

## **Name of Premise: Brighton Civic Centre**

**Address: 25 Green Point Road, Bridgewater, 7030**

### Building Description: Civic Centre, Theatrette, Meeting Rooms, Kitchen and Café

The building is a single storey dwelling. Entry is via a foyer with a 2 meeting rooms to the left of the atrium, further along the corridor to your left, both male and female toilets which also includes disabled toilets & parent room, to the right there is a 1 large hall which can be separated into 2 halls with panel doors containing seating for 500. To the left of each of the halls there are storage room facilities. To the right there is 120 seat theatrette. To the left in the theatrette room there is an emergency exit and to the right a passage way to the atrium and kitchen to the left which includes a café and office. Exits are via the main entry at the end of the atrium and via the theatrette and hall

The building will have a maximum occupancy of 640 people.

The building is available for hire but currently has ongoing hire agreements with Bridgewater New Life Christian Church, St Vincent de Paul for Dining with Friends.

### **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 are no permanent on-site staff in this Centre.

### **Special features:**

The complex is fitted with an automatic fire detection and alarm system connected to the Fire Service. This can be manually activated by the manual call point located at the Fire Indicator Panel.

#### **All Staff - If you discover a fire or smell smoke**

Remove yourself and others from the immediate danger.

Alert others, activate the manual call point (located on the Fire Indicator Panel), 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.

#### **Raising an Alarm**

When an emergency occurs in your building the alarm can be raised by:

Calling the emergency service on 000

Activating the Manual Call Point located at the Fire Indicator Panel

Reporting the incident to the Chief Warden

## **Automatic Fire Brigade Response**

The Fire Brigade will automatically respond when:-

- The glass is broken on a Manual call point
- A thermal or smoke detector has activated.
- The sprinkler system has activated
- When contacted on 000

**Note:** When the alarm has operated automatically or a Manual Call Point has been activated, a 000 call is to be made to the Fire Brigade advising of the alarm activation and if known, the nature and details of the incident.

## **Occupants & Visitors with a Disability**

Where practicable, a list of the names, workplaces and other necessary information about occupants with a disability should be kept at the location where the Chief Warden exercise control. Suitable strategies in an emergency or evacuation should be discussed with those occupants and a personal emergency evacuation plan developed for each of those persons. This may include allocating persons to assist these occupants evacuate or shelter in a safe place until the Fire Brigade can assist in their evacuation.

# EMERGENCY PROCEDURES

## BRIGHTON CIVIC CENTRE

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 (**Brighton Civic Centre Car Park**); and

Method of raising the alarm (manual call point ).

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

### CHIEF WARDEN RESPONSIBILITIES

- Respond and take appropriate control of the situation
- Ascertain the nature of the emergency and determine the appropriate action.
- If necessary, initiate evacuation.
- Raise the alarm (**manual call point located on fire panel in main entry**).
- 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**

- 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: Brighton Civic Centre, 25 Green Point Road, Bridgewater

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

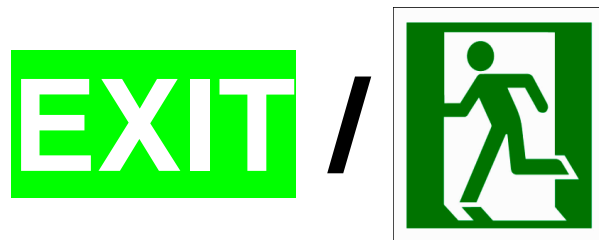
RAISE THE ALARM TO ALERT OTHERS

FOLLOW ADVICE FROM A WARDEN

OR

LEAVE IMMEDIATELY THROUGH THE NEAREST SAFE

ENSURE FIRE SERVICE HAS BEEN NOTIFIED ON “000”



**GO TO THE ASSEMBLY AREA LOCATED AT**

Brighton Civic Centre Car Park

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