

St George's Fire and Emergency Protocol



Outside groups shall appoint a competent person as Chief Warden from the group that is using the complex. This person is in turn responsible for appointing Wardens before the activity commences. The number of Wardens appointed will depend on the number of people in attendance at each event and their individual or group needs.

Name of the Group renting St George's facilities:

Chief Warden

Wardens

In the event of a fire or other emergency the Chief Fire Warden will;

Investigate the source of the Fire or situation and determine appropriate action;

Alert others in the area by raising the alarm;

Contact the Fire Brigade on 000;

Commence evacuation through the designated emergency exits;

Delegate for the Wardens to check all areas to ensure everyone has evacuated;

Ensure the complete evacuation of the Building;

Attempt to confine the fire and smoke by closing doors and windows, where relevant (if it is safe to do so);

Attempt to extinguish fire with Portable Firefighting Equipment (if properly trained and it is safe to do so);

Liaise with Fire Brigade on arrival regarding the situation

Roles and Responsibilities of Wardens

Commence Evacuation of their area if required or on notification from the Chief Warden

Assist persons to leave via the nearest safe Exit

Search all areas and rooms to ensure everyone has evacuated

Assist people with disabilities

Control entry to the building

Direct people to the nominated assembly area/s

Report to the Chief Warden on the completion of required activities