Fire Safety and Emergency Training

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Introduction

- Emergencies can happen at any time in any kind of workplace.
- The types of emergencies to plan for include fires, injuries, rescues, incidents with hazardous substances, bomb threat, armed confrontations, and natural disasters.
- The main objectives of emergency planning are to:
  - Ensure everyone knows what to do in the event of an emergency.
  - Preparations are in place in the event of any type of emergency situation.
Introduction

- All Health care facilities must have formalised policies and procedures in place for Fire Safety and Emergency Management.

- These procedures need to be designed for the specific needs of the facility.

- These procedures must include:
  - A detailed document incorporating the aims, objectives, building systems, roles and responsibilities of personnel, evacuation procedures applying to both fire and other internal emergencies as identified in Australian Standard AS 3745.
  - A summary “flip chart” providing brief detail of Fire and other emergency responses as well as other emergencies which is colour coded with the requirements outlined in Australian Standard AS4083.
Introduction

- In addition to written procedures, all health care facilities should have wall mounted localised floor plans displayed showing:
  - Exit Routes and Exit points
  - Fire and Smoke doors
  - Manual alarm points
  - Fire fighting equipment
  - Fire alarm indicator / mimic panels
  - Emergency Assembly points
  - “You are here” reference (NSW Health)
Introduction

- All staff should be instructed in fire safety and emergency response procedures. This training should include practical use of fire fighting equipment and practical evacuation exercises.

- Queensland also requires “General Instructions” to be completed within 2 days of commencement of employment, “First Response” training to be completed within one month of commencement of employment (repeated bi-annually) and “Evacuation Coordination Instructions” to be provided to the “responsible persons” carrying out the evacuation coordination annually (Qld Building Fire and Safety Regulation 2008)

- Training should be given to new staff members as an integral part of the orientation program and on a continuing basis thereafter.

- It is every staff member’s responsibility to familiarise themselves with their workplace policies and procedures relating to the workplace in the case of an emergency. This forms apart of your contract of employment.
Introduction

- INDUSTRY GUIDELINES:
  - The Work Health and Safety (WHS) and Occupational Health & Safety Act (OHS) of the various states and territories requires that employers plan for all potential emergency situations.
  - There are two Australian Standards that relate to emergency preparedness and requires compliance:
    - AS 3745 (as amended) – Emergency control organisation and procedures for buildings, structure and workplaces
    - AS 4083 (as amended) – Planning for emergencies – Health Care facilities
  - Various State Health Department policy directives and guidelines also provide guidance for emergency preparedness roles and responsibilities.
Emergency Codes

- Hospital emergency codes are used worldwide to alert staff to various emergency situations.
- Their use is intended to convey essential information quickly while preventing excessive stress or panic amongst staff, visitors and patients.
- The Emergency Codes may be posted on laminated wall charts, flip charts or printed on the back of identification badges for easy access in the event of an emergency.
Emergency Codes

**CODE RED – Fire and Smoke**

- A Code Red situation requires the R.A.C.E response
- Everyone has a role to play in the event of a Fire Emergency
- All workers MUST know their organisations Fire Emergency Plan, the location of Emergency Exits, the location and use of extinguishers and other fire fighting equipment, “Break Glass’ alarms and places of safe refuge and evacuation procedures
- The designated officers (Area Wardens and the Chief Fire Warden) are in charge of the response until the external emergency services arrive.
Emergency Codes

**CODE BLUE – MEDICAL EMERGENCY**

- These emergencies can occur at anytime.
- All workplaces will have a response plan (or a response team) specifically for medical emergencies. This could be a MET response team where a specific group of staff with appropriate training will respond, or this could mean calling 000 and enlisting the support of the Ambulance service.
- All Clinical staff in Healthcare facilities will be trained in Basic Life Support procedures.
- It is essential for all staff to be aware of the appropriate procedure relevant to their position and relevant to their facility.
- In any case, stay with the patient / resident / visitor and alert others (via the appropriate means) to assist you.
Emergency Codes

- **CODE PURPLE – BOMB THREAT**

- A Code Purple refers to a specific bomb threat or could be called in the situation whereby a suspicious package is found to be unattended.

- A bomb threat may be received via a telephone call, a letter, e-mail, or fax, or may be made directly or indirectly through a third party.

- A bomb threat should be taken very seriously. If received by phone, the staff member must record as much information as possible (refer to the bomb threat checklist) and most importantly **DO NOT HANG UP** the phone after the call is ended.

- If you receive a bomb threat, remember the bomb threat checklist (e.g. next slide) and:
  
  - **KEEP CALM**
  
  - Try to keep the caller talking, whilst alerting a colleague to advise the Chief Warden (i.e. the person in charge). 
  
  - Do not activate the alarm system (e.g. do not call Code Purple over the PA system).
  
  - Gain as much information as possible and **DO NOT HANG UP THE PHONE**.
Emergency Codes

BOMB THREAT CHECKLIST

Questions to Ask
1. When is the Bomb going to explode?
2. Where did you put the Bomb?
3. When did you put it there?
4. What does the Bomb look like?
5. What kind of Bomb is it?
6. What will make the Bomb explode?
7. Did you place the Bomb?
8. Why did you place the Bomb?
9. What is your name?
10. Where are you?
11. What is your address?

Exactly wording of threat

Call taken
Date: __________/________/______
Duration of call: ______
Number called: ______

Action
Report call immediately to: ______
Phone No. ______

Caller's voice
Accent (specify): ______
Any impediment (specify): ______
Speech (fast, slow, etc): ______
Diction (clear, muffled): ______
Manner (calm, emotional, etc): ______
Did you recognize the voice? ______
If so, who do you think is / was? ______
Was the caller familiar with the area? ______

Threat language
Well spoken: ______
Incoherent: ______
Taped: ______
Message read by caller: ______
Abusive: ______
Other: ______

Background noises
Street noises: ______
House noises: ______
Aircraft: ______
Voices: ______
Local call: ______
Music: ______
Long distance: ______
Machinery: ______
STD: ______
Other: ______

Other
Sex of caller: ______
Estimated age: ______

Recipient
Name: ______
Telephone No: ______
Signature: ______

Remember keep calm - don't hang up

BOMB THREAT
Emergency Codes

CODE BLACK – PERSONAL THREAT / ARMED HOLD UP

- Code Black means a personal or physical threat, or this can be related to situations whereby staff are exposed to criminal behaviour.

- This can occur when people become angry or upset and their behaviour is viewed as intimidatory or threatening to others.

- It is important in these situations to remain calm and keep yourself safe. Try to have a colleague close by to raise the alarm if needed. De-escalate the situation by listening and speaking calmly to the offender.

- If the behaviour escalates, then implement your facilities Code Black procedure (e.g. duress alarm, security, Police if required).

- The important thing to remember is to keep yourself in a safe position, whilst trying to keep the situation contained where possible.

- NO HERIOCS under any circumstances. Call for assistance and remove yourself and others from the situation where possible.
Emergency Codes

CODE YELLOW – INTERNAL EMERGENCY

- Code Yellow refers to internal emergencies and may include such events as storms, flooding, equipment and power failure, chemical exposure, gas leak, building or structural damage / collapse
- These events have the potential to impact on the normal operations of the facility
- If a code yellow situation occurs, the facilities emergency plans or COSOPS (Critical Operations Standard Operating Procedures) plans will be put in place, dependent upon the impact and type of emergency situation
- The Chief Warden is in charge of this situation, and this may also incorporate other emergency codes in conjunction with the Code Yellow (i.e. Code Orange or Code Brown, think of the Qld Floods, Newcastle super storm)
- The main thing to remember is to keep calm, be aware of the safety of others during the event and await further instructions from the Area Warden / Chief Warden
Emergency Codes

CODE BROWN – EXTERNAL EMERGENCY

- A Code Brown is an external emergency usually involving a massive "event" which may require multiple emergency agency response, due to mass casualties.

- A Code Brown incorporates a broader emergency plan that falls under the jurisdiction of the specified emergency services as per individual State legislation.

- A response to a Code Brown does not necessarily involve all personnel at the site.

- Hospital facilities are only required to provide support according to their facility capabilities and their allocated role within the broader area emergency plan.

- If called upon to respond, follow the directions of your immediate supervisor or Area Warden.

- Examples of Code Brown – Victorian bushfires, Newcastle earthquake, Queensland floods, Cyclone Yasi.
Emergency Codes

CODE ORANGE – EVACUATION

- A Code Orange is an instruction to evacuate. This will normally be the result of any one of the previously mentioned Emergency Codes.

- Evacuation is “the rapid removal of people in a safe and orderly manner from immediate or threatened danger in a workplace” (NSW Government).

- There are three (3) stages to an evacuation:
  - Stage 1 evacuation – removal from immediate danger
  - Stage 2 evacuation – removal to a safer area
  - Stage 3 evacuation – complete evacuation from the building

- Evacuation maybe Horizontal (through a corridor through at least one set of Fire Doors) or Vertical (moving down to a lower level).
Emergency Codes

CODE ORANGE – EVACUATION

- There are two (2) types of evacuation alarms
  - Alert Tone – (Beep Beep)
  - Evacuation Tone – (Whoop Whoop - this may lead to a voice stating to evacuate)

- The order for a complete evacuation of a Hospital building will be the decision of the Chief Warden, in consultation with the emergency services.

- In a non-Healthcare building, the evacuation will occur once the alarm has sounded.

- Follow the instructions of your Area Warden in relation to an order to evacuate and refer to your facilities Evacuation Plan for evacuation points.

- Remember to remain calm and await instructions.

- We will now discuss Emergency Evacuation in more detail in the following slides.
Emergency Evacuation

ACTION TO BE TAKEN BY PERSONNEL

On the sounding of an Alert alarm:

1. Remain calm and keep others calm
2. Secure bed lists, rosters, medical records if practical and safe to do so.
3. Advise patients and visitors to remain in their room
4. Stay on alert, however continue your normal duties until instructed by your Area Warden

On the Evacuation order:

1. 1 and 2 above
2. Follow instruction from your Evacuation Warden
3. Leave via the nearest safe exit and assist less mobile people / patients / residents. DO NOT USE LIFTS unless advised by Emergency personnel
4. Assemble at the designated assembly area for a roll call. Report any missing persons to Evacuation Warden
Emergency Evacuation

EVACUATION PROCEDURE GUIDELINES IN CASE OF FIRE

- Each workplace will have a procedure for evacuation and it is vital that you know what is expected of you.

- In healthcare facilities, patients / residents will be prioritised, transferred and assembled under the direction of clinical staff. The situation will be assessed by the Chief Warden and Emergency Services before the decision for Stage 3 evacuation occurs.

- Depending on the types of patients / residents in the facility, there will be the need during the planning process to identify any supporting resources required, both personnel and equipment, in the event of an evacuation.

- You must ensure you are aware of your emergency plan, your evacuation points (including assembly areas), familiar with the emergency equipment that may be required to put into use, and know your role in the event of an emergency / evacuation situation.
Emergency Evacuation in the event of Fire

STAGE 1 EVACUATION

- Stage 1 - Removal of persons from immediate danger.
- On discovery of fire or smoke, remove any persons from the immediate threat.
- Proceed to the nearest and safest exit as outlined in your Emergency Evacuation Plan (wall diagram).
- Close any doors behind you if safe to do so – do not lock.
- Do not use elevators.
- If there is excessive smoke or toxic gases present, stay low to the ground, so you may need to crawl if necessary.
- Stay put, if safe to do so, and await further instructions.
Emergency Evacuation in the event of Fire

**STAGE 2 EVACUATION**

- Stage 2 – Removal of persons to a safe area
- Should the severity of the fire and smoke warrant further evacuation, all persons should be moved through set of Fire or Smoke doors to a safe area
- By moving through a set of Fire doors, this will provide a containment barrier for the fire and smoke
- Ensure all residents / staff / personnel are accounted for once you have reached a safe zone
- Remain in the area as long as it is safe to do so, and await further instructions from the Area / Chief Warden
Emergency Evacuation in the event of Fire

**STAGE 3 EVACUATION**

- Stage 3 – Complete evacuation of the building
- Should the emergency necessitate the complete evacuation of the building, this decision will be made by the Chief Fire Warden in consultation with the Emergency Services
- All available resources will be called upon to ensure the evacuation of patients / residents / visitors and staff to a designated assembly point of safety
- It is important that upon completion of the evacuation, a head count or roll call is completed (hence why there is the requirement to remove patient lists / medical records where possible). Report the results to the Chief Fire Warden
- Assist with any people requiring medical attention
- All personnel are to remain at their safe area / assembly point until otherwise advised by the Chief Fire Warden, their delegate or the Emergency services personnel.
PRIORITISATION OF PATIENTS / RESIDENTS TO EVACUATE

Generally following triage of patients applies:

1. Ambulant patients / minimal assistance – can be directed as to where to assemble and can in some cases be used to assist other less ambulant patients

2. Semi-Ambulant patients / residents – these are patients / residents with reduced mobility, and may require the use of wheelchairs or other evacuation devices to assist transfer

3. Non-Ambulant patients / residents – these are patients / residents where maximum assistance is required, the use of lifting devices, patient drag, the use of specialised patient movement and evacuation equipment is required.

**You should ensure that you are familiar with the evacuation equipment in use at your workplace and how to use this equipment effectively."
Emergency Evacuation Equipment

- Emergency Evacuation Sheets can be fitted to under the mattress of Hospital / Residential care beds
- This then enables the mattress to be used in a sledge type fashion to enable the dragging of non ambulant patients / residents to safety.
- The patient / resident can easily slide off the bed frame, strong safety belts hold the patient / resident firmly in place during the evacuation
- This can be operated by one person if required, however preferably by two persons
Emergency Evacuation Equipment

- Evacuation chairs can assist in vertical evacuations for limited mobility patients / residents
- This can also be used for Wheelchair bound patients
- There are many differing styles of evacuation chairs available
- The selection of evacuation equipment will be made on a ‘Risk Assessment” basis and will dependent upon your facilities size and patient / resident acuity
- There is no “one size fits all” requirement for evacuation equipment. It needs to suite the purpose of the facility
Emergency Evacuation Equipment
Fire Emergency Procedure

- What if you are trapped in a burning building?

- Never open a door without feeling the door first. Use the back of your hand to feel the surface of the door. If the surface is hot, try another exit route. If no other exit exists, seal the crack around the door and vents with anything available.

- If available, use wet towels to seal cracks and spaces around doors to prevent / reduce the entry of smoke.

- If you are trapped, try to find a nearby phone / mobile phone and call 000 giving them your exact location, use any means you can to attract attention.

- Get low to the floor, as smoke rises and the air will become hot. Cover your head/ nose / mouth with a wet towel if available.
Fire Emergency Procedures

- **What to do if someone catches fire?**
  - If you catch on fire?
    - STOP – where you are. Try not to panic
    - DROP- to the floor
    - ROLL – on the floor to extinguish the flames. Use a fire blanket / blanket to smother the flames
  - If someone else catches on fire?
    - Get them down on the ground / floor
    - Use a blanket / wet towel or appropriate extinguisher to put out the flames
    - Remove burnt clothing if safe to do so, and if not sticking to the skin, otherwise wrap in wet towels / blankets / sheet and watch for signs of shock
    - Seek immediate medical assistance
Chemistry of Fire

- Fire is a chemical reaction that involves the rapid oxidation (burning) of fuel. To make “fire” four (4) essential ingredients are required;

  • **Oxygen** – There cannot be fire without Oxygen

  • **Heat** – This can come from friction, however sufficient heat energy must be applied to raise the “fuel” to it’s ignition point

  • **Fuel** – any combustible material – solid, liquid or gas

  • **Chemical / exothermic reaction** – this reaction can occur when all three of the above elements are present in the right conditions and in the proper proportions. Fire is the result of this chemical reaction
Chemistry of Fire

- The combination of the three elements of Fuel, Oxygen and Heat are often referred to as the ‘Fire Triangle’

- Adding the 4th element of “chemical reaction” and you actually have a fire tetrahedron.

- The important thing to remember is that by eliminating or removing any one of the four elements, a fire cannot continue, and therefore will be extinguished.

- Fire safety at its most basic, is based upon the principle of keeping fuel sources and ignition sources separate.
Classes of Fire

- There are several classifications of Fire.
- You need to know the type of fire (what is burning) to know how to fight it appropriately, if you determine that it is safe to do so.
- Remember, an extinguisher is only for fighting small fires.
- Once it is empty, remove yourself from the situation.
Rules for Fighting Fire

- **DO NOT** place your self or anyone else at risk. If you **DO** decide to attempt to fight the fire you must assess whether it is safe to do so and only **IF** the fire is small. Always ensure there is an escape path behind you.

- When a Fire or Smoke are detected, and **BEFORE** attempting to extinguish the fire:
  - **Rescue** - Assist any person in immediate danger to get to a safe area (only if this can be accomplished without putting yourself in danger)
  - **Alarm** - Raise the alarm (as per your site CODE RED procedure) / call the Fire Brigade (000) and alert people in the vicinity.
  - **Contain** - Remove staff / people from the area, and if safe to do so, close doors behind you.
  - **Extinguish** – Only after the previous three steps have been achieved and only if safe to do so.
  - Follow the instruction of the Area Fire Wardens / Chief Fire Warden until Emergency Services arrive. Prepare to evacuate if necessary, leave lights on and take patient records if possible.
Rules for Fighting Fire

- Always ensure the safety of yourself and others BEFORE fighting the fire.
- Always operate the appropriate extinguisher or Fire Hose briefly as you approach a fire to ensure that it is working properly.
- Extinguish the fire from the base of the flames.
- Obtain assistance if possible before you fight the fire.
- NEVER ATTEMPT TO FIGHT FIRE IF:
  - **You do not know what is burning** – you may use the wrong equipment or there could be fuel that may explode or produce toxic fumes. Let the Fire Brigade manage this on their arrival.
  - **The fire has started to spread rapidly** – If the fire is spreading quickly you are best to simply close the doors and windows (if safe to do so) and evacuate the area.
Rules for Fighting Fire

- **NEVER ATTEMPT TO FIGHT FIRE IF:**
  - *You do not have adequate or appropriate equipment* – If you do not have the correct or right size extinguisher, it is best not to fight the fire.
  - *You might inhale toxic fumes* – If the fire is producing large amounts of smoke that you would be breathing in order to fight the fire, then do not attempt to fight the fire. Any sort of fire can produce highly toxic gases, and in some cases, particular gases can be fatal in small amounts.
  - *Your instincts tell you not to* – If your instincts are telling you not to attempt to fight the fire, then don’t. Leave it to the Fire and Rescue services. They are the fire fighting experts and will take control of the situation on arrival.
  - *You do not have an escape plan* – If you attempt to fight the fire, you must ALWAYS ensure that you have an opportunity to escape. One way to remember this is to keep the escape route at your back. Never put the fire between you and the escape route.
Fire Fighting Equipment

- As mentioned previously, you need to know what type of material is burning (fire class) to understand how to appropriately extinguish the fire.

- There are several types of Fire Extinguishers, Fire Hoses and Fire Blankets located at strategic points through the facility (refer to you Evacuation Diagram in your work area)

- Each Fire extinguisher is clearly labeled and coded to provide a quick reference for it’s appropriate use.

- The location of Fire extinguishers also provides information of it’s suitability to fight a fire in the location, for example, a water fire extinguisher may not be located in a kitchen, as the likely source of fire here would be cooking oils or electrical type fires.

- The following slide shows toy what type of extinguisher is suitable to use on the various types of fuels that can activate a fire
Fire Fighting Equipment

KNOW YOUR FIRE EXTINGUISHER COLOUR CODE

- **Water**: For use on wood, paper, textiles etc. Do not use on flammable liquids, live electrical equipment.
- **Dry powder**: For use on wood, paper, textiles etc. Flammable liquids, gaseous fires.
- **Foam**: For use on wood, paper, textiles etc. Do not use on live electrical equipment.
- **CO₂**: For use on flammable liquids, live electrical equipment. Do not use in a confined space.
- **Wet chemical**: For use on wood, paper, textiles etc. Flammable liquids, live electrical equipment, cooking oil fires.
Fire Fighting Equipment

- **FIRE HOSE REELS**
  - Fire hose reels are found in most buildings.
  - Fire hosed reels are either located in cabinets that are clearly marked or they may be visible in corridors.
  - Fire hoses can be used to fight fires where extinguishers have not been successful.
  - There is always appropriate signage to advise of the location of Fire Hoses.
Fire Fighting Equipment

- **FIRE HOSE REEL – OPERATION**

- Fire Hose reels are all similar in operation.

- The following is a generic procedure:
  - Ensure the ‘Nozzle” or “Jet” is in the closed position
  - Turn on the main valve (some hoses will not let the nozzle out until this is done)
  - Pull the hose of the reel towards the fire
  - Open the nozzle or valve and direct the stream of water towards the fire
Fire Fighting Equipment

- **CANVAS FIRE HOSES**
  - Canvas fire hoses attached adjacent to a Fire Hydrant are installed only for use by the Fire Brigade, and should only be operated by Fire Brigade.
  - They must not be used by untrained people as personal injury and property damage could result.

- **FIRE HYDRANTS**
  - Fire hydrants are installed in buildings to allow access to the fire by the Fire Brigade.
  - Fire Hydrants are only to be operated by the fire brigade personnel.
Emergency Equipment and Systems

PASSIVE FIRE EQUIPMENT – Smoke / Heat Detectors

- All buildings are fitted with fire detection equipment. These are what is termed “passive” fire detection systems.
- There are two main types of passive fire detection.
- Smoke detectors (A) – smoke detectors have special sensors that detect the presence of smoke by photosensitivity. There are other kinds of Smoke detectors, however Photoelectric smoke detectors are recommended.
- Heat detectors (B) – These detectors are sensitive to rising temperature and are usually found in areas where smoke detectors are not viable – in bathrooms for example, where steam can affect smoke detector sensitivity.

A:  
B:
Emergency Equipment and Systems

PASSIVE FIRE EQUIPMENT – Fire and Smoke Doors

- Fire Doors are installed throughout buildings to contain and prevent the spread of fire (and smoke) throughout a building.

- Fire Doors are activated automatically in the event of an alarm being triggered, either manually, or by a smoke or heat detector being triggered.

- Fire Doors must be able to operate without the use of a key and must be able to close fully once and alarm has been activated.

- Fire Doors (and smoke doors) must never be “chocked” open, and never be obstructed in any way, as this will enable fire and smoke to move between “compartments” within the building.

- Fire and Smoke doors that need to remain in the “open” position, must be linked to the fire alarm system, and only held open by special door magnets that will release the doors automatically in the event of an alarm.
Emergency Equipment and Systems

PASSIVE FIRE EQUIPMENT – Other Equipment

- In all buildings there are other equipment that plays a specific role in the detection, raising the alarm accordingly, assist to locate equipment, and assist in the appropriate evacuation if required. This includes:
  - Fire Panel - automatic notification to the Fire Brigade when an alarm is triggered
  - Various emergency signage and emergency lighting – to ensure, in the event of a power failure, that staff / visitors / patients can locate their exit route
  - Evacuation Diagrams – to show the evacuation route and assembly point
  - Break Glass Alarms – to allow for the early raising of the alarm in case of an emergency
  - Signage – indicating the location of various Fire Fighting equipment
  - WIP phones – used to communicate between fire compartments with Area Wardens and the Chief Fire Warden
Emergency Personnel

- In addition to the Emergency Personnel that will respond to an emergency situation (Fire Fighter, Ambulance, Police), all sites have specific personnel that are allocated to respond to any emergency situation.

- These staff are called Fire Wardens

- There are various levels of Fire Wardens and they are identifiable, as described in Australian Standard 3745 with various coloured hats / caps or vests
In Summary

- Some Important Points to Remember
- Know your workplace policies and procedures in the event of an emergency
- Know your emergency codes
- Always follow instructions of Chief Wardens
- In the case of emergency – DO NOT PANIC
- When fighting a fire always keep a fire door at your back
- Know your Fire Extinguishers
- Do not use elevators / lifts in the event of fire (unless instructed by Fire / Emergency personnel)
- NO HEROICS – never put yourself in danger or risk your own safety
Emergency Personnel

Emergency Planning Committee (EPC)

- Chief Warden
- Deputy Chief Warden
- Communication Officer

Floor Wardens / Area Wardens

Wardens

First Aid Personnel

General Occupants

Contractors / Visitors / Customers
Resources

- Australian Nursing Federation, 2007; Fire Safety and Emergency On-line learning
- Australian Standard 3745 – 2010; Planning for Emergencies in Facilities
- AS 4083 (as amended) –2010; Planning for emergencies – Health Care facilities
- NSW Health Policy Directive PD 2010_024; Fire Safety in Health Care Facilities