

Issue Date: 31/01/200712

C11

Custodian: Operations Supervisor

Revision Date: 28/08/2017

Application: Peninsula Leisure Centre



A.2.32.02

Aquatics Unit

Pool Hall

Standard Work Procedure

Title: Fire Alarm Emergency Response Procedure - Evacuation Staff

Safety Stations

At these stations there is:

- A telephone.
- Emergency telephone numbers.
- Internal phone list.
- Emergency flip chart.

The emergency flip charts provide a reference for any emergency. A safety station can be found at the following locations:

1. Lunch Room.
2. Reception.
3. Crèche.
4. Café.
5. First Aid Room.
6. Swim Club Room.
7. Health and Fitness Centre.

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Wardens

Chief Wardens (white hat):	Duty Supervisors
Deputy Chief Warden (white hat):	Senior Health & Fitness Instructor (if available)
Area Wardens - Crèche:	Permanent Crèche Team member
(Yellow hats) Café:	Permanent Café Team member
Pool Hall:	Permanent Lifeguard- Designated by Duty Supervisor.
Sports Hall:	Sports Hall Supervisor
Health & Fitness:	Health & Fitness Team member
Administration / Reception:	Permanent Reception Team member
First Aid Officer (green hat):	Lifeguard - Designated by Duty Supervisor.

Emergency Assembly Areas

There are three Emergency assembly areas:

1. Blackwall Rd car park, Southern grass area - Intermediate assembly area.
2. Pool Hall Lawn area (next to rainwater tanks) - Intermediate assembly area.
3. James Browne Soccer Field - Final assembly area.

Evacuation staff will move patrons to the nearest Intermediate assembly area. When instructed, patrons will be moved to final assembly area.

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Alarm Response

1. Alert tone sounds (Beep, Beep, Beep).
2. Evacuation staff continue to supervise their area telling all patrons that the alarm is being investigated and they should continue their activities.
3. The Duty Supervisor will work out which area set off the alarm and ask the relevant Area Warden to check problem area for fire (using radio or runner).
4. Area warden will arrange for problem area to be checked for fire and report back to Chief Warden.
5. Evacuation staff wait for further instruction from the Area Warden.

If no fire -

- Evacuation staff communicate to patrons that it was a false alarm.

In case of fire -

Note:

- **After a few minutes the Alert tone (Beep, Beep) automatically changes to the Evacuate Now Tone (Whoop, Whoop)**
 - **Wait for instruction from the Area or Chief Warden before starting to evacuate the centre.**
- a. Area Wardens instruct evacuation staff to evacuate the centre.

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- b. Evacuation Staff direct patrons from their immediate area of responsibility out fire exits to assembly areas.
- c. When immediate area of responsibility has been evacuated report back to Area Warden that area is clear.
- d. Wait for further instruction from the Area Warden.
- e. Join patrons at the assembly areas when instructed by the Chief / Area Warden or Fire Brigade.

Immediate areas of responsibility for Evacuation Staff are:

These are the areas that are evacuated first. When complete refer to Area Warden for further instruction.

- **Crèche:** (Crèche Staff)
 - a. Crèche.
 - b. Toilets.
 - c. Store rooms.
 - d. Office area.
 - e. Outdoor play area.
- **Café:** (Cafe staff)
 - a. Café.
 - b. Fridge and storage areas.
- **Pool Hall:** (Lifeguards)
 - a. The water space that you are responsible for at the time.

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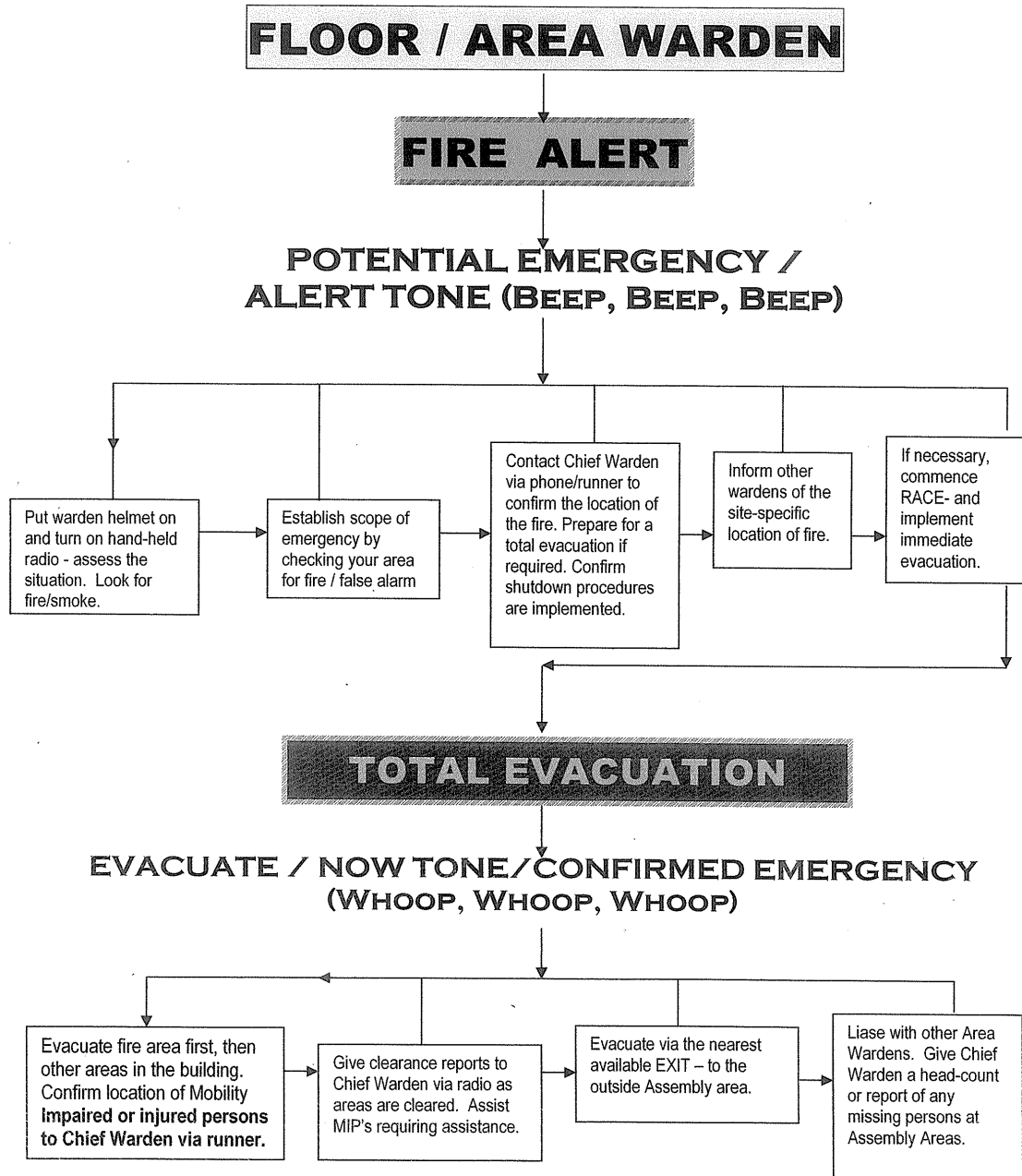
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- **Sports Hall:** (Referees)
 - a. The activity that they are officiating.
- **Gym:** (Gym floor staff)
 - a. Weights and Cardio room.
 - b. Group Fitness room.
 - c. Store rooms.
- **Reception:** (Reception staff)
 - a. The Administration offices.
 - b. Lunch Room.
- **Instructors** (LTS, Squad, Aqua, Group Fitness etc)
 - a. The class you are teaching.

Take Note:

- In case of fire patrons are to leave their bags behind.
- In case of bomb threat patrons are to take their bags with them.
- The Deputy Chief Warden is only available when there is more than one Health & Fitness Team member working in the Gym. The role of the Deputy Chief Warden is to assist the Chief Warden.
- Where radios are unavailable the Chief and Area Wardens will need to communicate using runners.

PENINSULA LEISURE CENTRE



Ref: E/Man./Peninsula Leisure Centre Floor / Area Warden Flowchart

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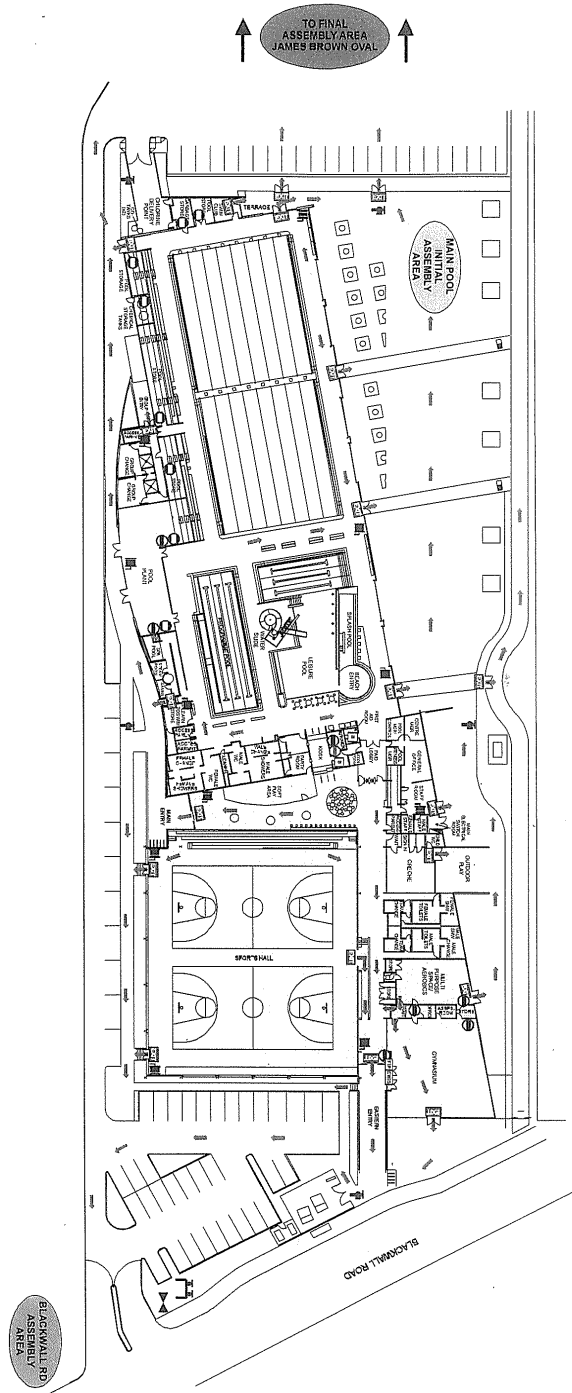
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EMERGENCY EVACUATION SITE PLAN



<p>CanCo Contractors Pty Ltd 11/11-11/12/13/14/15/16/17/18/19/20/21/22/23/24/25/26/27/28/29/30/31/32/33/34/35/36/37/38/39/40/41/42/43/44/45/46/47/48/49/50/51/52/53/54/55/56/57/58/59/60/61/62/63/64/65/66/67/68/69/70/71/72/73/74/75/76/77/78/79/80/81/82/83/84/85/86/87/88/89/90/91/92/93/94/95/96/97/98/99/100/101/102/103/104/105/106/107/108/109/110/111/112/113/114/115/116/117/118/119/120/121/122/123/124/125/126/127/128/129/130/131/132/133/134/135/136/137/138/139/140/141/142/143/144/145/146/147/148/149/150/151/152/153/154/155/156/157/158/159/160/161/162/163/164/165/166/167/168/169/170/171/172/173/174/175/176/177/178/179/180/181/182/183/184/185/186/187/188/189/190/191/192/193/194/195/196/197/198/199/200/201/202/203/204/205/206/207/208/209/210/211/212/213/214/215/216/217/218/219/220/221/222/223/224/225/226/227/228/229/230/231/232/233/234/235/236/237/238/239/240/241/242/243/244/245/246/247/248/249/250/251/252/253/254/255/256/257/258/259/260/261/262/263/264/265/266/267/268/269/270/271/272/273/274/275/276/277/278/279/280/281/282/283/284/285/286/287/288/289/290/291/292/293/294/295/296/297/298/299/300/301/302/303/304/305/306/307/308/309/310/311/312/313/314/315/316/317/318/319/320/321/322/323/324/325/326/327/328/329/330/331/332/333/334/335/336/337/338/339/340/341/342/343/344/345/346/347/348/349/350/351/352/353/354/355/356/357/358/359/360/361/362/363/364/365/366/367/368/369/370/371/372/373/374/375/376/377/378/379/380/381/382/383/384/385/386/387/388/389/390/391/392/393/394/395/396/397/398/399/400/401/402/403/404/405/406/407/408/409/410/411/412/413/414/415/416/417/418/419/420/421/422/423/424/425/426/427/428/429/430/431/432/433/434/435/436/437/438/439/440/441/442/443/444/445/446/447/448/449/450/451/452/453/454/455/456/457/458/459/460/461/462/463/464/465/466/467/468/469/470/471/472/473/474/475/476/477/478/479/480/481/482/483/484/485/486/487/488/489/490/491/492/493/494/495/496/497/498/499/500/501/502/503/504/505/506/507/508/509/510/511/512/513/514/515/516/517/518/519/520/521/522/523/524/525/526/527/528/529/530/531/532/533/534/535/536/537/538/539/540/541/542/543/544/545/546/547/548/549/550/551/552/553/554/555/556/557/558/559/560/561/562/563/564/565/566/567/568/569/570/571/572/573/574/575/576/577/578/579/580/581/582/583/584/585/586/587/588/589/590/591/592/593/594/595/596/597/598/599/600/601/602/603/604/605/606/607/608/609/610/611/612/613/614/615/616/617/618/619/620/621/622/623/624/625/626/627/628/629/630/631/632/633/634/635/636/637/638/639/640/641/642/643/644/645/646/647/648/649/650/651/652/653/654/655/656/657/658/659/660/661/662/663/664/665/666/667/668/669/670/671/672/673/674/675/676/677/678/679/680/681/682/683/684/685/686/687/688/689/690/691/692/693/694/695/696/697/698/699/700/701/702/703/704/705/706/707/708/709/710/711/712/713/714/715/716/717/718/719/720/721/722/723/724/725/726/727/728/729/730/731/732/733/734/735/736/737/738/739/740/741/742/743/744/745/746/747/748/749/750/751/752/753/754/755/756/757/758/759/760/761/762/763/764/765/766/767/768/769/770/771/772/773/774/775/776/777/778/779/780/781/782/783/784/785/786/787/788/789/790/791/792/793/794/795/796/797/798/799/800/801/802/803/804/805/806/807/808/809/810/811/812/813/814/815/816/817/818/819/820/821/822/823/824/825/826/827/828/829/830/831/832/833/834/835/836/837/838/839/840/841/842/843/844/845/846/847/848/849/850/851/852/853/854/855/856/857/858/859/860/861/862/863/864/865/866/867/868/869/870/871/872/873/874/875/876/877/878/879/880/881/882/883/884/885/886/887/888/889/890/891/892/893/894/895/896/897/898/899/900/901/902/903/904/905/906/907/908/909/910/911/912/913/914/915/916/917/918/919/920/921/922/923/924/925/926/927/928/929/930/931/932/933/934/935/936/937/938/939/940/941/942/943/944/945/946/947/948/949/950/951/952/953/954/955/956/957/958/959/960/961/962/963/964/965/966/967/968/969/970/971/972/973/974/975/976/977/978/979/980/981/982/983/984/985/986/987/988/989/990/991/992/993/994/995/996/997/998/999/1000</p>	<p>Evac-You-Eight Pty. (02) 4387 2102 Mob: 0413 726 598 Fax: (02) 4387 3178 Email: evac@evac-ye.com.au Web: www.evac-ye.com.au</p>	<p>PENINSULA REGIONAL LEISURE CENTRE BLACKWALL ROAD WOYWOY NSW</p>
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