

EMERGENCY PROCEDURES

OLD BEACH COMMUNITY 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 (the oval); and
- Method of raising the alarm (Break glass alarm).

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

CHIEF WARDEN RESPONSIBILITIES (WHITE TABARD)

On becoming aware of an emergency, the Chief Warden shall take the following actions:

- Respond and take appropriate control of the situation;
- Ascertain the nature of the emergency and implement appropriate action (Where an alarm has activated automatically, proceed to the Fire Alarm Panel to determine the location of the incident).;
- Ensure that the relevant emergency service has been notified (000 zero);
- Ensure that Wardens are advised of the situation, as appropriate;
- If necessary, after assessment, initiate action appropriate to the situation and have entry to the affected areas controlled;
- Monitor the situation and ensure any action taken is recorded in an incident log;
- Brief the Senior Emergency Service Officer upon arrival on the type, scope and location of the emergency and the status of the evacuation, and thereafter assist the officer as required; and
- Any other actions considered to be necessary or as directed by the Senior Emergency Service Officer.

WARDENS RESPONSIBILITIES (RED TABARD)

On becoming aware of an emergency a warden will;

- Implement the emergency procedures for their area;
- Check to ensure that the relevant emergency service has been notified (000 zero);
- Check your allocated area and report on any abnormal situation;
- Commence evacuation if the circumstances on their area warrant it;
- Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated.
- Ensure orderly flow of people into protected areas, for example, stairways
- Assist occupants with disabilities.
- Communicate with the Chief Warden by whatever means available and act on instructions;
- Close or open other doors in accordance with the emergency response procedures.
- Advise the Chief Warden as soon as possible of the circumstances and action taken;
- Co-opt persons as required to assist a Warden during an emergency; and
- 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 Beach Community Centre, Jetty Rd, Old Beach

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 150.

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

The Oval
