

Name of Premise: Old Council Chambers, Pontville

Address: 262 Midland Highway, Pontville 7030

Building Description: Old Council Chambers

The building is a two storey building with 3 large meeting rooms, kitchen, toilets and storage area on one level. With a kitchen and storage area on the ground level utilised for Meals on Wheels.

The main entry/exit points opens into the hallway immediately to the right a storage area and meeting room. A large kitchen is also on the right of hallway. On the left there is a large room utilised by the Brighton Heritage Association and toilets. At the end of the hallway a large meeting room

The building will have a maximum occupancy of 150 people.

The building is available for hire but currently has ongoing hire agreements with Meals on Wheels, South East Community Care, Lions Club of Brighton and Brighton Heritage Association.

Opening times:

- The centre will be available for hire with all people wishing to hire the centre having to sign a procedures form detailing what they are to do in case of emergency.
- There is no permanent on site staff in this Building.

Special features:

There are no special features in this building.

All Staff - If you discover a fire or smell smoke

Remove yourself and others from the immediate danger.

Alert others, Ring 000 and Contact the Chief Warden.

Confine fire & smoke by closing doors & windows if safe to do so.

Extinguish any small fires but only if you are trained & it is safe to do so.

On becoming aware of a fire or emergency, staff or other occupants must raise the alarm and where possible notify the Chief Warden.

EMERGENCY PROCEDURES

Old Council Chambers, Pontville

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**); and
- Method of raising the alarm (whistle).

In the event of smoke 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.
- Check to ensure that the relevant emergency service has been notified (000 zero);
- Check your allocated area and report on any abnormal situation
- 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.
- Confirm that activities have been completed and report back to the Chief Warden or the Senior Emergency Service Officer if the Chief Warden is not contactable.



Brighton Council

NOMINATION OF CHIEF FIRE WARDEN

Under the Tasmanian Fire Service *General Fire Regulations 2010*, the hirer of this facility is required to appoint a Chief Fire Warden for the duration of your period of hire.

As Chief Fire Warden you must be fully aware of the Emergency Action Guide and Procedures (attached). You are to ensure all other members of your group are also aware of these procedures in the case of an emergency and appoint a suitable number of Wardens for your event.

Please complete the following:-

Name of Hall: Old Council Chambers, 262 Midland Hwy, Pontville

Date of Hire: _____

Time of Hire: _____ to _____

Nomination of Chief Warden

Name: _____

Address: _____

Contact Number: _____

Declaration

I hereby acknowledge my obligations as Chief Fire Warden for the duration of the period of hire and I have read the Emergency Procedures and will follow them to the best of my ability during an emergency situation. I shall be present at all times for the duration of the hire period.

I am also aware that under the *Public Health Act 1997* the maximum number of people permitted to occupy this building at any one time is 300.

Signature: _____ Date: _____

Emergency Action Guide

IN CASE OF

EMERGENCY

RAISE THE ALARM TO ALERT OTHERS

FOLLOW ADVICE FROM A WARDEN

OR

LEAVE IMMEDIATELY THROUGH THE NEAREST SAFE

ENSURE FIRE SERVICE HAS BEEN NOTIFIED ON "000"

EXIT



GO TO THE ASSEMBLY AREA LOCATED AT

Carpark
