



## **BUILDING EMERGENCY PROCEDURES**

### **Roles and Responsibilities**

#### **Roles:**

Because the GoulburnClub has no permanent staff and is staffed by volunteers who operate the club on an ad-hoc basis, it is not possible to designate permanent wardens.

#### **Chief Warden:**

- The role of the chief warden at any one time will be taken on by the senior bar operations person.
- In the absence of any bar staff, the most senior person present must assume responsibility for ensuring a safe initial response to an incident or emergency situation.

#### **Deputy Warden:**

The Chief Warden will deputise two or three volunteer staff as Deputy Wardens in the event of an emergency.

#### **Chief Warden Emergency Response Duties**

##### **When notified of an emergency the chief warden will:**

- determine the location and the type of emergency
- assess the situation and:
  - if necessary use, or delegate the use of, the appropriate fire extinguisher equipment
  - if necessary phone the appropriate authorities (000)
  - if necessary, or in doubt, initiate an evacuation.

##### **In the event that an evacuation is necessary, the chief warden will:**

- Put on the RED Chief Warden's helmet.
- Deputise two Deputy Wardens who are to use the YELLOW deputy warden's helmets
- Delegate the Deputy Wardens to ensure all patrons evacuate the building and assemble at the emergency meeting point in the park. The Deputy wardens are to check all of the club's rooms, including toilets, checking the upstairs area before the downstairs area



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#### **Deputy Warden Emergency Response Duties**

The Deputy Wardens will:

- if necessary, co-opt other staff to assist with the implementation of procedures
- report to the chief warden
- respond as instructed by the chief warden.
- check all of the club's rooms, including toilets, checking the upstairs area before the downstairs area
- direct patrons to assemble at the emergency meeting point in the park.

#### **Training**

All bar staff will be asked to attend a one hour training session on the clubs FIRE and EMERGENCY procedures during the next twelve months. Because of the volunteer nature of the Club's operations and the number of volunteers, it is not considered possible to ensure that all volunteers will be able to attend the training when it will be offered.

Therefore all of the Club's volunteers will be provided with the attached Fire and Emergency Guide, and will be required to sign that they have read and understood the information.

#### **Contractors**

Contractors, working at the Goulburn Club must be inducted in the emergency procedures for the area they are working in. In most cases this induction would involve directing them to the Fire Extinguisher and exit guides displayed on the walls of the area they are working in. area.

#### **People with Disabilities**

In the event of an emergency that leads to a building evacuation, people with disabilities who require assistance to evacuate should be assembled at designated "safe place" (the location of this is to be determined by the Chief Warden, and will be dependent on the location of the emergency) and to be attended to by their escorts or at least one building warden.

Immediately following the evacuation of "able bodied" building occupants, those with disabilities who are capable of using the stairs should be assisted from the building by an escort or warden. Another warden or escort should remain with those in the "safe place" awaiting evacuation. People who are incapable of using the stairs should be evacuated under the control of the attending emergency services.