

Work Health and Safety

Doc Custodian: Manager Community Venues and Services

Doc ID: WHSMS-07-Major Sporting Venues -#74490752– RBIS Emergency Information for Hirers

Runaway Bay Indoor Sports 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 (04340 727 856) 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) and 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 – Runaway Bay Indoor Sports

Activation of Alarm

Does not broadcast and Alert Tone

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:

There are will be no announcements broadcast; only Evacuation Bells will be heard. All patrons are to assemble at the Assembly Point near to the outdoor netball courts.

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Where no evacuation is required:

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.

Assembly area

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

AA – Assembly Area



EMERGENCY CONTACT DETAILS

Organisation	Phone number
Emergency	000
Emergency From Mobile	112
Energex	131 962
Poisons Information	131 126
Police link	131 444
Chief Warden / Duty Manager	0434 727 856
Principal Management Officer	0414 108 315

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Evacuation sign

EVACUATION SIGN

ADVANCE GROUP OF COMPANIES
Fire Systems | Lifts | Pumps | Property
1300 116 675

EVACUATION PROCEDURES

IN CASE OF FIRE

R REMOVE PEOPLE FROM IMMEDIATE DANGER
(Sound Whistle Call & Call Fire)

A ALERT PEOPLE NEARBY AND RAISE AN ALARM
(CALL 000 and call for the Fire Brigade)

C CONFINE FIRE & SMOKE
(Close doors behind you and where practicable, windows (if safe to do so))

E EVACUATE TO THE ASSEMBLY AREA

If an EVACUATION is required:

- Secure your area and evacuate the building via the nearest safe and approved to your external Assembly Area.
- Ensure other occupants are aware of the evacuation and assist if necessary.

At the Assembly Area...

- Await for the people in your floor
- Report any person missing to the responsible authorities

Address: Sports Drive
Location: Runaway Bay

NOTE: Fire Hose Reels are only to be used on class "A" type fires which are Wood, Paper, Textiles etc.

To operate an extinguisher

Pull the pin
Aim
Squeeze
Sweep

Know your extinguisher. Use the correct extinguisher.

EVACUATION DIAGRAM

SITE PLAN / ASSEMBLY AREA

Mobility impaired persons should evacuate immediately on hearing the fire alarm assisted by a nominated person.

LEGEND

	Path Of Exit		You Are Here		FIP
	Alternative Path		EXIT		FIP
	Assembly Area		Fire Extinguisher		Manual Call Point
			Hose Reel		

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Site Name: Runaway Bay Indoor Sports
Site Address: Sports Drive, Runaway Bay Gold Coast City Council
Site Owner: Gold Coast City Council
Date: 18.12.2011
Author: DL
File: Runaway Bay Indoor Sports - Evac Diagram

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