



CCSRA
CHURCHES OF CHRIST
SPORT & RECREATION ASSOCIATION

CCSRA/ Warwick Stadium **EVACUATION PLAN**



WARWICK
— S T A D I U M —

Schools

Purpose

This evacuation plan has been prepared in order to help a safe and prompt exit of Warwick Stadium. It will only be effective if all staff have read it and are familiar with all aspects. It is to this point the evacuation plan is kept as simple as possible. It is also recognised at different times of operation different staff may be present and some areas may not be open. As such this plan has been compiled to cover all areas by whatever staff is on at the time.

Alarm

Warwick Stadium is fitted with smoke detectors and an automated alarm system. On the most part if a fire starts the system will pick it up and automatically sound the alarm along with a voice message to evacuate.

If a fire is detected by a staff member before the automated system is activated, all emergency exits have an alarm button. This should be pressed by the staff member and then they should start the evacuation procedure.

Responsibilities

Once the alarm is activated, a senior staff member (known as the Fire Marshal), is to take overall responsibility until such time as the fire brigade arrives. On arrival of the brigade, they should brief the brigade as to rooms checked and at this point the Brigade has authority until they declare it is safe.

Assisting this person is one of the staff from the Reception area.

No one should re-enter the premises until advised safe to do so by the Brigade or senior staff after they have been advised it is safe.

Office hours: **If safe to do so.** A senior staff member to oversee other staff to make sure all areas/toilets are vacated.

After hours: **If safe to do so.** The Sports Coordinator or other senior staff person present should take control in checking all areas are vacated.

Access ways Ingress/Egress

It is the responsibility of directors, managers, sports Coordinators and intern all staff, to make sure all emergency exits, passage ways and other work areas are not obstructed at any time.

- No rubbish or other obstructions are on inside or outside of emergency exits
- No chairs or rubbish bins are left in front or outside of emergency exits
- Work areas have a minimum clearway around them of 800mm with clear passage to doorways
- Passage ways remain clear of obstructions (minimum of 1m walkway)
- Regularly check all emergency Exit signs are working and report any not working.

Muster Point

The Muster point for the stadium is in the second row of the car park at the front of the building. It is important to move all patrons away from the main entrance and front row car park to allow freedom of movement for all emergency service vehicles and personnel.

It is recognised that as we are a public venue it is difficult to do exact head counts. As such:

- A check list has been produced to check areas for patrons and should be used in each situation.
- Once at the muster point, all staff and patrons to be asked if they know anyone missing.

Evacuation plan

If alarm sounds and directions to evacuate are being broadcast, **all staff rostered on at the time** need to assist in the immediate evacuation of the premises. Directing all people to use closest fire exits around the building and directing people from there to the muster point at the front of the building.

It is important to remain calm and keep all patrons calm when exiting.

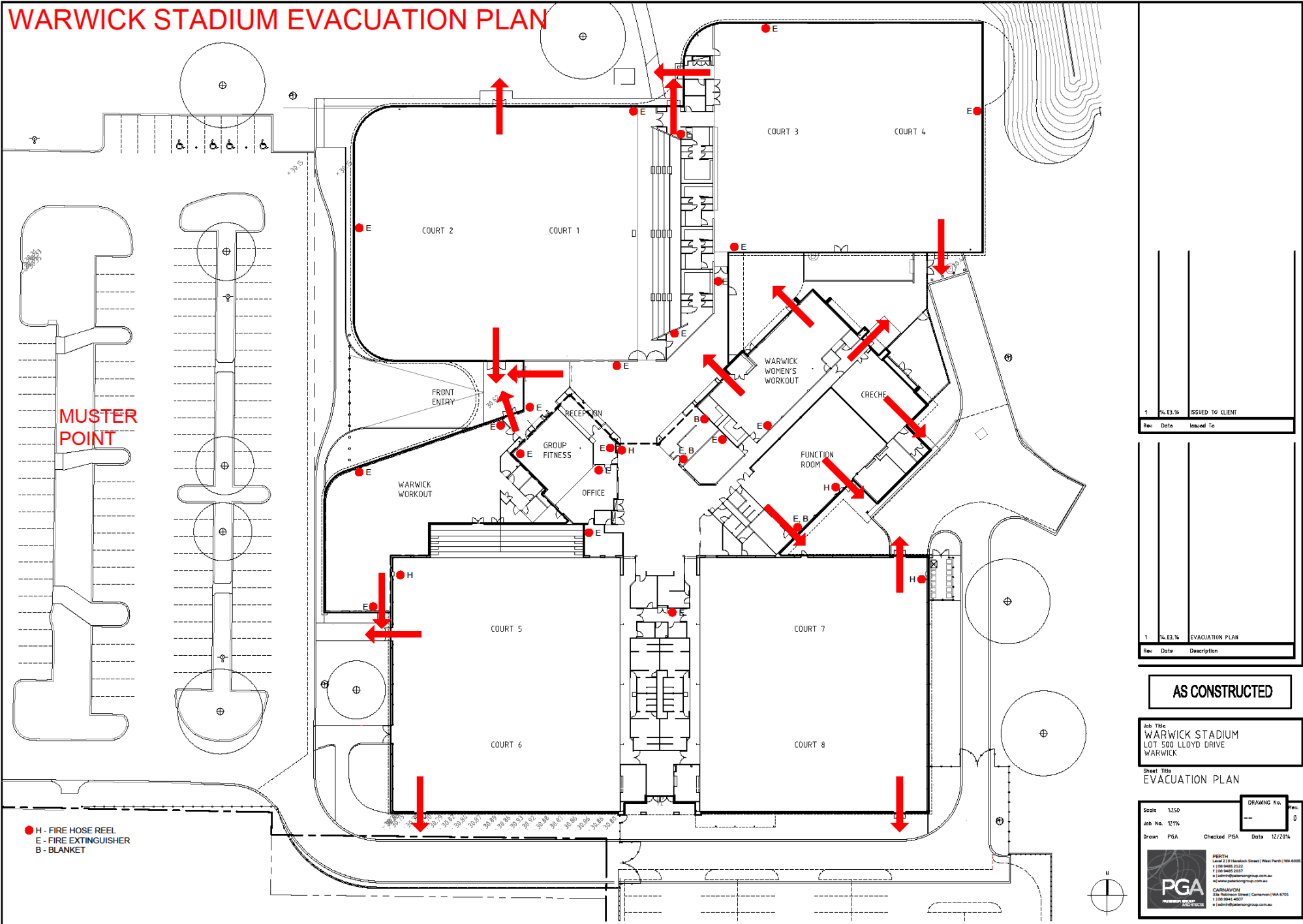
School staff person

School staff come under the direction of the centres Fire Marshal and should assist Warwick staff in the exiting of students. Once at the muster point they need to check all students are present and report to the centre staff if any are not accounted for.

Refs/Umpires:

- Close down all games on courts
- Encourage patrons to exit the building in a safe manner
- If safe to do so
 - Check all toilets on way out, making sure to call out as you check each one
 - Courts 1/2 , 3/4 , 5/6 , 7/8
 - After courts and toilets have been cleared, close fire doors on way out from courts 1/2, 3/4
- Report to the fire marshal/ marshal assistant that your area is clear

WARWICK STADIUM EVACUATION PLAN



1	14.03.16	ISSUED TO CLIENT
Rev	Date	Issued To

1	14.03.16	EVACUATION PLAN
Rev	Date	Description

AS CONSTRUCTED

Job Title
WARWICK STADIUM
 LOT 500 LLOYD DRIVE
 WARWICK

Sheet Title
EVACUATION PLAN

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PGA
 PARTNERSHIP GROUP
 SERVICES

PGS174
 Level 2 19 Hazelwick Street | West Perth | WA 6005
 T 08 9448 2122
 F 08 9448 2117
 admin@pgaenrgroup.com.au
 www.pgaenrgroup.com.au

CARNARON
 236 Robinson Street | Carnarvon | WA 6705
 T 08 9941 4807
 admin@pgaenrgroup.com.au

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