

# Hirers Evacuation Guide

## EMERGENCY PROCEDURES

**Evacuation planning requirements place an obligation on the building owner 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.**

**Hirer's Name:** \_\_\_\_\_

**Chief Warden:** \_\_\_\_\_

**Wardens:** \_\_\_\_\_

### PRINCIPAL HIRER OBLIGATIONS

The Chief Warden will appoint one or more competent people as Wardens from their group to assist during an evacuation. The number of Wardens appointed will depend on the number of people in attendance at each event and their individual or group needs.

The Chief Warden shall brief all Wardens 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 (Whistle, Horn, Bell etc).

**In the event of a Fire or other Emergency, the nominated Wardens shall take the following actions:**

### CHIEF WARDEN RESPONSIBILITIES (WHITE TABARD)

- Ascertain the nature of the emergency and determine the appropriate action.
- If necessary, initiate evacuation.
- Ensure all persons are notified of the emergency (using the agreed method).
- Ensure that the Tasmania Fire Service is notified - **000**.
- Ensure that the Wardens are notified of the situation.

- Ensure that the building has been totally evacuated.
- Ensure exits are secured to prevent re-entry to the affected area.
- Brief the emergency services personnel upon arrival.

#### **WARDENS RESPONSIBILITIES (RED TABARD)**

- Commence evacuation, if the circumstances warrant it.  
Ensure that all persons have been notified.  
Search all areas to ensure all persons have been have evacuated
- Communicate with the Chief Warden and act on his/her instructions.
- Assist any mobility-impaired person.
- Ensure the orderly flow of persons to the assembly areas.
- Secure exits to prevent re-entry to the affected area.

# **EMERGENCY ACTION GUIDE**

**IN CASE OF**

## **EMERGENCY**

FOLLOW ADVICE FROM CLERGY OR A WARDEN

OR

LEAVE IMMEDIATELY THROUGH THE NEAREST SAFE EXIT

**EXIT**

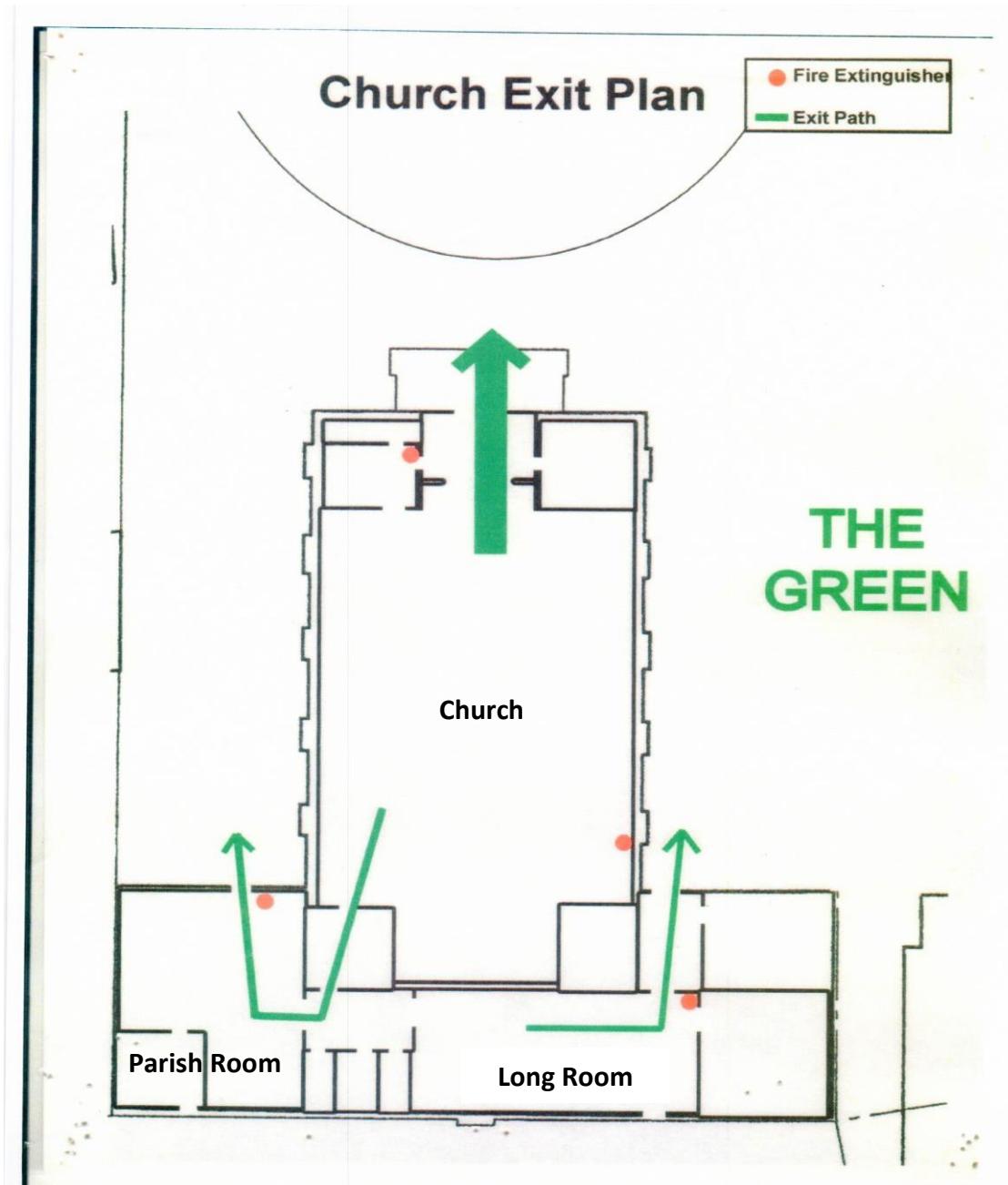


**GO TO THE ASSEMBLY AREA LOCATED  
on the Green on the  
SOUTH SIDE OF THE CHURCH**

## ASSEMBLY AREA: The Green

This is the grassed area directly outside the front entrance to the Church Hall, to the south of the church adjacent to the Rectory.

## EXIT MAP AND EQUIPMENT LOCATION



## ASSEMBLY AREA: during Restoration Project

Cromwell Street - out the front of the church. If access from the Long Room is not safe via the green then exit through the park to DeWitt Street and walk around to Cromwell Street.

## Meeting Point during Restoration

