do not return inside the building.

7.2 Fire suppression – fire extinguishers

Use a fire extinguisher ONLY if:

- you know that the extinguisher is suitable for use on the flammable materials involved in the fire;
- you have considered whether electricity is possibly involved and, if so, that the available extinguishing agent is non-conducting;
- you can extinguish the fire quickly;
- you are not putting your safety at risk by staying in the vicinity of the fire; and all other persons have been evacuated from the area



Dry chemical	Wet chemical	Carbon dioxide	Foam	P.A.S.S.
 <p>Can be used on most types of fire (Class A,B,C, E and F). This is the primary extinguisher used at Mater.</p>	 <p>Designed for cooking oil and fat fires only (Class A and F). This extinguisher is used only in the kitchens.</p>	 <p>Primarily used for electrical fires (Class E). Can be used on most types of fires. This extinguisher is used in OT and IT.</p>	 <p>Primarily used for most flammable liquid fires. Do not use on electrical fires. This extinguisher is used in Engineering Plant Rooms only</p>	<div style="border: 2px solid red; padding: 5px; text-align: center;"> <p>WHEN USING AN EXTINGUISHER... REMEMBER P.A.S.S.</p> </div> <div style="font-size: small; margin-top: 5px;"> <p>PULL THE PIN (BREAK SEAL AND TEST EXTINGUISHER)</p> <p>AIM AT BASE OF FIRE (ENSURE YOU HAVE A MEANS OF ESCAPE)</p> <p>SQUEEZE THE OPERATING HANDLE (TO OPERATE EXTINGUISHER AND DISCHARGE THE AGENT)</p> <p>SWEEP FROM SIDE TO SIDE (COMPLETELY EXTINGUISH THE FIRE)</p> </div> 

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7.3 Fire suppression – fire hose reels and fire blankets

Fire Hose Reels	Fire Blankets
	
<p>The fire hose reels in most workplaces and apartment buildings are simply rubber hoses wound onto a reel and connected direct to a water supply. The extinguishing agent is only water; therefore hose-reels are for use only on Class A fires.</p>	<p>Fire Blankets are especially designed to extinguish cooking oil fires by safely smothering it both in domestic and commercial kitchens. They are also suitable on other small, contained fires involving paper and flammable liquids.</p>

8. Your responsibilities

As a staff member, contractor, VMO or volunteer at Mater it is your responsibility to:

- a. Complete the actions outlined above.
- b. Always wear your photo ID when on the campus.
- c. Recognise hazards and unsafe conditions and report them to the Area or Nurse Unit Manager as soon as identified.
- d. Know your exits and keep them clear.
- e. Report any suspicious behaviour, persons or packages to security.
- f. Undertake and participate in emergency training and exercise activities as required.
- g. After an emergency incident, provide feedback to assist with system review and improvements.

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9. Appendix one: Orientation poster – South Brisbane

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10. Appendix two: Orientation poster – Springfield

See page 11

11. Appendix three: Orientation poster – Redland

See page 12

12. Appendix four: Orientation poster – Rockhampton

See page 13

13. Appendix five: Orientation poster – Bundaberg

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14. Appendix six: Orientation poster – Mackay

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15. Appendix six: Orientation poster – Townsville

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Orientation poster – South Brisbane

Below outlines Mater Emergency Codes, Emergency alarms, Types of wardens and Fire Extinguishers

Code Colour	Code Type	Mater South Brisbane
Code Red	Fire / Smoke	555
Code Yellow	Internal Emergency	555
Code Orange	Evacuation	Activated in response to another code.
Code Purple	Bomb / Arson Threat	555
Code Black	Personal Threat	555
Code Brown	External Emergency	555
Code Blue	Medical Emergency / Cardiac Arrest	555
Code White	Natural Disaster / Severe Weather Event	555

Types of alarms in use at Mater			Alarm Tones at Mater	
Break glass alarm /manual call point	Emergency/Door release point	Duress	Alert Tone	Evacuation Tone
 <p>This raises the fire alarm, releases the fire doors on the affected floor and contacts the Fire Service directly.</p>	 <p>Activates the alarm locally and releases the exit doors in the affected area.</p>	 <p>Activation of this alarm notifies security.</p>	<p>'Beep Beep'</p> 	<p>'Whoop Whoop'</p> 

Chief Warden and Incident Commander	Floor / Area Warden	Warden	Stages of Evacuation	Order of Evacuation
			 <p>Stage 1: Remove people from the immediate danger area Stage 2: Remove to safe area Stage 3: Complete evacuation of the building OR – You may be required to "Shelter in Place" 3 minute time</p>	<p>Order of evacuation</p>  <p>General evacuation order: 1. Ambulant 2. Semi-Ambulant 3. Non-Ambulant High dependency evacuation order: Non-ventilator dependent, Oxygen dependent non-ventilator dependent, Fully ventilator dependent</p>






Dry chemical	Wet chemical	Carbon dioxide	Foam	Fire Reels	Fire Blankets	Operating an Extinguisher
 <p>Can be used on most types of fire (Class A,B,C, E and F). This is the primary extinguisher used at Mater.</p>	 <p>Designed for cooking oil and fat fires only (Class A and F). This extinguisher is used only in the kitchens.</p>	 <p>Primarily used for electrical fires (Class E). Can be used on most types of fires. This extinguisher is used in OT and IT.</p>	 <p>Primarily used for most flammable liquid fires. Do not on electrical fires.</p>	 <p>The fire hose reels in most workplaces and apartment buildings are simply rubber hoses wound onto a reel and connected direct to a water supply. Hoses use only water; therefore hose-reels are for use only on Class A fires.</p>	 <p>Fire Blankets are especially designed to extinguish cooking oil fires by safely smothering it both in domestic and commercial kitchens. They are also suitable on other small, contained fires involving paper and flammable liquids.</p>	<p>P.A.S.S.</p> <ul style="list-style-type: none"> • Pull the pin. • Aim at the base of the fire • Squeeze the operating handle • Sweep from side to side 



Orientation poster – Springfield

Below outlines Mater Emergency Codes, Emergency alarms, Types of wardens and Fire Extinguishers

Code Colour	Code Type	Mater Private Springfield
Code Red	Fire / Smoke	555 or 3163 1555 from mobile
Code Yellow	Internal Emergency	555 or 3163 1555
Code Orange	Evacuation	Activated in response to another code.
Code Purple	Bomb / Arson Threat	555 Or 3163 1555 from mobile and 000
Code Black	Personal Threat	555 Or 3163 1555 from mobile and 000
Code Brown	External Emergency	555 Or 3163 1555
Code Blue	Medical Emergency / Cardiac Arrest	555 Or 3163 1555
Code White	Natural Disaster / Severe Weather Event	555 Or 3163 1555

Types of alarms in use at Mater			Alarm Tones at Mater	
Break glass alarm /manual call point	Emergency/Door release	Duress	Alert Tone	Evacuation Tone
 <p>This raises the fire alarm, releases the fire doors on the affected floor and contacts the Fire Service directly.</p>	 <p>Activates the alarm locally and releases the exit doors in the affected area.</p>	 <p>Activation of this alarm notifies security.</p>	<p>'Beep Beep'</p> 	<p>'Whoop Whoop'</p> 

Chief Warden and Incident Commander	Floor / Area Warden	Warden	Stages of Evacuation	Order of Evacuation
			<p>Stage 1: Remove people from the immediate danger area</p> <p>Stage 2: Remove to safe area</p> <p>Stage 3: Complete evacuation of the building</p> <p>OR – You may be required to "Shelter in Place"</p> 	<p>Order of evacuation</p> <p>1 2 3</p> <p>General evacuation order:</p>  <p>High dependency evacuation order:</p> 






Dry chemical	Wet chemical	Carbon dioxide	Foam	Fire Reels	Fire Blankets	Operating an Extinguisher
 <p>Can be used on most types of fire (Class A,B,C, E and F). This is the primary extinguisher used at Mater.</p>	 <p>Designed for cooking oil and fat fires only (Class A and F). This extinguisher is used only in the kitchens.</p>	 <p>Primarily used for electrical fires (Class E). Can be used on most types of fires. This extinguisher is used in OT and IT.</p>	 <p>Primarily used for most flammable liquid fires. Do not on electrical fires.</p>	 <p>The fire hose reels in most workplaces and apartment buildings are simply rubber hoses wound onto a reel and connected direct to a water supply. Hoses use only water; therefore hose-reels are for use only on Class A fires.</p>	 <p>Fire Blankets are especially designed to extinguish cooking oil fires by safely smothering it both in domestic and commercial kitchens. They are also suitable on other small, contained fires involving paper and flammable liquids.</p>	<p>P.A.S.S.</p> <ul style="list-style-type: none"> • Pull the pin. • Aim at the base of the fire • Squeeze the operating handle • Sweep from side to side 





Orientation poster – Redland

Below outlines Mater Emergency Codes, Emergency alarms, Types of wardens and Fire Extinguishers

Code Colour	Code Type	Mater Private Redland
Code Red	Fire / Smoke	555 and 000
Code Yellow	Internal Emergency	555
Code Orange	Evacuation	Activated in response to another code.
Code Purple	Bomb / Arson Threat	555 and 000
Code Black	Personal Threat	000
Code Brown	External Emergency	666 and 555
Code Blue	Medical Emergency / Cardiac Arrest	666
Code White	Natural Disaster / Severe Weather Event	555

Types of alarms in use at Mater			Alarm Tones at Mater	
Break glass alarm /manual call point	Emergency/Door release	Duress	Alert Tone	Evacuation Tone
 <p>This raises the fire alarm, releases the fire doors on the affected floor and contacts the Fire Service directly.</p>	 <p>Activates the alarm locally and releases the exit doors in the affected area.</p>	 <p>Activation of this alarm notifies security.</p>	<p>'Beep Beep'</p> 	<p>'Whoop Whoop'</p> 

Chief Warden and Incident Commander	Floor / Area Warden	Warden	Stages of Evacuation	Order of Evacuation
			 <p>Stage 1: Remove people from the immediate danger area Stage 2: Remove to safe area Stage 3: Complete evacuation of the building OR – You may be required to "Shelter in Place" 3 minute time</p>	<p>Order of evacuation</p>  <p>General evacuation order: 1. Ambulant 2. Semi-Ambulant 3. Non-Ambulant High dependency evacuation order: Non-ventilator dependent, Oxygen dependent non-ventilator dependent, Fully ventilator dependent</p>




Dry chemical	Wet chemical	Carbon dioxide	Foam	Fire Reels	Fire Blankets	Operating an Extinguisher
 <p>Can be used on most types of fire (Class A,B,C, E and F). This is the primary extinguisher used at Mater.</p>	 <p>Designed for cooking oil and fat fires only (Class A and F). This extinguisher is used only in the kitchens.</p>	 <p>Primarily used for electrical fires (Class E). Can be used on most types of fires. This extinguisher is used in OT and IT.</p>	 <p>Primarily used for most flammable liquid fires. Do not on electrical fires.</p>	 <p>The fire hose reels in most workplaces and apartment buildings are simply rubber hoses wound onto a reel and connected direct to a water supply. Hoses use only water; therefore hose-reels are for use only on Class A fires.</p>	 <p>Fire Blankets are especially designed to extinguish cooking oil fires by safely smothering it both in domestic and commercial kitchens. They are also suitable on other small, contained fires involving paper and flammable liquids.</p>	<p>P.A.S.S.</p> <ul style="list-style-type: none"> • Pull the pin. • Aim at the base of the fire • Squeeze the operating handle • Sweep from side to side 




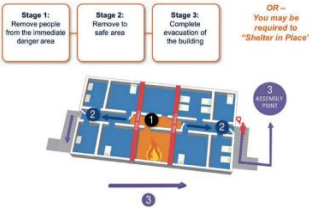
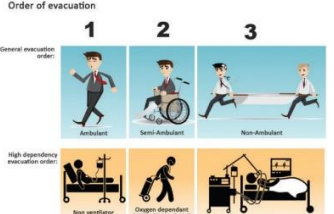


Orientation poster – Rockhampton

Below outlines Mater Emergency Codes, Emergency alarms, Types of wardens and Fire Extinguishers

Code Colour	Code Type	Mater Private Rockhampton
Code Red	Fire / Smoke	13444 (in hours) or 0-000
Code Yellow	Internal Emergency	13444 (in hours) or 0-000
Code Orange	Evacuation	Activated in response to another code.
Code Purple	Bomb / Arson Threat	13444 (in hours) or 0-000
Code Black	Personal Threat	13444 (in hours) or 0-000
Code Brown	External Emergency	13444 (in hours) or 0-000
Code Blue	Medical Emergency / Cardiac Arrest	13444 (in hours) or 0-000
Code White	Natural Disaster / Severe Weather Event	13444 (in hours) or 0-000

Types of alarms in use at Mater			Alarm Tones at Mater	
Break glass alarm / manual call point	Emergency/Door release	Duress	Alert Tone	Evacuation Tone
 <p>This raises the fire alarm, releases the fire doors on the affected floor and contacts the Fire Service directly.</p>	 <p>Activates the alarm locally and releases the exit doors in the affected area.</p>	 <p>Activation of this alarm notifies security.</p>	<p>'Beep Beep'</p> 	<p>'Whoop Whoop'</p> 

Chief Warden and Incident Commander	Floor / Area Warden	Warden	Stages of Evacuation	Order of Evacuation
			 <p>Stage 1: Remove people from the immediate danger area Stage 2: Remove to safe area Stage 3: Complete evacuation of the building OR – You may be required to "Shelter in Place" 3 (staircase)</p>	 <p>Order of evacuation 1 2 3 General evacuation order: Ambulant, Semi-Ambulant, Non-Ambulant High dependency evacuation order: Non ventilator dependent, Oxygen dependent non-ventilator dependent, Fully ventilator dependent</p>



Dry chemical	Wet chemical	Carbon dioxide	Foam	Fire Reels	Fire Blankets	Operating an Extinguisher
 <p>Can be used on most types of fire (Class A,B,C, E and F). This is the primary extinguisher used at Mater.</p>	 <p>Designed for cooking oil and fat fires only (Class A and F). This extinguisher is used only in the kitchens.</p>	 <p>Primarily used for electrical fires (Class E). Can be used on most types of fires. This extinguisher is used in OT and IT.</p>	 <p>Primarily used for most flammable liquid fires. Do not on electrical fires.</p>	 <p>The fire hose reels in most workplaces and apartment buildings are simply rubber hoses wound onto a reel and connected direct to a water supply. Hoses use only water; therefore hose-reels are for use only on Class A fires.</p>	 <p>Blankets are especially designed to extinguish cooking oil fires by safely smothering it both in domestic and commercial kitchens. They are also suitable on other small, contained fires involving paper and flammable liquids.</p>	<p>P.A.S.S.</p> <ul style="list-style-type: none"> Pull the pin. Aim at the base of the fire Squeeze the operating handle Sweep from side to side 


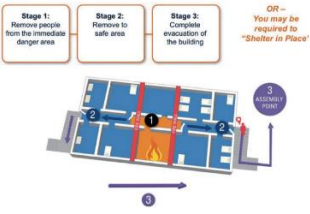


Orientation poster – Bundaberg

Below outlines Mater Emergency Codes, Emergency alarms, Types of wardens and Fire Extinguishers

Code Colour	Code Type	Mater Private Bundaberg
Code Red	Fire / Smoke	39400
Code Yellow	Internal Emergency	39400
Code Orange	Evacuation	Activated in response to another code.
Code Purple	Bomb / Arson Threat	39400
Code Black	Personal Threat	39400
Code Brown	External Emergency	39400
Code Blue	Medical Emergency / Cardiac Arrest	39400
Code White	Natural Disaster / Severe Weather Event	39400

Types of alarms in use at Mater			Alarm Tones at Mater	
Break glass alarm /manual call point	Emergency/Door release	Duress	Alert Tone	Evacuation Tone
 <p>This raises the fire alarm, releases the fire doors on the affected floor and contacts the Fire Service directly.</p>	 <p>Activates the alarm locally and releases the exit doors in the affected area.</p>	 <p>Activation of this alarm notifies security.</p>	<p>'Beep Beep'</p> 	<p>'Whoop Whoop'</p> 

Chief Warden and Incident Commander	Floor / Area Warden	Warden	Stages of Evacuation	Order of Evacuation
			 <p>OR – You may be required to "Shelter in Place"</p>	 <p>Order of evacuation</p> <p>General evacuation order:</p> <ol style="list-style-type: none"> 1 Ambulant 2 Semi-Ambulant 3 Non-Ambulant <p>High dependency evacuation order:</p> <ul style="list-style-type: none"> Non-ventilator dependent Oxygen-dependent (not hearing/visual/seeing) Fully ventilator dependent

Dry chemical	Wet chemical	Carbon dioxide	Foam	Fire Reels	Fire Blankets	Operating an Extinguisher
 <p>Can be used on most types of fire (Class A,B,C, E and F). This is the primary extinguisher used at Mater.</p>	 <p>Designed for cooking oil and fat fires only (Class A and F). This extinguisher is used only in the kitchens.</p>	 <p>Primarily used for electrical fires (Class E). Can be used on most types of fires. This extinguisher is used in OT and IT.</p>	 <p>Primarily used for most flammable liquid fires. Do not on electrical fires.</p>	 <p>The fire hose reels in most workplaces and apartment buildings are simply rubber hoses wound onto a reel and connected direct to a water supply. Hoses use only water; therefore hose-reels are for use only on Class A fires.</p>	 <p>Fire Blankets are especially designed to extinguish cooking oil fires by safely smothering it both in domestic and commercial kitchens. They are also suitable on other small, contained fires involving paper and flammable liquids.</p>	<p>P.A.S.S.</p> <ul style="list-style-type: none"> • Pull the pin. • Aim at the base of the fire • Squeeze the operating handle • Sweep from side to side 

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Orientation poster – Mackay

Below outlines Mater Emergency Codes, Emergency alarms, Types of wardens and Fire Extinguishers

Code Colour	Code Type	Mater Private Mackay
Code Red	Fire / Smoke	5000 or MCP
Code Yellow	Internal Emergency	5000
Code Orange	Evacuation	Activated in response to another code.
Code Purple	Bomb / Arson Threat	5000
Code Black	Personal Threat	5000 or Duress Alarm
Code Brown	External Emergency	5000
Code Blue	Medical Emergency / Cardiac Arrest	5000 or Emergency Call Point
Code White	Natural Disaster / Severe Weather Event	5000

Types of alarms in use at Mater			Alarm Tones at Mater	
Break glass alarm /manual call point	Emergency/Door release	Duress	Alert Tone	Evacuation Tone
 <p>This raises the fire alarm, releases the fire doors on the affected floor and contacts the Fire Service directly.</p>	 <p>Activates the alarm locally and releases the exit doors in the affected area.</p>	 <p>Activation of this alarm notifies security.</p>	<p>'Beep Beep'</p> 	<p>'Whoop Whoop'</p> 

Chief Warden and Incident Commander	Floor / Area Warden	Warden	Stages of Evacuation	Order of Evacuation
			<p>Stage 1: Remove people from the immediate danger area</p> <p>Stage 2: Remove to safe area</p> <p>Stage 3: Complete evacuation of the building</p> <p>OR – You may be required to "Shelter in Place"</p> 	<p>Order of evacuation</p> <p>General evacuation order:</p> <ol style="list-style-type: none"> Ambulant Serial-Ambulant Non-Ambulant <p>High dependency evacuation order:</p> <ol style="list-style-type: none"> Non-ventilator dependent Oxygen dependent and/or using mechanical hoisting Fully ventilator dependent 

Dry chemical	Wet chemical	Carbon dioxide	Foam	Fire Reels	Fire Blankets	Operating an Extinguisher
 <p>Can be used on most types of fire (Class A,B,C, E and F). This is the primary extinguisher used at Mater.</p>	 <p>Designed for cooking oil and fat fires only (Class A and F). This extinguisher is used only in the kitchens.</p>	 <p>Primarily used for electrical fires (Class E). Can be used on most types of fires. This extinguisher is used in OT and IT.</p>	 <p>Primarily used for most flammable liquid fires. Do not on electrical fires.</p>	 <p>The fire hose reels in most workplaces and apartment buildings are simply rubber hoses wound onto a reel and connected direct to a water supply. Hoses use only water; therefore hose-reels are for use only on Class A fires.</p>	 <p>Fire Blankets are especially designed to extinguish cooking oil fires by safely smothering it both in domestic and commercial kitchens. They are also suitable on other small, contained fires involving paper and flammable liquids.</p>	<p>P.A.S.S.</p> <ul style="list-style-type: none"> Pull the pin. Aim at the base of the fire Squeeze the operating handle Sweep from side to side 

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 Document Num.: MPPL-04965
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Type: 02 PRO - Procedure
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 Approval: Dir Clin Governance MH - Residential Care & Community Serv




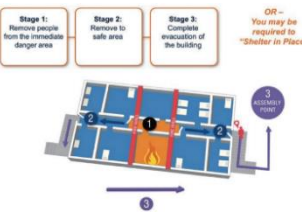



Orientation poster – Townsville

Below outlines Mater Emergency Codes, Emergency alarms, Types of wardens and Fire Extinguishers

Code Colour	Code Type	Hyde Park Campus	Pimlico Campus
Code Red	Fire / Smoke	7777	5555
Code Yellow	Internal Emergency	7777	5555
Code Orange	Evacuation	Activated in response to another code.	
Code Purple	Bomb / Arson Threat	7777	5555
Code Black	Personal Threat	7777	5555
Code Brown	External Emergency	7777	5555
Code Blue	Medical Emergency / Cardiac Arrest	7777	5555
Code White	Natural Disaster / Severe Weather Event	7777	5555

Types of alarms in use at Mater			Alarm Tones at Mater	
Break glass alarm /manual call point	Emergency/Door release	Duress	Alert Tone	Evacuation Tone
 <p>This raises the fire alarm, releases the fire doors on the affected floor and contacts the Fire Service directly.</p>	 <p>Activates the alarm locally and releases the exit doors in the affected area.</p>	 <p>Activation of this alarm notifies security.</p>	<p>'Beep Beep'</p> 	<p>'Whoop Whoop'</p> 

Chief Warden and Incident Commander	Floor / Area Warden	Warden	Stages of Evacuation	Order of Evacuation
			 <p>Stage 1: Remove people from the immediate danger area Stage 2: Move to safe area Stage 3: Complete evacuation of the building OR – You may be required to "Shelter in Place"</p>	 <p>Order of evacuation 1 Ambulant 2 Semi-Ambulant 3 Non-Ambulant High dependency evacuation order: Non-ventilator dependent, Oxygen dependent (not using a tank), Fully ventilator dependent</p>

Dry chemical	Wet chemical	Carbon dioxide	Foam	Fire Reels	Fire Blankets	Operating an Extinguisher
 <p>Can be used on most types of fire (Class A,B,C, E and F). This is the primary extinguisher used at Mater.</p>	 <p>Designed for cooking oil and fat fires only (Class A and F). This extinguisher is used only in the kitchens.</p>	 <p>Primarily used for electrical fires (Class E). Can be used on most types of fires. This extinguisher is used in OT and IT.</p>	 <p>Primarily used for most flammable liquid fires. Do not on electrical fires.</p>	 <p>The fire hose reels in most workplaces and apartment buildings are simply rubber hoses wound onto a reel and connected direct to a water supply. Hoses use only water; therefore hose-reels are for use only on Class A fires.</p>	 <p>Fire Blankets are especially designed to extinguish cooking oil fires by safely smothering it both in domestic and commercial kitchens. They are also suitable on other small, contained fires involving paper and flammable liquids.</p>	<p>P.A.S.S.</p> <ul style="list-style-type: none"> • Pull the pin. • Aim at the base of the fire • Squeeze the operating handle • Sweep from side to side 

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17. Related documents

Mater documents

- Emergency Management Plan

External documents

- AS 3745:2010 – Planning for emergencies in facilities
- AS 4083: 2010 – Planning for emergencies in healthcare facilities

18. Document information

18.1 Earlier revisions

Revision #	Published date	Comment
1	10 Aug 2018	Version 1 published on the Mater Document Centre (CA-RAC-080001 <i>Emergency Management instructions for all staff at Mater</i>)

18.2 Key contacts

Author	Emergency Management Coordinator (Tess Hope)
Owner	Director Clinical Governance (Chris Foley)
Subject area	All staff
Committee	Emergency Planning Sub-committee

Affirmation

This governance document is consistent with [Mater's Mission](#).
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