



**Fire and Emergency Services (FES) Commissioner's
Operational Requirement Guideline (ORG)**

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Authorised: Superintendent Built Environment Branch

ORG 3: Information

1. Intent

Clear and accurate information (from automatic fire safety systems or appropriate persons) must be readily available for firefighters to establish the location of any trapped occupants, location of the fire and the nature of the emergency.

2. Operational Requirement

The FES Commissioner requires the following:

- i. the chief warden, facilities' manager or strata body representative (or equivalent responsible person) is present on arrival of firefighters to an incident during normally occupied hours,
- ii. a building representative takes ownership for maintaining the effectiveness of the building's evacuation strategy and for maintaining and understanding the installed fire detection, alarm and occupant warning system and this is *consistent with the Fire Engineering Report* (if applicable),
- iii. a fully compliant fire detection and/or alarm system as required by the National Construction Code (NCC) and where appropriate, Australian Standard (AS) 1670.1, AS1670.4 and/or AS 3786, is installed and maintained,
- iv. a fully compliant Block Plan, Fire Indicator Panel (FIP), Fire Control Room or Centre is located and installed with all required equipment and up to date documentation as required by the NCC,
- v. a practiced and understood emergency evacuation plan, (e.g. One prepared in accordance with AS 3745 'Planning for emergencies in facilities'), is *consistent with the Fire Engineering Report* (if applicable) and the automatic programming of the installed fire detection and alarm and occupant warning systems,
- vi. the Fire Engineering Report (if applicable), provides the necessary detail for the building occupants/owners to prepare their evacuation strategy,
- vii. succinct details of any performance solutions are placed at the FIP (if applicable).

Consultation with the DFES Built Environment Branch is required for any deviations from the points above or if clarification is required.

3. Reason

Delays in obtaining information or receiving inaccurate information can result in firefighters being unable to make time critical operational decisions. Seconds wasted - can cost lives.

On arrival to an emergency call, firefighters will usually be unfamiliar with the site and therefore, relying on a person with local knowledge of the incident and/or the automatic fire detection and alarm systems to better understand where and to what stage the emergency has progressed. Where information is not available the time necessary to

conduct operations will be increased and potentially reduce the ability for firefighters to achieve incident mitigation objectives.

Any delay in subsequent fire suppression can allow a fire to quickly grow to a size where it may become uncontrollable and therefore, require additional firefighting resources. These resources may not be immediately available due to the distance between available fire stations, particularly in regional areas. The risk to the lives of occupants and damage to the property potentially will be increased.

4. Risk Management

DFES defines risk as: 'The threat that an event or activity adversely affects our ability to achieve business and operational objectives or the failure to exploit opportunities to maximise stakeholder value.'

In the event of a building fire, there is a *high* risk that if there is a delay in receiving information, or it is inaccurate the result will:

- i. allow unnecessary spread of fire through additional fire compartments of a building,
- ii. present limitations on the ability of firefighters to access the location of the fire or trapped occupants,
- iii. inhibit the ability of occupants to access escape routes,
- iv. cause injury and death to occupants and/or firefighters.

The FES Commissioner's Operational Requirements are designed to help manage the risk.

5. Resources

Additional DFES Information for building owners, authorities having jurisdiction and fire safety practitioners is available in DFES technical notes and operational requirement documents:

<https://www.dfes.wa.gov.au/regulationandcompliance/buildingplanassessment/pages/publications.aspx>

6. References

AS 3745, planning for emergencies in facilities, Standards Australia, Strathfield, NSW, Australia.

AS 1670.1, Fire detection, warning, control and intercom systems – Fire, System design, installation and commissioning, Standards Australia, Strathfield, NSW, Australia.

AS 1670.4, Fire detection, warning, control and intercom systems - System design, installation and commissioning - Emergency warning and intercom systems, Standards Australia, Strathfield, NSW, Australia.

AS 3786 Smoke alarms using scattered light, transmitted light or ionization, Standards Australia, Strathfield, NSW, Australia.

DFES Enterprise Risk Management Procedure (2018) Version1, Enterprise Risk.

National Construction Code Series (as amended) Volume One Building Code of Australia 'Class 2 to 9 Buildings', Australian Building Codes Board, ACT, Australia.