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| Fire Safety Induction Program  Answer manual |
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Department of Health

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# Assessment requirements

Department of Health

Staff are required to correctly answer at least 80% of the assessment questions to be marked competent:

Follow the below marking guide when assessing competency.

* + Fire awareness: 3 out of 3 questions
  + Fire prevention: 5 out of 6 questions
  + Smoke alarm system: 3 out of 3 questions
  + Sprinkler system: 4 out of 5 questions
  + Emergency procedures theory: 8 out of 10 questions
  + Emergency evacuation exercises: 4 out of 5 questions
  + Portable fire extinguishers and fire blankets: 8 out of 10 questions
  + Other fire emergencies: 8 out of 10 questions

# Fire Awareness

## Assessment: Fire Awareness

**What are the three elements required for a fire to occur?**

* + Heat, fuel and oxygen

**What are the four main reasons why fires occur?**

* + Ignorance, arson, reward and stupidity

**What are the three ways to extinguish a fire?**

* + Cooling, starving and smothering

# Fire Prevention

## Activity: Hazardous Area: Kitchen

* + Clean oils and fats from around stove
  + Keep curtains and other combustible items away from the stove
  + Keep range hoods clean
  + Turn handles of pots and saucepans on the stove inwards

## Activity: Hazardous Area: Bedroom

* + Do not place combustible materials over ducted heating outlets
  + Discard lampshades that are too close to the globe
  + Do not leave portable heaters on when leaving the residential facility

## Activity: Hazardous Area: Laundry

* + Store cleaning materials away from sources on ignition or heat
  + Clean all cleaning cloths according to instructions
  + Switch off all electrical appliances when not in use
  + Clean the dryer’s filter after every use

## Activity: Hazardous Area: External

* + Ensure your house number is clearly visible
  + Store flammable liquids I purpose-designed tightly sealed metal containers
  + Keep material safety data sheets
  + Clean light fittings of insects

## Activity: Room Escape routes

* + Ensure the on-duty staff member has the master key in their possession
  + Ensure locked exits are fitted with electric door releases
  + Ensure there are two means of escape from every room

## Assessment: Fire Prevention

**What is the DHS policy on smoking in buildings?**

* + No smoking inside, smoking in designated areas only

**What are some precautions you should take in the storage and labelling of hazardous materials?**

* + Store flammable materials away from heat sources, and do not store them together

**What type of key should staff have on them at all times?**

* + A master key

**Fires in laundries occur mostly because of?**

* + Incorrect chemical storage, dirty filters in dryers and appliances left switched on

**In fires, what is the most common cause of death?**

* + Smoke

**What precaution should be taken if the residential facility is fitted with a ducted heating system?**

* + Outlet vents should not be blocked or used as a dryer

# Smoke Alarm Systems

## Assessment: Smoke Alarm Systems

**What do you do if you discover a fault with the alarm panel or smoke alarms?**

* + Notify your supervisor who will call the fire equipment service provider (FESP)

**What options on smoke alarm systems, are available to awaken those with a hearing impairment?**

* + Strobe light or vibrating pads under pillows

**How often should smoke alarms be tested?**

* + Monthly

# Sprinkler systems

## Assessment: Sprinkler systems

**How often should staff in a residential facility check the sprinkler system and pressure gauges?**

* + Weekly

**Where should a sprinkler cabinet be located in a residence?**

* + Generally at the front or side of the residence. Each building may differ slightly, but the cabinet will be identified in the Evacuation Plan.

**What statement best describes how a sprinkler operates?**

* + Heat from a fire expands the liquid in the bulb of the sprinkler head. This breaks the bulb releasing a cap and water is sprayed out over the fire

**What is the purpose of checking the sprinkler system weekly?**

* + To check for damage and for appropriate water pressure levels

**Who should you contact if you detect a fault in the sprinkler system?**

* + Report the fault immediately to the maintenance company via the faults procedure

# Emergency procedures theory

## Activity: Order of evacuation

1 Mobile and capable to evacuate themselves

2 People that can be evacuated with little assistance

3 People that are totally dependent on assistance

## Activity 1: Identify how to practice emergency evacuation procedures

* + Knowing how many staff are likely to be on duty at various times
  + How people will be alerted to an emergency situationIdentifying if 000 (triple zero) can be programmed into phones as a ‘quick’ dial number
  + Identifying security devices on doors
  + Identifying where telephones are
  + Knowing the types of emergencies that may occur in your residential facility
  + Maintaining a clear route to the assembly areas

## Activity 2: Identify how to practice emergency evacuation procedures

* + Closing the door when leaving a room that has been checked
  + Ensuring all rooms and areas have been checked for people
  + Being aware of where the emergency exits are and the distance to the outside doors
  + Crawling low to the ground if smoke is present, and closing doors quickly when exiting to prevent smoke travelling
  + Removing people out of a room with fire and relocating them to a safer location
  + Calling emergency services on 000 (triple zero) to inform them of the emergency

## Activity: Identify the steps for the Standard Fire Orders

1 Assist anyone in immediate danger

2 Close the door

3 Call the fire brigade

4 Evacuate to assembly point

5 Remain at the assembly area and ensure everybody is accounted for

## Activity: Identify the fire orders that have not been followed

* + Remain at the assembly area
  + Close doors to prevent fire spreading

## Activity: Identify what should be included in an evacuation diagram

* + The way out of every room
  + The location of the evacuation pack
  + The location of smoke alarms
  + The location of the sprinkler control valve assembly
  + The location of gas and electricity isolation points
  + The location of all installed firefighting equipment, such as fire blanket and portable fire extinguishers
  + Exit points from the residential facility and primary and secondary assembly areas

## Activity 1: Identify the appropriate evacuation routes and assembly areas

* + If it does not have any obstructions or other hazards
  + If it provides another way around the residential facility, away from the emergency
  + If it has a gate that can be opened easily
  + If it is easy to follow and takes you directly to the assembly areas

## Activity 2: Identify the appropriate evacuation routes and assembly areas

* + A public hall
  + A park
  + A school
  + Vacant land nearby
  + A neighbour’s front yard
  + A church

## Activity: Identify which items should be in an evacuation pack

* + Evacuation plans
  + Emergency procedures
  + A list of the on-call telephone numbers
  + A house plan with bedroom locations
  + A first aid kit
  + Profiles of the clients that live in the building
  + A yellow vest, cap or tabard
  + Emergency telephone number list
  + Information about local emergency services
  + A torch

## Assessment: Emergency procedures theory

**People with mobility impairment should be located in bedrooms close to exit doors.**

* + True

**The correct steps to take when discovering a fire are to assist any person in danger, to close the door, to call the fire brigade, to evacuate and to remain at assembly area.**

* + True

**What is the primary concern in a fire emergency?**

* + Life safety

**Which two of the following are reasons for needing a primary and a secondary assembly area?**

* + Because conditions may block the use of one area
  + So you can go to the nearest point when evacuating

**Which of five the following are situations that will typically require a residential facility to be evacuated?**

* + House fire
  + Gas leak
  + Bomb threat
  + Intruders
  + Medical Incident

**Why should everyone remain at the assembly area?**

* + It helps us to check if everyone is out of the residential facility

**Working as part of the emergency team is important because you work more effectively in getting as many people evacuated as possible in the shortest time.**

* + True

**The role of the emergency services is to evacuate as many people as safely as possible, to extinguish the fire, and to reset the alarm control panel, gas valves and sprinkler system.**

* + True

**Which two of the following are reasons for closing the door to a room when there is a fire?**

* + You’ve checked the room and know no-one is inside
  + To prevent smoke spreading

**Why should you check all rooms in the residential facility when evacuating?**

* + To ensure everyone has evacuated

# Emergency evacuation exercises

## Activity: Effectively planning an exercise

* + Provide demonstrations of the various rescue techniques and any specialised emergency evacuation equipment
  + Always include people with a disability in the exercises
  + Identify the objectives of the exercise
  + Identify the location if the correct primary and secondary assembly points
  + Advise the neighbours of the date and time of exercise
  + Discuss with the other staff, the type of emergency and the scenario you want to test your procedures against

## Assessment: Emergency evacuation exercises

**A debrief following a practical exercise has which three of the following purposes?**

* + To identify any problems with the procedures
  + To review roles and responsibilities
  + To evaluate the effectiveness of the exercise

**Conduct surprise exercises to test residents’ response times.**

* + False

**Staff are the best people to make a judgement about the appropriateness of including people with a disability in exercises/drills.**

* + True

**Emergency services generally require how much notice to attend a practice exercise?**

* + 10 - 12 weeks

**When planning a practice evacuation exercise you should take which three of the following steps?**

* + Decide how everyone will be told about the exercise
  + Advise the neighbours of the date and time of the exercise
  + Identify the objectives of the exercise

# Portable fire extinguishers and fire blankets

## Activity: What should this extinguisher be used for?

* + Paper fires
  + Fires caused by furnishings
  + Fires caused by flammable liquids
  + Fires caused by electrical equipment
  + Wood fires

## Activity: Using the fire blanket correctly

* + Remove the blanket from its storage case
  + Gently place the blanket over the pot
  + Turn off the source of heat and leave the blanket on the pot
  + Grip the two straps attached to the fire blanket
  + Hold the blanket at arm’s length
  + Approach the fire cautiously
  + Call the fire brigade and leave the pot on the stove

## Assessment: Portable fire extinguishers and fire blankets

**How long will your fire extinguisher last after you start using it?**

* + 20 seconds

**What type of extinguisher is recommended for your residential facility?**

* + 2.1kg 2A 20(E) type, portable dry chemical powder fire extinguisher

**What colour is the portable dry chemical powder fire extinguisher?**

* + Red & White

**On what type of fires can you use a dry chemical powder extinguisher with a 2A 20B (E) rating?**

* + Wood, paper, furnishings, electrical equipment, flammable liquids and cooking oil

**Where should the fire extinguisher be located?**

* + On the kitchen wall, near the door

**When is it safe to use first attack equipment?**

* + When the fire is small, for example when its contained to a small pot

**What does PASS stand for?**

* + P = Pull the pin
  + A = Aim the extinguisher
  + S = Squeeze the handle
  + S = Sweep the extinguisher from side to side

**Once you have used a fire blanket or extinguisher**

* + True

**What should you do if a fire becomes bigger while using an extinguisher or fire blanket?**

* + Evacuate

**To use a fire blanket, you:**

* + True

**An extinguisher should be replaced when the pressure level is:**

* + Outside the green area

# Other fire emergencies

## Activity: Radiant heat is the killer

* + Lie in a depression
  + Run towards burnt ground
  + Cover the body with soft earth

## Activity: Trapped in a car

1 Park in an area of bare ground

2 Turn lights on

3 Close all windows and vents

4 Lie down on the floor below window level

5 Shield yourself from radiant heat

6 Stay in the car until the fire front has passed

## Assessment: Other fire emergencies

**What precautions should you take when you drive into smoke from a bush or grass fire?**

* + Slow down, switch on headlights and watch out for other vehicles, people or objects (including the fire brigade)

**What type of heat is the main killer in a bushfire?**

* + Radiant heat

**What safety equipment items should you carry in your car?**

* + Large woollen blanket, water bottle, phone and first aid kit

**You should get out of your car if caught in a bush/grass fire.**

* + False

**What types of fires are more likely in a rural setting?**

* + Bushfires, grass fires and car fires

**What should you make sure is always full of water during summer?**

* + Water tank

**When caught in a bush/grass fire, you should try to park your car on the barest ground available.**

* + True

**What is the best way to protect yourself from radiant heat in a bushfire?**

* + Cover yourself with clothing, sheets of bark or soft earth, or lie down behind a log or large rock

**Who should you contact for more information regarding rural fire safety?**

* + Country Fire Authority (CFA)

**What are two types of car fires you can experience?**

* + Electrical fire, fuel fire