

Wild Rumpus Community Services provides predominantly community-based supports, although we do have a facility which we provide some day activities/overnight support. This premises is rented by Wild Rumpus Community Services specifically for the purpose of providing support. Fire safety precautions and strategies are in place to the extent of what the tenancy agreement will allow.

### Individual Fire Safety & Prevention

Before a participant accesses support through Wild Rumpus Community Services they have an Individual Profile which captures any heightened fire risk or obsession with fire they may possess. If a participant does have a heightened fire risk more details are collected and strategies are put into place to minimise this risk (eg. Stove/oven switched off at night, etc.).

In addition to this support staff are actively aware of ways to minimise fire risk, including:

- Kitchen
  - Always supervise and support participants while they are in the kitchen. Keeping them away from stove top and oven, keeping pot handles turned inwards.
  - Keeping stove top, oven, range hood, and cooking area free from built up grease, dust, and oil.
  - Stay in the kitchen and never leave cooking unattended.
  - Keep combustibles such as tea towels and paper towels away from cooking and heat sources
  - Make sure appliances are clean and in good working order
  - Turn off oven and stovetop when not in use.
- Bedroom
  - Ensure electrical items are not left on bedding
  - Check that all appliances are clean and in good working order
- Heating
  - Turn off all heating before going to sleep and use extra blankets instead.
  - Other furniture must be at least 1 meter away from heating sources.
  - Ensuring heaters are installed, maintained and operated according to manufacturer's instructions.
  - Participants must be actively supervised near heaters and reminded to keep a safe distance.
- Electivity
  - Using low wattage globes in lamps
  - Ensure laptops, televisions and other electrical equipment have good air flow around them and are not in confined spaces or covered.
  - Turning off all electronic devices from the power point when not in use.
  - Avoid using double adaptors
  - Use powerboards according to manufacturer's instructions - remembering not to overload them and to check for damage

- Open Flame
  - No open flames permitted in the facility - torches are to be used in a blackout instead of candles.
  - Lighters to be kept in the staff/sleepover room
- BBQ & Laundry
  - Check gas bottle test is current (done during weekly fire checklist)
  - Ensure gas bottle hose is not perished, connections are tight and not leaking.
  - Keep electrical items away from water
  - Store chemicals safely and with no access to participants

### Smoke detection/smoke alarm systems

Wild Rumpus have smoke detectors or smoke alarms installed in every bedroom, in primary exit routes, hallways, and shared living areas. No participant accessing overnight support are hearing impaired, or have any other condition which limits their ability to wake and seek assistance in the event of smoke alarm sounding.

Due to the limitations of our tenancy agreement all smoke alarms are battery-powered and tested by support staff on a weekly basis.

### Fire Extinguisher/Fire Blanket

A fire extinguisher is located in the staff/sleepover room - this is due to many of the participants we support being highly likely to use the extinguisher inappropriately.

A fire blanket is located in the kitchen area in a highly visible location.

The condition and expiration date of the fire extinguisher and fire blanket are monitored on a weekly basis.

### Weekly Fire Safety Checks

Each week support staff complete the 'Weekly Fire Safety Checklist' which includes testing all smoke detectors, checking condition of fire extinguisher and blanket, ensure evacuation routes are clear, and contents of the evacuation pack are updated and in good working order. Any action arising from these weekly checklists must be resolved within 24 hours.

### Fire Safety Floor Plan

Floor Plans can be found at prominent areas around the facility which include the location of smoke alarms, fire extinguisher, fire blanket, primary and secondary evacuation route and exit, as well as the evacuation meeting point.

Floor Plans also include emergency contact numbers and a summary of the evacuation procedures to use in an emergency.

### Fire Evacuation Drills

Fire Evacuation drills are held every three (3) months, with different support staff and participant group. This helps ensure all support staff and a majority of the participants have had experience in the drill, and is especially beneficial for those participants to may take more cohesion to evacuate the house in an emergency.

An 'Evacuation Drills' Checklist is completed at the time, detailing who was involved in the drill and any issues which need to be addressed at the next team meeting.

### Evacuation Pack

An Evacuation Pack is located in the staff/sleepover room which includes:

- Evacuation procedure and floorplan
- Information on all Wild Rumpus participants
- Emergency contact numbers
- A flashlight
- First-aid kit
- High-visibility vest and hat
- Incentives for participants to evacuate easier
- Pen and notebook

The contents of the evacuation pack is checked on a weekly basis.

### Evacuation Procedure

step	action
1	Support staff are alerted to evidence of a fire (smoke alarm activated, etc.)
2	Ensure participant safety and move them away from immediate danger if it is safe to do so.
3	Investigate fire whereabouts and best course of action to take. Fire Extinguisher/Fire Blanket to be used if it is safe to do so and the fire is small (smouldering bin, frying pan, overheating electrical equipment, etc.). In this situation the fire brigade is still to be called to eliminate any further risk.
4	If fire cannot be managed by support staff evacuation procedure begin.
5	If its safe, close doors to slow down the spread of fire and smoke
6	Collect the evacuation pack, keys and mobile phone
7	Evacuate the House, starting with the most ambulant participants and those who are able to self-evacuate. Participants requiring most assistance with the most challenging behavioural difficulties are evacuated last. Search rooms whilst evacuating - ensuring house is clear.
8	Be mindful of participant s needs and if any participant poses a particular heightened fire risk, or risk to re-enter the building.
9	Meet at evacuation point - the mail box - or the neighbours mailbox. Place residents in a vehicle parked in the street to help ensure their safety and assist to avoid any anxiety. Support staff to ensure everybody is accounted for.

- 10 Call 000 (triple zero) from the mobile phone or a neighbour's phone.
- 11 Remain at the evacuation meeting point (or in vehicle) until after fire brigade has given the all clear to re-enter.