



**Marine Rescue NSW Forster Tuncurry Unit**  
**SARCC LOP 102 Emergency Procedure Fire Alarm Activated**

## Document control information

The current status of this document is shown below

<b>Title</b>	Emergency Procedure Fire Alarm Activated
<b>Version</b>	2.0
<b>Effective Date</b>	21/10/2015
<b>Publisher</b>	D Travers
<b>Authorised by</b>	Communications Officer
<b>File name</b>	Unit Documents/SARCC/LOP

## Document history

The history of changes made to this document is shown below

<b>Version</b>	<b>Date Created</b>	<b>Author</b>	<b>Description</b>
<b>1.0</b>	13/06/2015	D Travers	Initial Issue
<b>2.0</b>	21/10/2015	D Travers	Renamed LOP

### 1. PURPOSE

1.1 The purpose of this Local Operating Procedure (LOP) is to outline the procedure when the Fire Alarm is Activated

### 2. POLICY

2.1 The MR Unit must ensure that notifiable incidents are escalated to Marine Area Command (MAC) and the Regional Controller (RC) per MRNSW OP SOP 06.

### 3. PROCEDURE



## **EMERGENCY PROCEDURE**

### **FIRE ALARM ACTIVATED**

The Base has an Early Warning Evacuation SYSTEM (EWES) installed.

There are two (2) panels, the main control panel in the “Treasurer’s Room” alongside the Unit Commanders office the other is a mimic panel in the radio room mounted on column near the chart table.

There are twelve (12) detectors throughout the building, a detector will set off the system within seconds of detecting smoke, and three (3) alarms will sound within the building.

#### **Procedure: Fire Alarm Sounds**

When the fire alarm is activated the Watchkeeper is to check the mimic panel in the radio room for location of fire/detector.

The Watchkeeper and any other personnel in the radio room are to proceed downstairs removing the fire extinguisher mounted on wall outside the door to the radio room (mezzanine level) and proceed to the bottom of the stairs with extinguisher.

Visually check for safe exit via front/rear or training room doors, if confident of safe exit then decide whether to attempt to extinguish fire or exit building.

**If fire cannot be extinguished then ensure the all persons are evacuated from building and phone emergency 000.** (See Evacuation Procedure of Forster Tuncurry Base)

If fire can be extinguished or it is a false alarm the alarm can be reset on main control panel by following procedure on front cover of the main panel.

Contact Unit Commander, Deputy Unit Commander or Operations Officer and advise them of situation.