

# REDCLIFFE BRIDGE CLUB

## FIRE AND EVACUATION PROCEDURES - 2021

1. Redcliffe Bridge Club shares a facility with the Redcliffe Snooker Club, leased from the Moreton Bay Regional Council (MBRC)
2. The MBRC undertake all necessary inspections of the fire fighting appliances and exit lights in the building under legislative requirements.
3. Fire fighting appliances are located as follows:
  - Two extinguishers are located to the right of the office door, ,
  - One extinguisher and a fire hose reel is located adjacent to the male amenities in the foyer.
4. Located at the Eastern end of the building (adjacent and below the TV screen) is the Building Evacuation Diagram. A second one is situated by the main exit door of the building. All members are required to familiarise themselves with this document. To support this requirement our internal procedures are to be as follows:
  - (1) At the commencement of each session, Director is to appoint a Fire Warden, who will be the Bridge Mate for the session.
  - (2) The Director will have a list of the people attending the session and take it with them in event of a fire.
  - (3) Upon noticing a fire, the person shouts in a loud voice FIRE
  - (4) The Fire Warden will notify fire brigade on 000, advising of the Clubs location at 2A Irene Street, Redcliffe.
  - (5) Members are to exit via the safest exit point, either near the office area or through the entry point near the foyer and proceed to the designated Assembly Point and report to the Director. Club members are to provide support to members who require assistance.
  - (6) All mobility impaired persons must exit via the main door and ramp if safe to do so, or assisted to exit via the fire door in the office and down the steps.
  - (7) Director is to go to the assembly point, which is the lawn area adjacent to Bowling Green Lane carpark to the South of the Club, and is to be the single point of contact with the Fire Brigade. Director is to undertake a head count of members to ensure all are accounted for and report to the Fire Brigade, either all evacuated or x number not accounted for. This is important for the Brigade officers to know if they are to undertake rescue and/or put out a fire. It is essential that club members go to the assembly point and report to the director and are to remain there until the clear is given by the Fire Brigade
  - (8) Any committee members present are to assist in the evacuation, by containing the fire, if possible by closing windows and doors, utilising firefighting equipment, bring the First Aid Kit to the Evacuation Point and supporting the Director, as required.
  - (9) The Fire Warden is to ensure the safe evacuation of the building, including a check of amenities and office, and check to see if Snooker Club has been evacuated.
  - (10) Any members who feel competent in using the fire extinguisher, please familiarise yourself with instructions on the Fire Evacuation Diagram located on the wall.
  - (11) A Committee member present is to inform MBRC on telephone 3205 0555 of fire, if in their absence, the Director is to advise MBRC and Club President (if not in attendance).
5. A committee member is to ensure that the Fire and Evacuation Procedures are read each session of the first week of January, April, July and September.
6. Fire Evacuation Procedures are to be displayed on the Club room Notice Board and on the Club Website under Documents.
7. This procedure was approved by the Management Committee on 14<sup>TH</sup> October 2121.