

FIRE & EVACUATION PLAN

The Occupational Health and Safety Regulation requires the employer to have procedures in place in case of emergencies. This policy has been developed to assist with the safe and orderly evacuation of members, staff and other persons from the premises while minimising the threat to life and property.

Aim of Plan:

The aim of this policy is to:

- Establish procedures for staff to follow in an emergency
- Inform staff of their responsibilities in an emergency situation
- Ensure staff are trained in and participate in emergency evacuation practices
- Establish a process for documenting emergency evacuation procedures and notifying members of the Management Committee and families of emergency evacuation situations.

Emergency Evacuation Procedure

AS SOON AS A FIRE IS NOTICED,

1. Set the alarm to warn other staff & members of a potential hazard
2. Advise all staff to start the evacuation procedure and advise staff members of the threat and its location in order to know which exit to use
3. Ring '000'

Set the alarm to warn staff & members

All members are to be taken to the appropriate evacuation area in case of an emergency (meeting sites should be at least 150 meters from the centre – this is a precaution in case of a fire or an explosion):

The staff present in each room (at the time of the emergency evacuation) must promptly assign responsibilities. These include:

- a) A staff member from each room will check all areas of the room for members that may be in the bathroom, or other enclosed hidden areas.
- b) A staff member from reception collects an attendance record.
- c) All the staff are to assist members to the emergency evacuation area.

The Authorised Supervisor is to collect the staff sign in/out sheets if possible. If there is time, turn off the power at the main switchboard, close all windows and doors, take the first aid kit and portable telephone.

All staff must assemble in the evacuation area and remain there until instructed by the Fire Brigade/Emergency Services Staff or Authorised Supervisor to leave. At this time, the Authorised Supervisor will check that all staff are accounted for by marking the attendance roll. Any staff or members unaccounted for must be reported immediately to the Authorised Supervisor and the emergency services personnel.

Once everybody is assembled in the emergency evacuation area staff are not to attempt to re-enter the centre until the area is declared safe by Fire Brigade/ Emergency Services Staff.

Staff should:

- REMEMBER THAT THE SAFETY OF STAFF AND MEMBERS IS PARAMOUNT
- Only extinguish small fires if trained to use a fire extinguisher
- Report all fires/emergencies to the Authorised Supervisor – even those that have been extinguished
- Never enter a room that contains or is filled with smoke
- Never enter a room if the door is warm to touch

LOCATION OF EXTINGUISHERS, FIRE BLANKETS AND EXITS

TYPES OF EXTINGUISHERS

WATER EXTINGUISHER: Do not use on electrical or chemical fires.

CARBON DIOXIDE: For use on electrical fires.

DRY CHEMICAL: For use on paper, wood, textile, oil, liquid and electrical fires

FIRE BLANKET: Throw over the flames.

EXTINGUISHER LOCATIONS

KITCHEN

Type: Dry Chemical (Fire Blanket also)

Location: above the sink, right hand side of the window

STAFF ROOM

Type:

Location:

CARDIO AREA

Type:

Location:

FIRE EXITS

There are 2 emergency exits: the front entrance, and one between the weights area and the spin room. The exits are lit with Green EXIT signs.

EVACUATION POINT

The muster point to evacuate to will be at the Warren Reserve.

Staff, members and guests will be required to cross the road, travel under the Punchbowl Road over pass until they reach the grass area in front of the base of the stairs to the railway station. Everyone will be required to wait in the grass area until advised by the fire wardens it is safe to return.

It is extremely dangerous to cross over Punchbowl Road, for this reason it is prohibited and those caught taking this route will be disciplined accordingly.



Following an emergency evacuation practice, the Authorised Supervisor must document the following:

1. The date and time of the emergency evacuation practice
2. Staff present at the emergency evacuation practice
3. The time taken to evacuate the building
4. Whether the rolls agree with the members present
5. Whether anyone did not leave the building
6. Evaluation of the practice drill with staff input
7. Raise any concerns, or identified hazards and risks with the Management Committee if necessary, in order to eliminate or minimise those risks in a real emergency
8. Complete the evaluation form for an emergency evacuation practice (Appendix A)

Emergency evacuation procedures should:

- Be practiced every three months by staff and members.
- Be discussed with employees on a regular basis to ensure their understanding of and familiarity with evacuation procedures.
- Be discussed and reviewed at staff meetings, with appropriate changes implemented to ensure that it runs smoothly in the case of a real emergency.