

Work Health and Safety

Doc Custodian: Manager Community Venues and Services

Doc ID: WHSMS-07-Major Sporting Venues -#74493937 – CISS Emergency Information for Hirers

Carrara Indoor Sports Stadium Emergency Evacuation Information

Fire and Emergency

In the event of an emergency if an alarm needs to be activated, please note the following:

- Break the glass at a manual call point and notify Duty Manager (0481 902 368) immediately. Provide them with your name, contact details and type of incident.
- Follow the Duty Managers/ Wardens instructions.
- Please note the location of the nearest emergency exits, firefighting equipment and emergency warning systems within the Centre.
- Evacuation Signs and Diagrams, mounted on silver plaques, are located on walls throughout all Major Sporting Venues.
- Emergency firefighting equipment should only be used by persons that have been trained and can identify the correct fire extinguisher to use.

Fire/smoke

On discovering a fire

- Remain calm
- Alert persons nearby by calling out 'FIRE, FIRE, FIRE'. Do Not Panic
- Operate the nearest manual call point (where applicable).
- Call 000
- Remove people from immediate danger if safe to do so.
- Notify the Chief Warden or Deputy Warden of the location and size of the fire.
- Attempt to extinguish the fire (only if safe and trained to do so) or contain the fire and smoke by closing doors and windows.
- Follow the directions of the Chief Warden.
- If confronted by heavy volumes of smoke, crawl to safety, as the air is clearer near the floor.

Evacuation

The over-riding consideration in a fire emergency is to ensure the safety of every person including you i.e. clients, staff and visitors.

Identification

In the event of an emergency, members of the ECO will be easily identifiable with coloured hats and hi-viz vests.

Position	Colour
Chief/Deputy Chief Warden	White
Warden	Red
Floor Warden	Yellow

Pa announcements – Carrara Indoor Sports Stadium

3 Beep Tone precedes an Attention message that will be broadcasted at the below facilities over the PA system.

Attention Attention. This is the Chief Fire Warden. We are currently investigating an alarm in the stadium. Please stand by for further instruction. I repeat, we are currently investigating an alarm in the stadium. Please stand by for further instruction

In the case of a building evacuation:

Evacuation Tone Whoop...Whoop...Whoop

Attention Attention. This is the Chief Fire Warden. There is a requirement to evacuate the building. Please evacuate the building using the nearest safest exit. I repeat, please evacuate the building. All patrons are to assemble at the Assembly Areas at the front and/or rear of the venue.

Where no evacuation is required:

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Attention Attention. This is the Chief Fire Warden. The alarm activation has been investigated and appears to be a false alarm. There is NO requirement to evacuate the building. I repeat, there is NO requirement to evacuate. Apologies for this disruption. Enjoy the rest of your day.

Refusal to Evacuate

Any person refusing to follow the directions given by a member of the ECO will be advised they are required to evacuate for their safety, due to an emergency situation.

If they still refuse, the Chief Warden will be informed who will advise the Emergency Service, who may take the appropriate action under law to remove the person.

EMERGENCY CONTACT DETAILS

Position	Staff member	Work area	Contact number
Chief Warden/Emergency Coordinator	Duty Manager	Kiosk	0481 902 368
Deputy Chief Warden	Genevieve Webster	GCSLC Office	5581 6745
Wardens	Kiosk Staff	Kiosk	
	PSO	GCLSC Security	0466 027 655
Other	Principal Management Officer	GCSLC Office	
	Emergency		000
	Emergency from Mobile		112
	Poison Information		131 444

Evacuation sign

CITY OF
GOLDCOAST™

EVACUATION SIGN & DIAGRAM

CARRARA INDOOR SPORTS STADIUM
BROADBEACH NERANG ROAD
CARRARA 4211
QLD

REMEMBER: Be aware of vehicle movement in the car park area and supervise children.

IN CASE OF FIRE

FIRE / EVACUATION PROCEDURES

REMOVE PEOPLE
IF IN DANGER TO THE ASSEMBLY AREA

ALERT THE FIRE SERVICE
BUILDING OCCUPANTS AND MEMBERS OF THE PUBLIC

CONFINE FIRE & SMOKE
CLOSE ALL WINDOWS & DOORS (IF SAFE TO DO SO)

EXTINGUISH
AND CONTROL THE FIRE (IF SAFE TO DO SO)

IN CASE OF EMERGENCY
FIRE / POLICE / AMBULANCE
RING 000

FIRE EXTINGUISHER OPERATION

- Stay back from fire 2-3 metres
- Check pressure gauge
- Ensure door or clear exit path is directly behind you
- Use the PASS method

P - pull pin
A - aim at base of fire
S - squeeze the handle trigger
S - sweep the fire

EVACUATION PROCEDURE

1. Remain calm. Do not panic
2. Leave the building by designated exit or nearest safe exit
3. Proceed to the closest ASSEMBLY AREA (see SITE PLAN), or as directed by Staff / Emergency Services
4. Remain at the ASSEMBLY AREA until otherwise directed by Staff / Emergency Services

SITE PLAN

LEGEND

	EXIT		EXIT ROUTE		ALTERNATIVE EXIT ROUTE		ASSEMBLY AREA
	DRY CHEMICAL EXTINGUISHER		CO ₂ EXTINGUISHER		MANUAL CALL POINT		FIRE HOSE REEL

12/17

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ASSEMBLY AREA

Note: The Emergency Coordinator may direct occupants to an alternative assembly area depending on the nature of the incident.

AA – Assembly Area

