

EMERGENCY PROCEDURES

PROCEDURE

FIRE

EP 1.1.1 PURPOSE

To establish the procedure for dealing with fire within the Indoor Sports Centre. The Indoor Sports Centre has two operational modes the first operational mode is during the normal school day and the second would be during the evenings/weekends and holidays.

EP 1.1.2 PROCEDURE – During the School Day

- a) Upon the discovery of fire, it is possible try to contain the fire using appropriate fire fighting equipment or on becoming aware of an emergency in the building, staff are to ensure the alarm system has been activated by breaking a glass manual call point.
- b) On the sounding of the initial alert tone “Beep, Beep, Beep” all activities to cease and staff are to standby and prepare students for possible evacuation.
- c) Staff will then search the building for signs of an emergency or activated detector. Staff members will access the fire panel located on level 1 to discover the cause of the alarm. Staff may then deploy fire fighting equipment.
- d) Contact fire services 000
- e) If an emergency is discovered begin evacuations and advise the Chief Warden. The alarm evacuation tone will change to “whoop, whoop, whoop” Staff members will order an evacuation of the building, the key wardens, HOD PE, Centre Manager will conduct a building check to ensure the building has been evacuated.
- f) All students and teachers to evacuate by the nearest exits and to gather at the number one oval for roll call. Levels 3 and 4 to exit from the main foyer exit and continue across the bridge to the oval. Any classes on levels 1 and 2 are to proceed to the fire exits located on the ground floor. There are two exits, one of which will join onto the Normanby Bus way, staff will accompany students through the Bus way up the steps within the tower and proceed to the Oval via the public footpath. The second exit is located at the end of the corridor on level 1. Staff and students are to proceed up the metal stairwell and exit the gate at the top which will bring students to the Inner-city bypass at the City turnoff. Staff will then assist students through the gate way and proceed to the oval via the public footpath.

- g) Once everyone has been cleared from the building staff are to exit the building ensuring all doors are closed to prevent re-entry and proceed to the oval to ensure all have been accounted for.
- h) The Chief Warden and Centre Manager to guide and liaise with fire services. Staff members and students are to remain at the assembly point until the fire services and the Chief Warden have declared it safe to re-enter.

EP 1.1.3 PROCEDURE – During the evenings/weekends/holidays

During the evenings and weekends there may only be one staff member present, it is imperative that this staff member makes contact firstly with the coordinator of the activity taking place (i.e. MiC Basketball, Gymnastics, Volleyball) with security to assist in the evacuation.

- i) Upon the discovery of fire, it is possible try to contain the fire using appropriate fire fighting equipment or on becoming aware of an emergency in the building, staff are to ensure the alarm system has been activated by breaking a glass manual call point.
- j) On the sounding of the initial alert tone “Beep, Beep, Beep” all activities to cease and staff are to standby and prepare students for possible evacuation.
- k) Staff will then search the building for signs of an emergency or activated detector. Staff members will access the fire panel located on level 1 to discover the cause of the alarm. Staff may then deploy fire fighting equipment.
- l) Contact fire services 000
- m) If an emergency is discovered begin evacuations and advise the Chief Warden. The alarm evacuation tone will change to “whoop, whoop, whoop” Staff members will order an evacuation of the building, staff will conduct a building check to ensure the building has been evacuated.
- n) All patrons and staff to evacuate by the nearest exits and to gather at the number one oval for roll call. Levels 3 and 4 to exit from the main foyer exit and continue across the bridge to the oval. Any classes on levels 1 and 2 are to proceed to the fire exits located on the ground floor. There are two exits, one of which will join onto the Normanby Bus way, staff will accompany patrons through the Bus way up the steps within the tower and proceed to the Oval via the public footpath. The second exit is located at the end of the corridor on level one. Staff and patrons are to proceed up the metal stairwell and exit the gate at the top which will bring students to the Inner-city bypass at the City turnoff. Staff will then assist patrons through the gate way and proceed to the oval via the public footpath.

- o) Once everyone has been cleared from the building staff are to exit the building ensuring all doors are closed to prevent re-entry and proceed to the oval to ensure all have been accounted for.
- p) The staff member and coordinator are to guide and liaise with fire services. Patrons are to remain at the assembly point until the fire services and the Chief Warden have declared it safe to re-enter.

EP 1.1.4 SUMMARY OF LEVELS AND EXIT POINTS

Level 1

AQUATICS:

Students are to be directed to the EXIT points leading directly outside the aquatics facility. (Students are not to access the exits via change rooms or stairwells). They are then to proceed to exit the complex surrounds using the stairs leading up to Gilcrest Ave off ramp and proceed along footpath back towards the school entering via car park entrance located immediately after Railway Bridge on College Road.

GYMNASTIC HALL:

Students are to be directed to the EXIT point at the rear of the gymnastic hall. They are then to be directed to leave the complex surrounds via the rear service gates and then proceed left along footpath back towards Kelvin Gve Road towards school again entering via staff car park entry.

Level 2

WEIGHTS ROOM & CLASSROOMS:

Access to EXIT points will be, in the case of a real evacuation, determined by the location of the source of the emergency. In the event of an evacuation the doors to the stairwell will automatically close stopping access to the source of the alarm. Students should be directed towards the exit stairwell at the far end of the corridor at the Gilcrest Ave side of the complex surrounds using exit stairs to ground level exiting the complex and proceed to exit the complex surrounds using exit stairs onto Gilcrest Ave and take the same path as with Level 1 evacuation.

Level 3 & 4

SPORTS HALL & INDOOR NETS:

Students should be directed to exit the building using either the main entry doors, whereby they should be directed to proceed to the No 1 oval meeting point. Those who are using the Indoor Sports Nets should use main stairwell to gain access to front foyer. Students should not use alternative stairs leading

into sports hall. All students are to proceed directly out of the complex and not via the change rooms.

In the case of an emergency that may prevent access to the front foyer students on level 4 should be directed to the fire exit stairwell at the far ends of the nets and proceed down to ground level exiting the complex via the rear gates (as in Gymnasium exit).

Under no circumstance should anybody use the elevators during an emergency evacuation. In the case of a student who may be slightly incapacitated (requires the aid of crutches ect) a student(s) should be nominated by the teacher to assist in the evacuation of his fellow student.

EP 1.1.4 EVALUATION

Incident reports will be reviewed on a monthly basis. At least two fire drills to be conducted during the school academic year and two to take place during the evening and/or weekends to meet the requirements of this policy document.

EP 1.1.5 RESPONSIBILITY

Responsibility for effecting this procedure rests with the Centre Manager, Health & Safety Coordinator and Health & Safety Committee.