

Fire & Evacuation Plan



Watson Park Convention Centre

**337 Old Gympie Road
Dakabin Qld 4503**

Emergency Co-Ordination Procedures

In the event of fire, or hazardous material emergency, the alarm is raised by:

- **SHOUTING** words to the effect 'Emergency, Emergency' or 'Fire, Fire, Fire' alerts occupants to evacuate via their nearest exit path and out to the **Assembly Point**.
- **PRESSING** on **Intercom Buzzers/Doorbells** repeatedly or, **knocking** on each Unit's front door alerts occupants to evacuate via their nearest exit path and out to the **Assembly Point**.
- **Smoke Alarms/Security Detectors** may be installed inside individual Tenancies, but they are **NOT** connected to an FIP. When activated by smoke or fire, these Alarms **DO NOT** call the QFES, but will sound a warning tone inside the individual Unit only. You should investigate and if required proceed to evacuate via their nearest exit path and out to the **Assembly Point**.
- Upon an Emergency situation being confirmed, Staff Wardens shall direct occupants to the elected **Assembly Point** and check that all areas have been evacuated.
- Occupants are to evacuate via the safest exit path to the **dedicated Assembly Point**.
- Call **000 (Triple Zero)** to ensure the Emergency Services have been alerted.
- Ensure neighbouring Business Staff are notified of the Emergency Situation.
- Await further instructions from the Chief Emergency Warden, Deputy Emergency Warden, or the Fire Service Personnel.
- Do not re-enter any area/building until given the "All Clear" by the Chief Emergency Warden or the Fire Service Personnel.

The Chief Emergency Warden has the overall responsibility of maintaining control of the Emergency. When he/she is not on site that responsibility is handed over to the person second in charge – normally this would be the Deputy Emergency Warden.

The Chief and the Deputy Emergency Wardens should never be away from the property at the same time.

Occupants are reminded to call 000 (Triple Zero) to ensure an Emergency Services Response.

What to do when you hear continuously sounding Smoke Alarm/Smoke Detectors:

- Check for signs of smoke/fire in your immediate area. Be aware that an emergency may be occurring within the building.
- Investigate the Alarm.
- Occupants may prepare for evacuation by securing valuables and collecting any medical requirements.
- Upon confirmation of an Emergency, evacuate the building using the nearest safe emergency exit and proceed to an external **Assembly Point** located at a safe distance from the building. Doors should be closed (not locked) behind you.
- Call **000 (Triple Zero)** to ensure an Emergency Services Response.
- Provide help to all persons requiring assistance to travel to the **Assembly Point**.
- If safe to do so, attempt to extinguish a small fire ONLY.
- Stay clear of the driveway.
- There should be no movement of vehicles in or out of the property at the time of the Emergency Evacuation, other than the Emergency Services vehicle(s).
- Should the Emergency situation warrant further evacuation, occupants shall be moved as a group to a safer place further down the same side of the road.
- Ensure that no one re-enters the building until assessed by the Emergency Services Personnel.

Please Note: There is no Fire Indicator Panel onsite.

Occupants are reminded to call 000 (Triple Zero) to ensure an Emergency Services Response.

Emergency Evacuation Procedures - General Instructions (R.A.C.E)

Upon discovery of Smoke or Fire, your actions, and the management of the emergency by the Emergency Control Committee within the first two minutes will have a substantial impact on the safety of the occupants within the building. Your prompt actions will also assist to mitigate the potential loss of life and disruption to property.

R - REMOVE

REMOVE anyone in danger. Ensure the immediate safety of anyone within the vicinity of the fire. Advise an Emergency Warden if anyone is trapped, injured or in danger from the fire. Do not further endanger any lives by taking unnecessary risks.

A - ALERT

ALERT the **Police, Fire or Ambulance** by calling **000 (Triple Zero)** and any other occupants & nearby public persons. Speak slowly and clearly. State your name, address, and the details of the fire/emergency. Know the nearest corner street.

C - CONTAIN

CONTAIN the Fire and Smoke. Close windows & doors if it is safe to do so. Select and use the correct extinguisher to control the fire if you are trained and it is safe to do so. However, as soon as it becomes obvious that there are unnecessary risks associated with attempts to control a fire, those attempting to fight the fire should withdraw from the area, closing doors behind them, and follow the evacuation procedure.

E - EVACUATE

EVACUATE the building by following the exit signs to the nearest emergency exit and proceed to the nominated **Assembly Point** being at a safe place at the public footpath. Should the Emergency situation warrant further evacuation, occupants may move further down the same side of the Street. Keep low under the smoke.

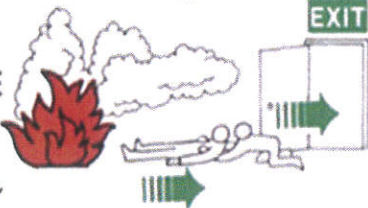
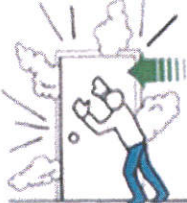


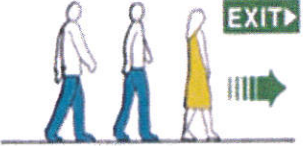

Calmly follow instructions given by the attending Fire Service Personnel. Responsible Persons should make a best effort to account for all occupants, and report persons missing to the Emergency Services Personnel.

DO NOT RE-ENTER THE BUILDING until you are advised by the Chief Emergency Warden and/or Emergency Services Personnel that it is safe to do so.

Please Note: There is no Fire Indicator Panel onsite.

Occupants are reminded to call 000 (Triple Zero) to ensure an Emergency Services Response.

EMERGENCY PROCEDURES IN THE CASE OF A FIRE

- 1 RESCUE ANY PERSON IN IMMEDIATE DANGER ONLY IF SAFE TO DO SO**

- 2 CLOSE THE DOOR**

- 3 CALL THE FIRE AND RESCUE SERVICE ON 000**

- 4 ATTACK FIRE IF SAFE TO DO SO**

- 5 EVACUATE TO ASSEMBLY POINT**

- 6 REMAIN AT ASSEMBLY POINT AND ENSURE EVERYBODY IS ACCOUNTED FOR**


Accounting for ALL Evacuated Personnel

Nominated Chief Warden/Responsible Person is required to meet with Emergency Services upon their arrival and provide as much information as possible. Ensure that you inform the Emergency Services Personnel of number of persons evacuated, and if there are any persons that you are unable to account for.

In the event of fire, be aware of **ALERT TONES** that may activated due to (where present):

- Smoke alarms sounding continuously inside Commercial Unit(s),
- Smoke Alarms sounding continuously on Common Property and or
- FIP's Emergency **ALERT TONES** once the Common Property Detectors are activated.

A responsible person may confirm the fire alarm by **SHOUTING** words to the effect '**Fire, Fire, Fire**'.

Knock on the doors of fellow residents to ensure all persons are aware of the emergency.

Assess the situation

- Is anyone **seriously injured** or in need of **urgent medical help**?
- Are **lives or property under threat**?
- Have you **witnessed a serious accident or crime**?

If you answered **YES**, call **000 (Triple Zero)**.



How to contact Emergency Services

Call 000 (Triple Zero)

Calling 000 (Triple Zero) is the quickest way to get the right emergency service to help you. You can also contact **Police, Fire or Ambulance** in life threatening or emergency situations.

Remember to stay focused, stay relevant, and stay on the line.

Make the call

- Stay calm and call **000 (Triple Zero)** from a safe place.
- When your call has been answered, you will be asked if you require **Police, Fire or Ambulance**.
- If requested by the operator, state your town and location.
- Your call will be directed to the requested service.
- When connected to the emergency service, stay on the line, speak clearly, and answer the questions.
- Don't hang up until the operator tells you to do so.

Providing Location Information

- You will be asked where you are; try to provide the street number, street name, nearest cross street, and the area.
- Speak slowly and clearly to state your name and the address. **337 Old Gympie Road, Dakabin Qld 4503.**
- Know the nearest corner street. **Boundary Road, Dakabin Qld 4503.**

General Instruction for the Hirer of the Hall

The possibility of an **EMERGENCY** is Real, upon discovery of Smoke or Fire, your actions within the first two minutes will have a substantial impact on the safety of occupants at your venue.

In the event of fire, **smoke alarms/detectors** may be sounding continuously inside/around the property and where present the FIP's Emergency Alert Tones will be sounding once the Detectors are activated.

ALERT

Upon becoming aware of an emergency involving smoke or fire occupants are to raise the alarm verbally and **Shout FIRE, FIRE, FIRE** to alert other occupants, **OR USE A MEGAPHONE SPEAKER/SIREN** if available for use.

Prompt actions will assist to mitigate the potential loss of life and disruption to property.

Leave immediately by the nearest safe exit. Move quickly but do not run.



Follow the EXIT signs and leave through the nearest safe emergency exit and proceed to **the various Assembly Points onsite, as per the Evacuation Diagrams at the venue.**

Notify the relevant Emergency Services of the type and location of the Emergency by calling **000 (Triple Zero)**. **SPEAK SLOWLY AND CLEARLY**.... State your name and the address:

337 Old Gympie Road, Dakabin Qld 4503.

Know the nearest corner Street/Road: **Boundary Road, Dakabin Qld 4503.**

- Listen to all instructions given by the Hirer or designated Responsible Person or the Emergency Services Personnel.
- If possible, and safe to do so, close the door(s) and windows behind you.
- Remain at the **Assembly Point** until the '**ALL CLEAR**' is given by the Fire Services and/or the Hirer or designated Responsible Person.
- Do not re-enter the building or area that has been evacuated until you are advised that it is safe.
- If any injuries are sustained notify the Hirer or designated Responsible Person of the extent of the injury.
- If anyone is missing, tell the fire service on arrival. **DO NOT ATTEMPT** to re-enter the building.



Where is your Assembly Point located?

Please refer to the Evacuation Signs/Diagrams displayed on the Common Property walls for the location of the designated **Assembly Point**.

Evacuate via the safest exit path/exit door and proceed to one of the nominated **Assembly Points**, usually being at a safe place on a public footpath.

The dedicated **Assembly Points** at this property are in **several areas around the property**.



Should the Emergency situation warrant further evacuation, occupants may move further down the same side of the street.

Make a 'best effort' to account for all occupants at the **Assembly Point**. It is important that you wait at the **Assembly Point** for further information e.g., do not leave the area. It is then possible to obtain information as to when it is safe to enter or if re-entry is not possible.