

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

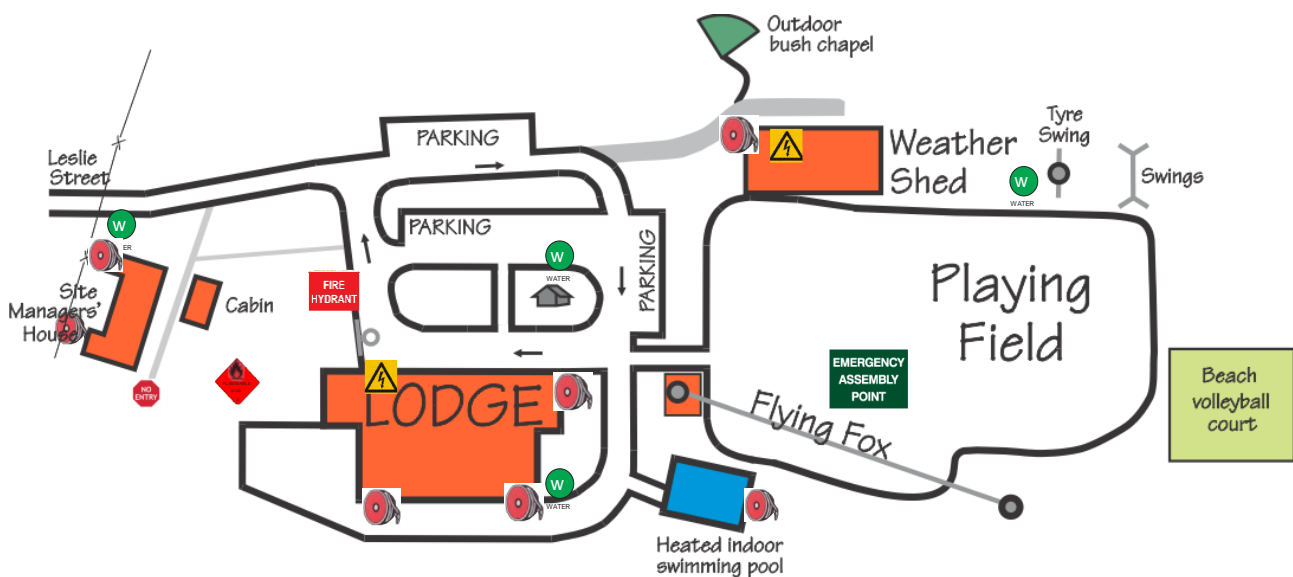
Call 000 from Pay Phone if safe to do so (no mobile coverage)

Extinguish fire if safe to do so

Evacuate all guests to Emergency Assembly Area (Playing Field)

Account for all guests

| |
|-------------------------|
| R escue |
| A larm others |
| C ontain fire |
| E xtinguish fire |



Fire Hydrant



Flammable Gas



Water Isolation



Fire Hose

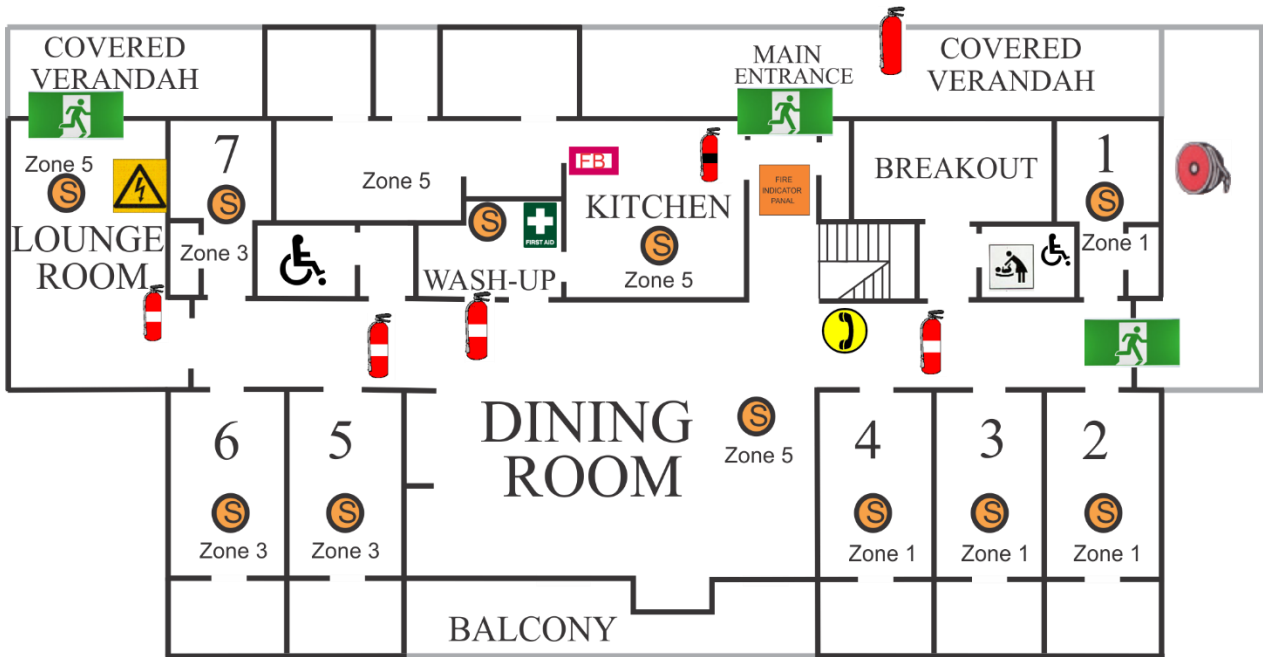


Emergency Assembly Area

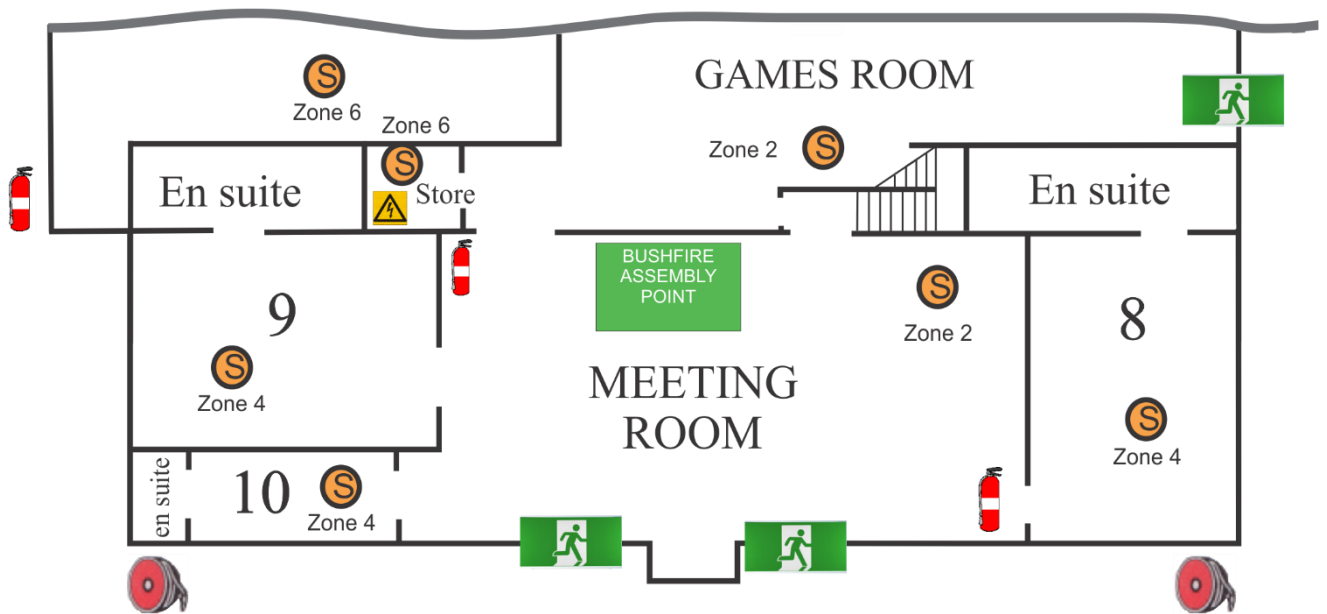


Electrical Isolation

Upper Level



Lower Level



Symbol key:

