

Emergency Evacuation Procedures Guidelines for Hirers of the Springvale Learning and Activities Centre Hall

Springvale Learning and Activities Centre Committee of Management holds the person signing the Hiring Contract responsible for the safety of all persons attending the function or activity.

To improve safety of you and your guests in the event of the need to leave the building because of the emergency situation, such as fire, gas leak or bomb threat, the following matters should be considered when organizing a successful evacuation:

Use of Building

- Know where all safe exits are located
- Designate a safe external assembly point. Main assembly point - to the left from the front door in Osborne Avenue. Secondary – car park in Queens Ave.
- Keep all exits and exit paths clear during the use of the building
- Know where emergency equipment (such as fire extinguishers are located)
- Ensure activities to be undertaken by you and your guests are not dangerous

A detailed Floor Plan, indicating all exits and emergency equipment at the Centre is attached to our standard Hiring Policies. Please, study this document carefully and feel free to ask the staff member any questions.

Emergency Equipment Usage

- Call the Fire Brigade before attempting to fight any fire.
- Only attempt to fight a fire **if you are trained to use the types of equipment provided and if it is safe to do so.**
- Do not continue to fight the fire beyond 30 seconds. If it is not stopped within that time, commence an evacuation.

If the fire cannot be put out by use of a single extinguisher, the evacuation is necessary!

Emergency Evacuation:

- Identify exact nature and location of the emergency
- Notify Emergency Services
- Remain calm and ensure all occupants leave in an orderly manner.
- Remember to search all areas of building for stragglers (ONLY if safe to do so)
- Check the status of all persons against guest list.
- Notify Emergency Services in case any person(s) are missing.
- Report to emergency authority (egg. Fire Brigade) on status of all persons.
- Only re-enter the building when authorized by the emergency authority.

Safety of the users of this Centre and their guests is your responsibility whilst under your care and control.