

Winmalee

Christian Conference Centre



Fire Safety & Fire Warden Instructions

Preparation

Appoint a Fire Warden (Guest Register best person)

Each leader needs to know who the Fire Warden is & be aware of the Evacuation Procedure, Assembly Areas & know location of fire extinguishers, fire hoses & fire panel

Fire Warden must have a complete record of all guests on site at any given time (including visitors) so that all can be accounted for during an incident. This must be kept on person & up to date

If guests are leaving site the Fire Warden must be notified before & on return

New arrivals must report to the Fire Warden

Fire Warden is to be introduced to Site Manager on arrival

Fire Alarm is connected to "Back to base" monitoring

Be aware that the Site Manager's residence is connected to the alarm system &

Site Manager will investigate alarm activation

Alarm Sounding (usual smoke alarm siren)

Locate alarm source at Fire Panel

Check for false alarm or actual fire

Evacuate guests in immediate danger area if safe to do so

Call 000 from Pay Phone if safe to do so (no mobile coverage)

Extinguish fire if safe to do so

Evacuate all guests to Emergency Assembly Area (Playing Field)

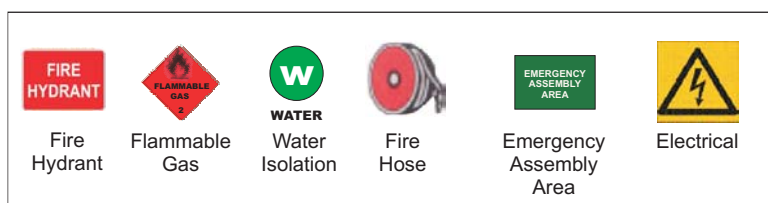
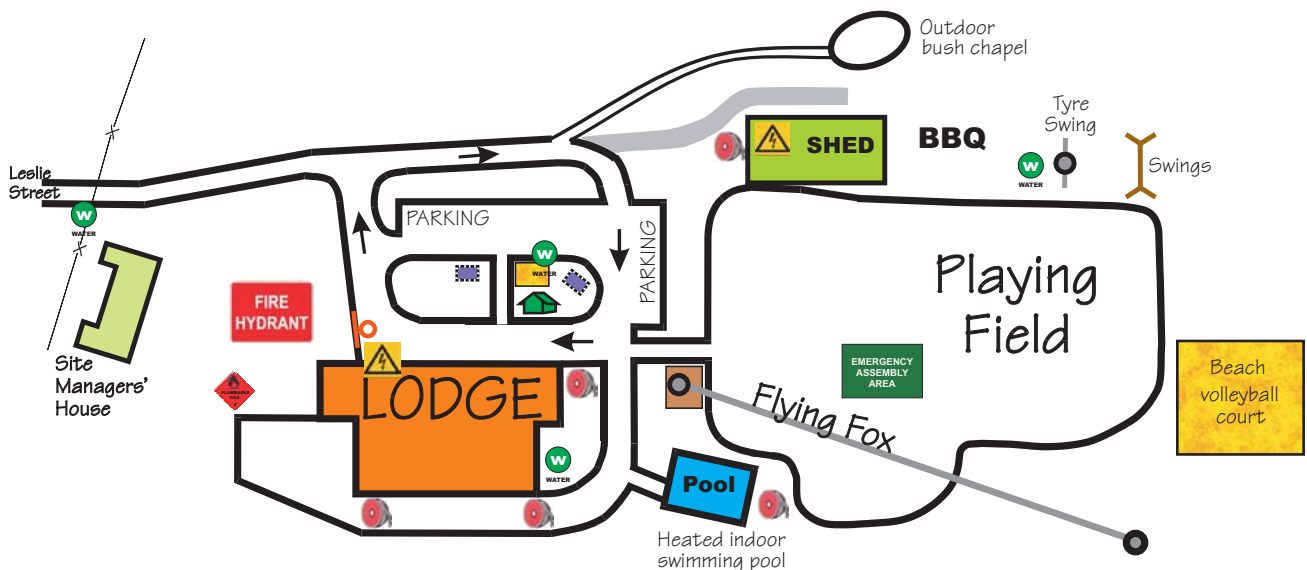
Account for all guests

R
Rescue

A
Alarm others

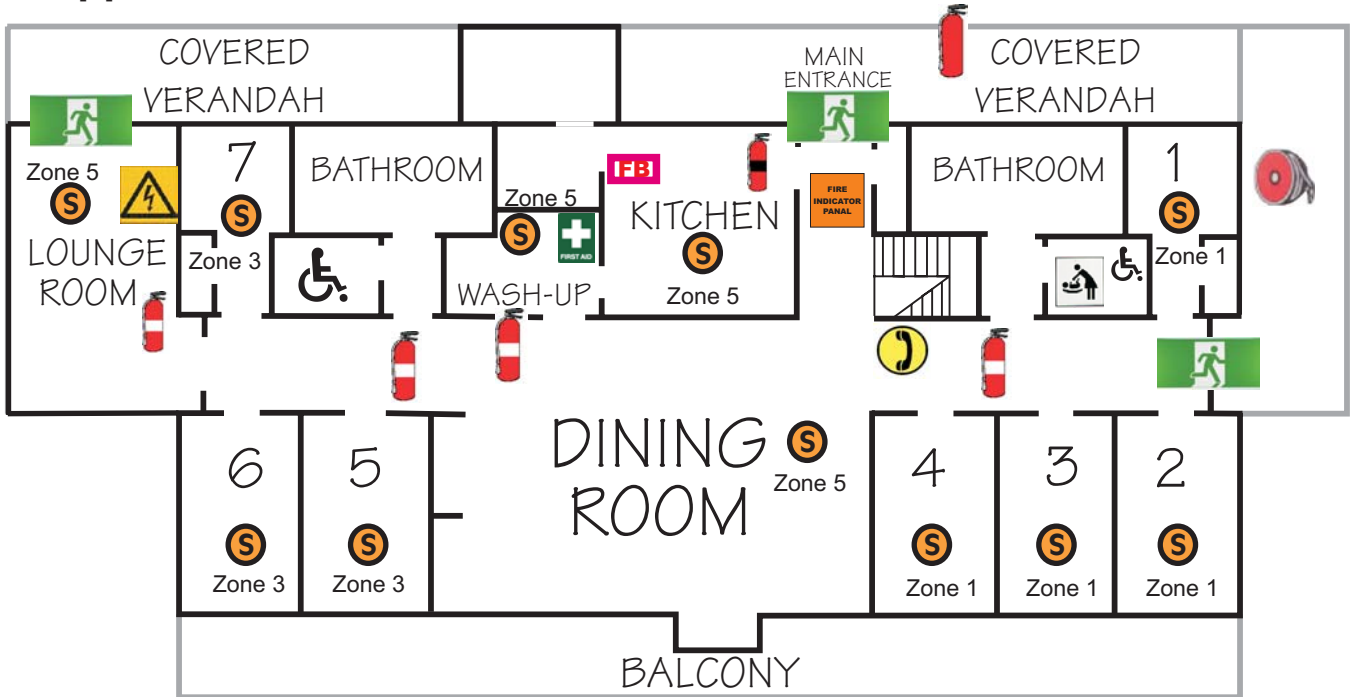
C
Contain fire

E
Extinguish fire



FLOOR PLANS

Upper Level



Lower Level

