

**EMERGENCY
FIRE & EVACUATION PLAN**

FOR

ELPHIN
SPORTS

CENTRE

***BASKETBALL - BADMINTON - TABLE TENNIS
INDOOR SOCCER - MARTIAL ARTS
MULTI PURPOSE STADIUM***

RACECOURSE CRESCENT

LAUNCESTON, TASMANIA, 7250

DATED 13 AUGUST 2020

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AIM & OVERVIEW

To ensure, as far as practicable, that no person suffers injury or illness as a result of a fire on land or in a building that is occupied by the Elphin Sports Centre.

The procedures that follow are designed to assist in the organization and implementation of emergency evacuation procedures for the Elphin Sports Centre.

Where the listed/named Chief Fire Warden and/or Deputy Chief Fire Warden is not present, each hall/area will be represented by the most responsible senior person available. A copy of the **Emergency – Fire & Evacuation Plan** (EEP) shall be presented to that person as well as procedures and responsibilities verbally explained.

SITE INFORMATION

Address:

ELPHIN SPORTS CENTRE

Racecourse Crescent

LAUNCESTON TAS 7250

Building Description:

The building is a Two building Sports Centre with Four Multi Purpose courts, 1x Table Tennis Room, 1 x Martial Arts Hall, and Meeting Rooms.

Upstairs there is a Mezzanine Function Room.

Building 1 Includes:

Ground Floor – Kiosk, Offices, Two multi-purpose halls (Capacity of up to 1000 people), Changerooms, Toilets.

Upstairs – Mezzanine (Capacity of up to 140 people), Toilets .

Building 2 Includes:

Two multi-purpose halls, Hall 1 capable of holding 450 people, Hall 2 capable of holding 100 people, Table Tennis Hall capable of holding 80 people, Martial Arts Hall capable of holding 100 people, Changerooms, Offices and Toilets.

Opening times:

Office Hours are 10 am – 4 pm Mon to Thurs, 10 am – 1 pm Fri.

Building is staffed from 7 am – 4 pm Mon to Thurs, 7 am – 1 pm Fri. (Cleaner)

The Building is staffed week days/nights and weekends as required. (Varied hours).

If there is no Elphin Sports Centre staff member onsite, an authorised person/s must have been inducted into the site, by the Chief Fire Warden, and be aware of the EEP and the responsibilities.

Special features:

Part of this Centre is alarmed after hours and also retains a security firms services for after hours patrols.

EMERGENCY EVACUATION PRIORITIES

FIRST PRIORITY: PROTECTION OF LIFE

The First priority is to ensure that all people who may be in danger are warned, and that action is taken to guarantee their safety, before any steps are taken to prevent the spread of the hazard, to secure assets, or to eliminate the hazard.

SECOND PRIORITY: PREVENT SPREAD OF HAZARD

The Second priority aims at controlling the extent of the hazard within the building and minimizing its release into the environment.

THIRD PRIORITY: SAVE ASSETS IN THE AFFECTED AREA

The Third priority is to prevent personal and Elphin Sports Centre assets from being damaged in the event of a fire.

FOURTH PRIORITY: ELIMINATE THE HAZARD

The Final priority is to eliminate the fire by extinguishment.

RESPONSIBILITY FOR DEVELOPING AND IMPLEMENTING EMERGENCY PROCEDURES

Management is responsible for the development and implementation of emergency procedures at the Elphin Sports Centre.

IMPLEMENTATION OF EMERGENCY PROCEDURES

The EEP for a building shall be implemented by the building's emergency control organization under the direction of the **Chief Fire Warden**.

EMERGENCY CONTROL ORGANISATION FOR A BUILDING (ECO)

The emergency control organization (ECO) facilitates the safe and orderly implementation of the emergency procedures in a building, including the evacuation of the occupants from a building when appropriate. The ECO is a structured organization of people within a building who take command on the declaration of an emergency, pending the arrival of the fire brigade or other emergency service.

The ECO comprises:

Chief Warden:	Manager
Deputy Chief Warden:	Assistant Manager
Area/Floor Wardens:	Principal Hirers Match Managers & Committee

The ECO can be Identified by:

Chief Warden / Deputy Chief Warden:	White Helmet/Orange Vest
Area/Floor Warden:	Yellow Helmet/Orange Vest
Wardens:	Red Helmet/Orange Vest

The Chief Warden must appoint an Area/Floor Warden and Warden to the above areas when they are in use. The number of Wardens appointed will depend on the number of people in attendance at each event. These Wardens (competent people) shall be appointed before the activity commences in the complex for their group.

The Chief Warden shall brief all Wardens and new staff members on their Roles and responsibilities.

Wardens shall familiarise themselves with:

- The layout of the building/s and the location of all emergency exits;
- The location of their closest exit and assembly area;
- Method of raising the alarm.

Management should encourage the implementation of an emergency control organization and emergency evacuation procedure within all areas at the Elphin Sports Centre. It is their ultimate responsibility to ensure that:

- Members are appointed to the emergency control organization for the building;
- Such persons have training in emergency procedures;
- They support the ECO with appropriate resources and authority.

Members of the ECO should be mature and responsible who are physically capable and have the confidence of building occupants.

THIS SECTION IS TO BE USED WHEN THE MANAGEMENT STRUCTURE IS NOT IN PLACE AND THE COMPLEX IS BEING HIRED.

Evacuation planning requirements place an obligation on the building occupier/manager to ensure that the Principal Hirer is made aware of their responsibilities in the event of an emergency. They must on each occasion name a competent Chief Warden who shall be brief on their roles and responsibilities.

PRINCIPLE HIRER OBLIGATIONS

The Chief Warden must appoint Area/Floor Warden/s and Warden/s to the area/s when they are in use. The number of Wardens appointed will depend on the number of people in attendance at each event. These Wardens (competent people) shall be appointed before the activity commences in the complex for their group.

The Chief Warden shall brief all Wardens on their Roles and responsibilities.

All Wardens shall familiarise themselves with:

- The layout of the building/s and the location of all emergency exits;
- The location of their closest exit and assembly area;
- Method of raising the alarm

On becoming aware of a fire or emergency, staff or other occupants must raise the alarm and where possible notify the Chief Warden.

AFTER HOURS RESPONSE

If the emergency occurs outside **normal trading/ business hours or if ECO members are absent**, the **tenants/occupants SHALL** follow the Quick Action Guide, evacuate the building and await the arrival of the Fire Service for further direction by the Officer-In-Charge. Brief the Officer-In-Charge on the status of the emergency and/or any other relevant information.

OCCUPANTS AND VISITORS WITH A DISABILITY

When developing emergency response procedures, consideration shall be given to occupants and visitors who for one reason or another may need assistance or are unlikely to be able to act optimally in an emergency. This would include but not be limited to occupants and visitors who –

- a) **are accompanied by an assistant;**
- b) **have a guide or companion animal;**

- c) use alternative forms of information and communication;
- d) have an ambulatory disability;
- e) use a wheeled mobility appliance, including wheelchair or scooter;
- f) are easily fatigued;
- g) easily experience acute anxiety in an emergency; or
- h) easily experience extreme confusion in an emergency.

A list of the names and other necessary information about occupants with a disability should be kept at the locations where the chief warden exercises control.

Suitable strategies in an emergency or evacuation should be discussed with those occupants from the facility who have a disability and a personal emergency evacuation plan (PEEP) developed for each of those persons.

Information on the PEEP shall be disseminated to all people responsible for its implementation.

All Staff - If you discover a fire or smell smoke

Remove yourself and others from the immediate danger.

Alert others, Ring 000 and Contact the Chief Warden.

Confine fire & smoke by closing doors & windows if safe to do so.

Extinguish any small fires but only if you are trained & it is safe to do so.

DUTIES OF ECO ON NOTICING OR BECOMING AWARE OF AN EMERGENCY.

CHIEF WARDEN ROLES AND RESPONSIBILITIES

Identified by **White** Helmet/Orange Vest

On becoming aware of an emergency, the Chief Warden shall take the following actions:

1. Upon the activation of the Fire Alarm System, the Chief Warden is to attend the Fire Indicator Panel to ascertain the location of the potential emergency and commence immediate evacuation of the complex;
2. Respond and take appropriate control of the situation;
3. Ascertain the nature of the emergency and implement appropriate action;
4. Ensure that the relevant emergency service has been notified (000 zero);
5. Ensure that Floor and/or Area Wardens are advised of the situation, as appropriate;

6. Where relevant ensure that the music is turned off and house lights turned on.
7. If necessary, after assessing the situation, initiate action appropriate to the situation in accordance with the EP and have entry to the affected areas controlled;
8. Monitor the situation and ensure any action taken is recorded in an incident log;
9. Brief the Senior Emergency Service Officer upon arrival on the type, scope and location of the emergency and the status of the evacuation, and thereafter assist the officer as required; and
10. Any other actions considered to be necessary or as directed by the Senior Emergency Service Officer.

DEPUTY CHIEF WARDEN ROLES AND RESPONSIBILITIES

Identified by **White** Helmet/Orange Vest

The deputy chief warden shall assume the responsibilities normally carried out by the chief warden if the chief warden is unavailable, and otherwise assist as required.

FLOOR AND/OR AREA WARDEN ROLES AND RESPONSIBILITIES

Identified by **Yellow** Helmet/Orange Vest

On becoming aware of an emergency a Floor and/or Area Warden will:

1. Implement the emergency procedures for their area;
2. Check to ensure that the relevant emergency service has been notified (000 zero);
3. Direct Wardens to check their allocated floor or area and report on any abnormal situation;
4. Commence evacuation if the circumstances on their floor or area warrant it;
5. Communicate with the Chief Warden by whatever means available and act on instructions;
6. Perform methodical search of their area to ensure that all persons have been notified of emergency and have, or are leaving, the building to the assembly point;
7. Assist mobility impaired persons;
8. Advise the Chief Warden as soon as possible of the circumstances and action taken;
9. Co-opt persons as required to assist a Warden during an emergency; and
10. Confirm that Warden activities have been completed and report back to the Chief Warden or the Senior Emergency Service Officer if the Chief Warden is not contactable.

Area Wardens must be familiar with:

- The operation of the fire alarm system, the emergency warning system and other equipment used to assist in the operation of emergency procedures for the building;
- The area (hall) they represent, including;
 - all means of egress and alternative escape routes;
 - the existence and position of rooms leading off blind passages; doors leading to dead-ends and any other confined areas in which persons could be located;
 - potentially hazardous materials or operations undertaken in their zone;
 - the location and operation of fire doors, smoke doors, fire blankets, portable fire extinguishers and fire hoses in their area;
 - the number and location of mobility-impaired persons in their area;
- It is important that an Area Warden or a Deputy Fire Warden be available for each area during periods of normal occupancy.

WARDEN ROLES AND RESPONSIBILITIES

Identified by **Red** Helmet/Orange Vest

On becoming aware of an emergency a Floor and/or Area Warden will:

1. Act as floor or area wardens.
2. Operate the communication system(s) in place.
3. Check that any fire doors and smoke doors are properly closed.
4. Close other doors in accordance with the emergency response procedures.
5. Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated.
6. Ensure orderly flow of people into protected areas, for example, stairways.
7. Assist occupants with disabilities.
8. Act as leader of groups moving to nominated assembly areas.
9. Report status of required activities to the floor or area warden on their completion.

ASSEMBLY AREAS

Building 1 – Main Car Park near Large Rubbish Bins.

Building 2 – As Above (Building 1) or other side of Dowling St.

EVACUATION DRILLS

Evacuation drills are a most important part of the training associated with emergency evacuation procedures. Drills, complete with local alarms should be carried out in all areas at least once a year.

It is the Chief Fire Warden's responsibility to ensure that at least one evacuation drill is conducted every year.

The following points should be noted by the Chief Fire Warden in planning and implementing an evacuation drill:

- Ensure that all staff/wardens recognize the **alert** and **evacuation** signals and know the relevant procedures, exit routes, and assembly area;
- The Chief Fire Warden should superintend the drill, record the time required to complete the evacuation, and note any problems and deficiencies;
- After each drill a meeting of Wardens should be held to evaluate the success of the drill and to solve any problems that may have arisen.

EVACUATION OF OFFICES, HALLS AND MEZZANINE/MEETING ROOMS

Upon Hearing the Alert or When Notified of an Emergency the person in charge of the Area should direct people to:

- **Stand fast** and push chairs, large bags, etc. under tables or benches.
- **Turn off** electrical devices.
- **In controlled sequence, move to nearest exit** in an orderly manner.
- **Move to the closest Assembly Area.**

These procedures need to be orderly to minimize crowding in hallways and doorways.

EMERGENCY EVACUATION PROCEDURES IN THE CASE OF FIRE

You discover a fire:

- Help people in immediate danger
- Warn others by shouting "**Fire, Fire, Fire**", **raise the alarm if not already sounding and telephone 000.**
- **Decide if you can put the fire out. If you are not sure, do not attempt to.**
- Don't attempt to use a fire extinguisher if you have never been instructed on how to use one.
- If you can put out the fire then do so, if not proceed to evacuate the building.

You hear the fire alarm ringing; you must prepare to evacuate the building:

- Switch off all computers, printers and electrical appliances.
- Close all windows and doors.
- Gather your personal belongings in preparation to immediately evacuate the building.
- Organise/help other people in the room/area.

Evacuate the building and proceed to you Building Assembly Area:

- Move at a quick walk, do not run.
- If you have to move through a closed door that you cannot see through:
- Feel the door to see if it is hot;
- Look for smoke coming under the door;
- Open the door slowly and look around it to see if there is a fire behind it;
- If there is no fire on the other side, proceed through and close the door behind you;
- Move to the Building Assembly Area as quick as possible;
- Report to your Warden that you/your group is there and if you know of anyone trapped in the building;
- Remain in the Assembly Area until you are informed that you may leave or move by either the Fire Warden or a member of the emergency services.

You notice someone on the verge of panic;

- Give them a task or responsibility;
- The person will still require constant monitoring;
- Do not hit them;
- Take hold of one of their hands and guide them out of the building to the Assembly Area;
- If they will not cooperate or start to grab hold of things; Leave them where they are;
- Evacuate yourself and inform the Warden, the Chief Fire Warden, or the emergency services immediately.

Mobility impaired people

- If you encounter a person with some form of physical disability that restricts their mobility, you may be required to assist them from the building.
- If you are unable to remove them from the building it is important to inform the emergency personnel or Fire Warden of their location so that they can be retrieved as soon as possible.

- Leave the person's mobility aids behind; they can always be claimed on insurance.

If you are trapped in a room:

- Exit through a window if you are on the ground floor;
- If you are not on the ground floor:
 - Close the door
 - Go to the window
 - If there is smoke in the room open the window a little so you can breathe fresh air. If not, do not open the window. This can assist in the spread of fire into your area from lower floors;
 - Attract people's attention to your plight. This can be achieved by writing on a paper and sticking to the window or calling out the window. If you open the window remember to close it again as this can be an entry point for fire. Do not open the window up fully;
 - If the room is filling with smoke, stay close to the ground. The air is cooler and oxygen is more plentiful in this region;
 - Wait for the Fire and Rescue Service to rescue you.

Lifts

In general, lifts must not be used for emergency evacuations. The lifts may lose power or become a hazard during an emergency. When the Emergency Services arrive at your building, they may choose to use the lifts to assist them with their search and rescue activities. In most buildings with lifts, the lifts will return to the ground floor and stay there upon notification of an emergency evacuation or fire alarm.

Do not procrastinate: REMEMBER

- Fires spread rapidly;
- Fire produces thick black smoke that is difficult to see through and causes suffocation;
- The freshest air will always be near the floor;
- Move quickly. Do not run;
- Be decisive;
- Think for 10 to 30 seconds;
- Make a decision and follow that decision.

DEFINITIONS

Area – refers to any hall, meeting room, mezzanine, office or room where people gather.

Fire Alarm System – The **fire alarm system** is designed to provide automatic notification of the presence of fire (by detecting heat or smoke) in the building. It is made up of fire detectors positioned throughout the buildings and wired to the fire indicator panel and fire bell. When a detector is activated, its location is shown on the fire indicator panel, the fire bell commences to ring continuously, a signal is sent automatically to the fire brigade, and the emergency warning system is started in the ALERT mode.

The **fire alarm system** can be manually activated using the break-glass switches at various locations in the buildings.

Emergency warning system – provides an audible signal throughout the buildings to warn occupants of a fire or other emergency situation.

Public Address System – A public Address System is located in the main office. This system has an emergency siren. The public address system will reach all areas when required to advise people to leave the building and gather at the nearest assembly area.

ASSESSMENT OF POTENTIAL EMERGENCIES

Fire

- Rubbish fire, bush fire, electrical fire, oil/fat fire, gas fire

Medical Emergency

- Heart attack, burns, cuts/lacerations, asthma, poisons etc

Internal Emergency

- Flood, chemical spill, power failure, structural instability
- Health & Safety Serious Incident & Dangerous Occurrence.

External Emergency

- * Gas leak, civil disturbance, vehicle accident, severe storm damage

Bomb or Substance Threat

- * Chemical, biological or radiological threat, suspicious package

Armed or Aggressive Intruder

- * Building invasion, armed intrusion, assault, act of terrorism.

SITE EMERGENCY PLAN

Building Emergency Response Personnel

Emergency Personnel	Name	Contact Number
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Building Warden	Lyn Townsend	Phone Numbers Will Be Provided When Hired
Deputy Building Warden (Day)	Phil McCarthy	
Deputy Building Warden (Night)	Ben Tyeson	
Floor Warden (Area name)	Various	
Deputy Floor Warden	Various	
Floor Warden (Area name)		
Deputy Floor Warden		
Warden (Area name)		
Deputy Warden		

SITE EMERGENCY PLAN

Emergency Evacuation

IF TOLD TO EVACUATE AN AREA OR BUILDING BY THE CHIEF WARDEN OR BUILDING / FLOOR WARDEN:

1. Follow the directions of your Warden
2. Assist others as directed
3. When evacuation is to proceed, the Building Warden or Floor Warden will:
 - Give clear directions to go to specific assembly point
 - Note the identity of your group leader
4. Maintain visual contact with one another and the group leader
5. Do not move from the assembly point until authorised by the Chief Warden
6. Under no circumstances is anyone to re-enter the building until the position is declared safe by the relevant external authority or Chief Warden.

SITE EMERGENCY PLAN

In the Event of a Bomb Threat

1. ABOVE ALL:

KEEP CALM AND DO NOT ALARM EMPLOYEES/USERS AND VISITORS.

2. IF THREAT IS BY TELEPHONE:

- Prolong call - keep person talking and ask:
 - * Location of Bomb
 - * Time Set to Explode
- Record information for Police as well as any other relevant information as shown on the Bomb Threat Checklist

3. REPORT CALL TO POLICE OR THE OFFICE

ADVISE A WARDEN

4. IF OBJECT FOUND:

- Do not touch
- Report find
- Keep areas clear

5. BASIC RULES:

- Treat as genuine
- Record exact information (using checklist if possible)

6. EVACUATION:

- Any bags / articles brought into building on entry should be taken out upon evacuation

SITE EMERGENCY PLAN

In the Event of a Hold-Up

- 1. NOTE AND REPORT SUSPICIOUS PERSONS**
- 2. IF CONFRONTED, OBEY INTRUDERS INSTRUCTIONS**
- 3. OBSERVE CAREFULLY:**
 - ANY ARTICLES TOUCHED BY INTRUDER(S)
 - PHYSICAL DETAILS AND ATTIRE
 - POINTS WHICH MAY AID DESCRIPTION INCLUDING MANNERISMS AND WEAPONS
 - DIRECTION THAT INTRUDERS LEAVE THE AREA
- 4. RECORD INFORMATION FOR POLICE**
- 5. RING POLICE OR THE OFFICE AND PROVIDE DETAILS OF INCIDENT**

SITE EMERGENCY PLAN

In the Event of High Winds or Storm

Due to the building structure of Elphin Sports Centre a risk of wind damage is present.

The main damage could be that to the cladding of the external walls and roofs which are colour bond steel or roofing iron.

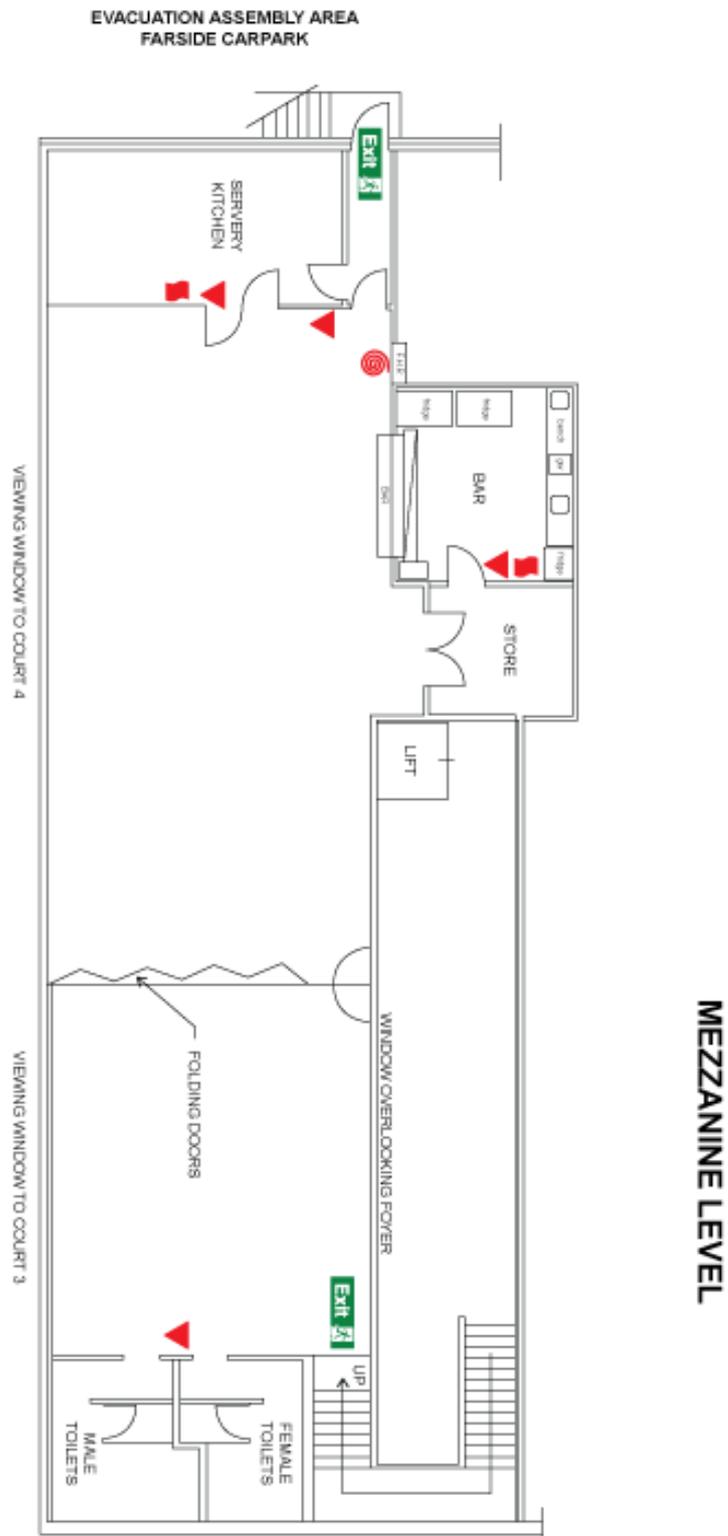
Additional to high wind, storm could bring possible rain and lightning. Some of the functions of alarm systems in the building could be affected, particularly by lightning.

Wind and rain combined may cause water to drip on to court areas, making surfaces dangerous to playing conditions.

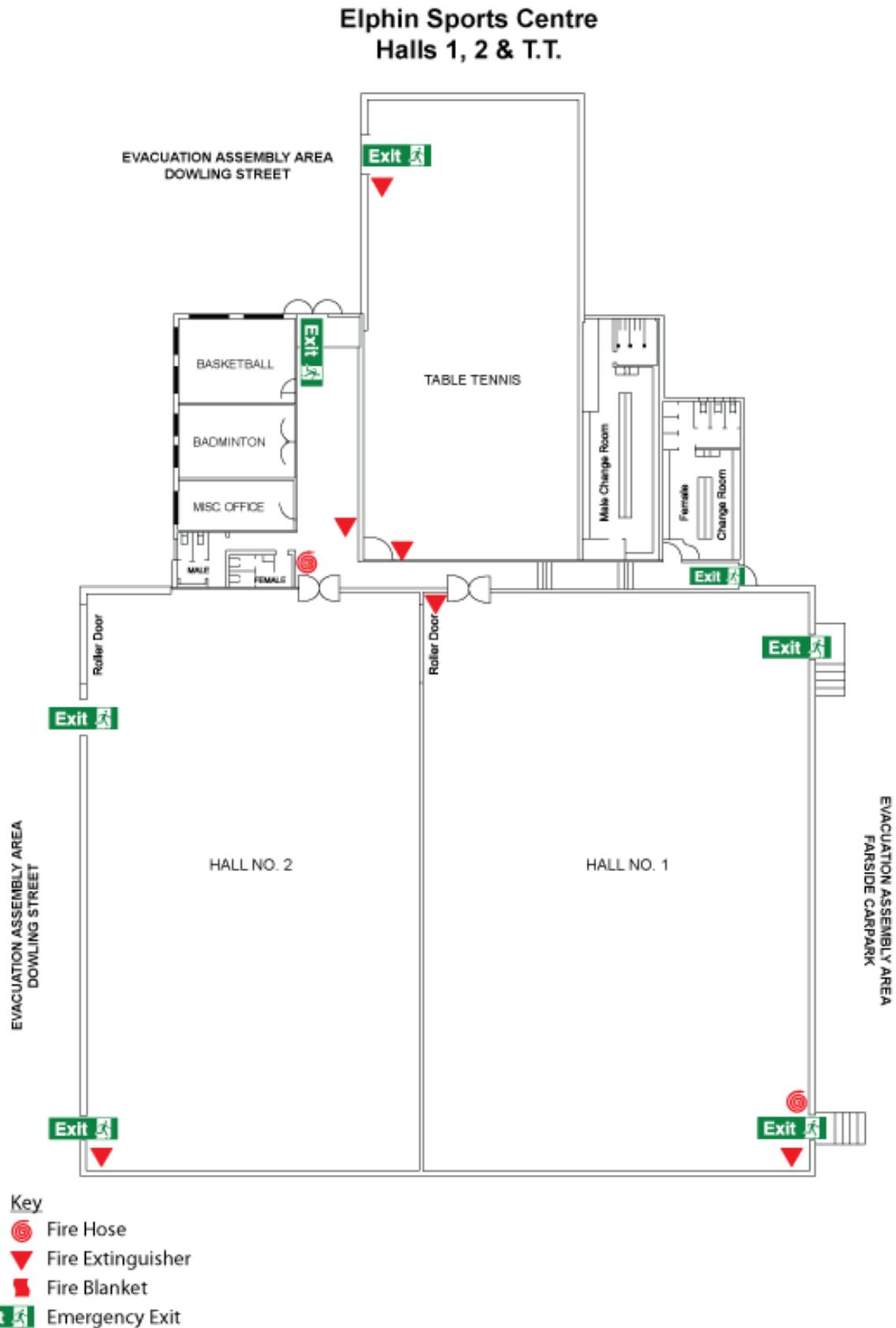
Emergency lighting will activate immediately on power failure.

MEZZANINE

- Key**
-  Fire Hose
 -  Fire Extinguisher
 -  Fire Blanket
 -  Emergency Exit

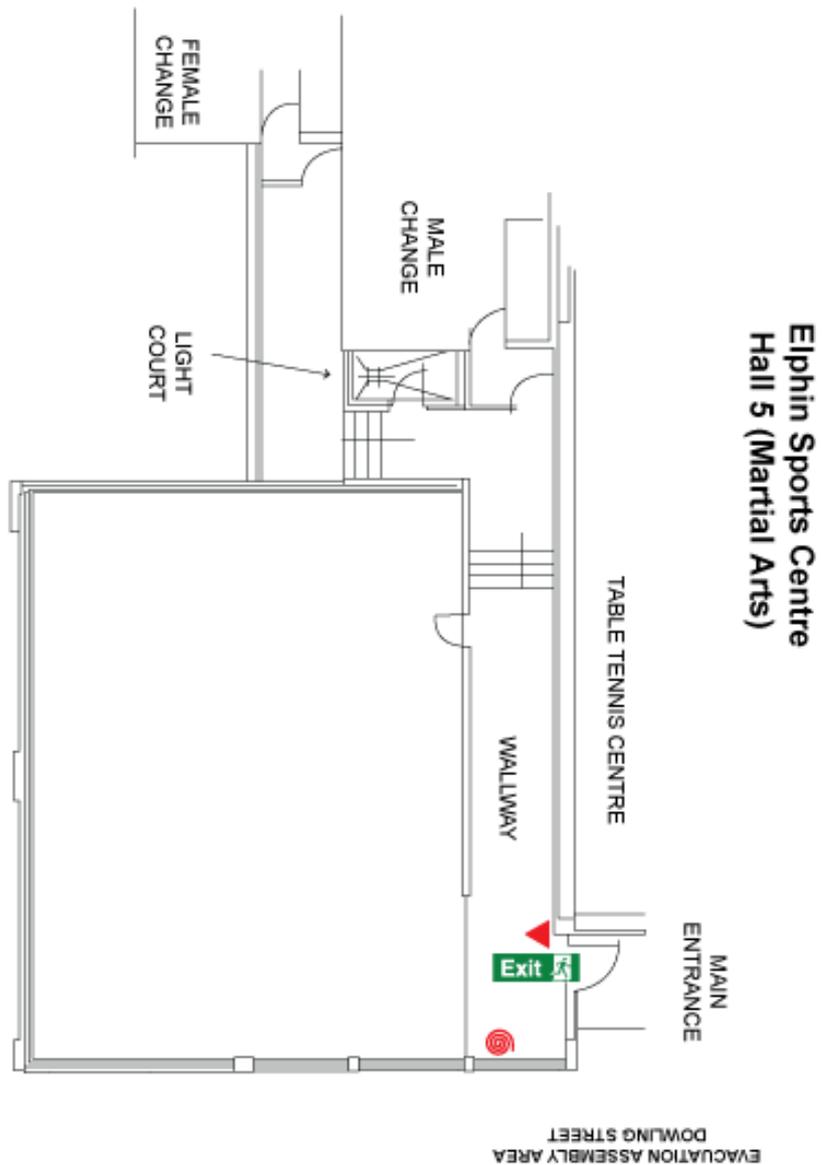


HALLS 1, 2, TABLE TENNIS, OFFICES & CHANGEROOMS



HALL 5 (MARTIAL ARTS)

- Key**
-  Fire Hose
 -  Fire Extinguisher
 -  Fire Blanket
 -  Exit
 -  Emergency Exit



EMERGENCY ACTION GUIDE

IN CASE OF EMERGENCY DO THIS



EVACUATION

On being given a signal to
Evacuate...

1. Follow instructions as directed by a Warden or through the building communication system.
2. Leave the building via the nearest safe exit:



3. Proceed to the assembly area and remain there until otherwise advised by a warden or fire officer.



FIRE

1. Assist any person in immediate danger **ONLY** if safe to do so.
2. Close the door.
3. Call the Fire Brigade on 000.
4. Attempt to extinguish fire **ONLY** if safe to do so.
5. Evacuate to assembly areas.
6. Remain at assembly area until you are accounted for.

Your nearest assembly area is:
