



EVACUATION PROCEDURE FOR AFTER HOURS GROUPS

After office hours when the Chief Warden and Wardens are not on site, the Evacuation Coordinator shall be any person who has responsibility for an activity in progress at the Centre. The following lists the responsibilities of the Evacuation Coordinator.

In the event of an emergency

1. DO NOT PANIC

- Put on a WHITE hard hat and take the whistle from an emergency point.

2. EVACUATION PROCEDURE

- If a fire is discovered, call out “fire” and blow the whistle three times to alert any other occupants who may be on the premises.
- As soon as possible, contact Emergency Services to advise them of an emergency situation at the Centre and the location of the Centre.
- Occupants should immediately evacuate the building and gather at the designated assembly area:

Assembly Area (preferred):	McCracken St cul-de-sac
Alternative for mobility impaired:	Bottom carpark on Broadwater Rd

- Ensure all persons are evacuated safely from the premises, doors are closed and that no one enters the building. If required, deputise wardens to assist the evacuation.

3. CONTACTING EMERGENCY SERVICES

- Phone 000 from the phone in the office passageway. If this is not safely accessible, call with a mobile phone. If unable to access the phone in the office passageway and no mobile phone is available, request a neighbour to contact 000.
- If there is any doubt regarding whether or not there is a fire or emergency situation, the Emergency Services should still be called.

4. PERSONS WITH SPECIAL NEEDS

- Deputise assistants for anyone with a disability.
- Leaders are to ensure all children in their care are evacuated immediately when the leader becomes aware of a possible emergency.

5. CHECKING THAT ALL PERSONS HAVE BEEN EVACUATED

- Attendance registers should to be taken to the assembly area and names checked by a nominated deputy.
- Nominated deputy is to inform Evacuation Coordinator of the number of persons evacuated or persons not accounted for.
- Evacuation Coordinator is the last person to leave after checking that no person is in the building.
- Evacuation Coordinator is to meet Fire Service on arrival at the Broadwater Road entrance and provide as much information as possible.