

# EMERGENCY PROCEDURES

## PONTVILLE HALL

Evacuation planning requirements place an obligation on the building owner to ensure that the principal hirer is made aware of their responsibilities in the event of an emergency. The primary responsibility is to appoint a Chief Warden and other Wardens as required for each event.

### PRINCIPAL HIRER OBLIGATIONS

The nominated Chief Warden will appoint one or more Wardens from their group to assist during an evacuation. The number of Wardens will depend on how many people are in attendance at the event and their individual or group needs.

The Chief Warden shall adequately brief all Wardens on their roles and responsibilities. Wardens shall familiarise themselves with:

- The layout of the building/s and the location of all emergency exits;
- The location of their closest exit and assembly area (Car park adjacent to Thompson Oval); and
- Method of raising the alarm (whistle).

In the event of smoke alarms activating or other notification of a fire being given, the nominated Wardens shall take the following actions:

### CHIEF WARDEN RESPONSIBILITIES (WHITE TABARD)

- Ascertain the nature of the emergency and determine the appropriate action.
- If necessary, initiate evacuation.
- Raise the alarm (whistle & tabard located in cabinet in car park foyer to main hall).
- Ensure that the Tasmania Fire Service is notified - **000**.
- Ensure that the Wardens are notified of the situation.
- Delegate duties to other persons as required
- Ensure that the building has been totally evacuated.
- Ensure exits are secured to prevent re-entry to the affected area.
- Brief the emergency services personnel upon arrival.

### WARDENS RESPONSIBILITIES (RED TABARD)

- Commence evacuation, if the circumstances warrant it.
- Search all areas to ensure that all persons have been notified and have evacuated.
- Communicate with the Chief Warden and act on his/her instructions.
- Assist any mobility-impaired person.
- Ensure the orderly flow of persons to the assembly areas.
- Secure exits to prevent re-entry to the affected area.