



## 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](mailto:Mahlakem@molemole.gov.za)

**Fire Wardens/Marshals:**

Name	Contact Numbers	Area of responsibility
Ms. Susan Seabela		Civic centre building
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	
<b>Police</b>	<b>10111</b>
<b>Ambulance</b>	<b>10177</b>
<b>Fire Brigade</b>	<b>015 527 7600</b>
<b>Disaster Centre</b>	<b>015 293 9700</b>
<b>Traffic Services</b>	<b>079 723 2870</b>

## **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**

<b>Signature</b>	
<b>Initials &amp; Surname</b>	M. E. PATA
<b>Designation</b>	MAYOR
<b>Council Resolution Number:</b>	OC / 5.15 / 28.05.2021
<b>Council Date</b>	28 / 05 / 2021