



FIRE SAFETY

FIRE AND EMERGENCY EVACUATION PROCEDURES

- 1) The person discovering the fire shall raise the alarm (using voice; house alarm) without panicking the participants.
- 2) Provider will notify the Fire Brigade phone: **000** giving stating:
 - Name
 - Address: **8 Stafford Road: West Albury: NSW 2640**
 - Nearest cross street name: **Somerset Drive**
- 3) Provider shall collect the Attendance sheet; then check all areas for participants; and endeavour to close windows and doors to contain fire.
- 4) Provider will organise a quiet and orderly evacuation of all participants by the nearest safest exit; to the first stage assembly point:
 - **Evacuation Area 1: to front yard: letterbox.**
 - **Evacuation Area 2: to rear yard: timber swings.**
- 5) The Provider will then check off names of the evacuated participants against the Attendance sheet.
- 6) The Provider shall meet the Fire Brigade captain and inform him of any missing participants; the location of the fire and any relevant information.
- 7) **NO ONE SHALL RE-ENTER THE BUILDING UNTIL ADVISED BY THE FIRE BRIGADE CAPTAIN OR SENIOR FIRE BRIGADE OFFICE**
- 8) Should main exits be blocked by fire; smash a window from the inside and pass the participants outside; wrap participants in blankets before passing any flames etc.
- 9) Should it only be a small fire with **NO** danger to operate; the nearest adult person or provider should attempt to put the fire out **AFTER** alerting others.