Emergency and Evacuation Plan

Institution/Building: Molemole Local Municipality Head Office

Physical Address: 303 Church Street, Mogwadi

Work Site Emergency Co-ordinator:

Mr. Matome Mahlake

Contact number – 076 926 9178

Email address – Mahlakem@molemole.gov.za

Fire Wardens/Marshals:

Name	Contact Numbers	Area of responsibility
Mr. Solly Sebeka		Technical services - Mogwadi
Mr. Ephraim Letsoalo		Technical Services - Morebeng
Mr. Kenneth Rammone		Community services
Mr. MZ Maake		Traffic station - Mogwadi
Ms. Pheladi Dipela		Traffic station - Morebeng
Ms. Desia Mokgehle		Corporate Services
Ms. Maphete Machaka		LED&P
Ms. Daphney Mabala		Library – Mogwadi
Ms. Agnes Moiloa		Library - Morebeng

Emergency Numbers	
Police	**10111**
Ambulance	**10177**
Fire Brigade	**015 527 7600**
Disaster Centre	**015 293 9700**
Traffic Services	**079 723 2870**

Action Plan:

How to raise the alarm:

-Alarm should be made immediately after discovering a fire

-Know the location of the nearest alarm call point and/or emergency numbers

-Alert your Fire Warden/Marshal or Work Site Emergency Co-ordinator

-Do Not Shout

-Notify the Fire Department (Have all emergency numbers readily available)

-Try to contain the fire as best you can to prevent spread; closing doors and windows

How to contact emergency services:

During the phone call:

-Keep calm; speak slowly and clearly

-State your name and telephone number

-Tell them exactly what has happened

-Give the street name and address of the premises

-Give information on trapped or injured people

-Give information on what is burning

-Tell them what action has been taken; firefighting or evacuation etc.

What to do when you discover a fire:

-Stay calm; panicking will affect your ability to act effectively

-Nearly all fires develop slowly and can be extinguished before serious damage is done

-Only tackle a fire in its very early stages

-Never risk injury to fight fires

-Make sure the Fire Department has been called

-When In Doubt Get Out!!

Evacuation Plan:

How to evacuate a building:

-Leave in the most direct route possible

-Do this fast, safely and in an orderly manner

-Remove personal belongings as/when you exit

-Follow the orders of the fire wardens/marshals

-Help disabled people

-Assist visitors and other people unfamiliar with the building

-Use the fire escape

-Always move in a single file; do not clot or overtake

-Keep against the wall

-Go to your fire assembly point immediately on leaving the building

-Report to the person in charge so that you can be checked off against the register

-Close all doors and windows if it is safe to do so when evacuating a room

-Tell the person in charge of anyone that might be missing

-**Do Not** go up unless there is no other way of escape

-**Do Not** use the lifts

-**Do Not** stop to finish work in hand

-**Do Not** return to your work station

-**Do Not** go back into the building to fetch anyone or any valuables

-**Do Not** re-enter the building before the Fire Services says it is safe to do so

How to move in smoke:

-Stay as low as possible

-Move in single files

-Hold on to the person in front of you with one hand

-Protect your face with the other hand

-Find a wall and move along it

-Always move in one direction, do not turn around

-Shuffle as quickly as possible, do not walk or run, as you are likely to fall over objects

-Always feel with the back of your hand

-Communicate all the time

-Do a head count as often as possible by calling "number"

-Remain calm as panic breeds panic

-Look for exit signs/running man pictograms

-Do not go back for someone left behind; try to remember where the person got lost/last head count where everybody was still present and tell the rescue team

General:

-All of the above mentioned guidelines should be practised in regular fire/evacuation drills to ensure that all personnel know proper procedure in a fire situation.

-Be sure to appoint properly trained Fire Wardens/Marshals for your staff.

-Create registers to mark personnel present or absent, including their office number and cellular phone number.

-Work and exercise with your security to know how many visitors there is and where they were supposed to be in the building to confirm with that staff member.

Consideration must be given to:

-The characteristics of the hazard or threat; the magnitude, intensity, speed of onset, duration and impact on the venue.

-The number of people to be evacuated, the time available, and the distances to travel in order to affect a safe and secure evacuation of the site is key to this section.

-The use of signage and lighting along with other electronic aids to support the evacuation.

-The provisions for carrying out a complete or partial evacuation of the people are addressed.

-The areas likely to be evacuated are defined.

-The travel/evacuation routes are specified and the destination of evacuees is identified.

-The approach for transporting and controlling the flow of evacuees from the threatened venue to the Assembly Area and their re-entry procedures are outlined.

-Access and egress for those with a disability

Key Staff Assignments:

-Evaluate your department's personnel resources.

-Assign personnel specific duties, during and immediately following a disaster.

-Identify staff with special expertise or training, which could offer assistance when necessary, e.g. Search & Rescue, First Aid, CPR, etc.

-Assign co-workers as "buddies" to assist disabled staff, and/or visitors during an emergency evacuation. (Remember disability can mean deaf or blind as well.)

Duties of the Fire Wardens/Marshals:

The duties of a Fire Warden/Marshal, in the case of a fire alarm or drill, are to:

-Know the location of fire alarm equipment and fire extinguishers

-Notify the building of a fire via the fire alarm if/when necessary

-Help members of the floor to safety if this can be accomplished without injury or danger to the rescuer

-Remind people on the floor to close windows and doors and shut down equipment if possible, and to evacuate

-Verify that all personnel on your floor have left the building, and account for each member (as much as possible) of the floor at the Public Assembly Area

-Convey applicable information about a fire or other danger to emergency personnel

-Familiarize new employees with the Emergency Preparedness Plan

-Note any malfunctioning alarms and other safety hazards

-Report safety concerns to the Work Site Emergency Co-ordinator

-Discourage tampering with fire alarms, extinguishers, and other safety equipment

-Participate in any fire alarm tests

-Report strangers to Work Site Emergency Co-ordinator

-Host informational sessions about safety procedures for employees

-Once a month, checking the fire extinguisher(s), escape routes and pictograms in your area to make sure they are functional, visible and open.

Try to ensure that there is more than one Fire Warden/Marshal for a Zone.

Duties of the Work Site Emergency Co-ordinator:

Objectives:

-In the event of an emergency/incident assume control of all activities in connection with the emergency organisation and evacuation procedures until the hand over to the Emergency Service Personnel.

-Take appropriate action during an emergency to ensure the safety and well-being of all building occupants.

Actions:

-Immediately after the activation of the emergency evacuation alarm or notification of an emergency situation, immediately proceed to the Emergency Control Point located and assume control of the emergency incident.

-Contact the appropriate Fire Warden/Marshal from the Zone where the alarm has been activated, and assesses the situation.

-If necessary, evacuate the appropriate Zone(s) and/or building.

-Make sure that the relevant authorities have been notified, e.g. Fire Brigade, Police and/or Ambulance.

-Assist the authorities, i.e. Fire Brigade, Police etc. as required.

-Ensure everyone has been evacuated from the building. As the area Fire Warden/Marshal report cleared Zones mark them off a list and personnel from the personnel list as evacuated so that missing persons can be identified.
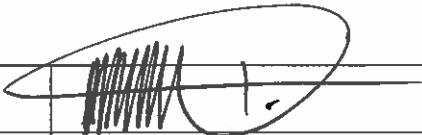
-Advise everyone when it is safe to re-enter the building following a fire or other emergency or when a drill has concluded.

-The Fire Brigade/Police or other external Emergency Coordinating Officer will advise the Work Site Emergency Co-ordinator on re-entry to the building.

Evacuation Site Plan and Assembly Areas:

Assembly areas are identified and there are assembly areas pictogram on the sites.

APPROVAL

Signature	
Initials &Surname	M. E PAJA
Designation	MAJOR
Council Resolution Number:	OC/7.1.2/27/05/22
Council Date	27 May 2022