



# **Emergency Evacuation Risk Management Plan 2019**



**Warwick Stadium is managed and run by CCSRA  
CCSRA runs several different programs running out of the stadium including:  
Senators Basketball, On Mission Games, Women's Workout, Warwick Workout  
Added to this several groups use the venue for other programs**

## **Purpose**

This evacuation plan has been prepared 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 (inside or outside “that may threaten the building”), 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, the Duty Manager (known as the Fire Marshal), is to take overall responsibility until such time as the fire brigade arrives. This person should be backed up by another senior staff member/ sports coordinator, and both should immediately put on the flouro vest and red safety hat, so people can see who is in charge. 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.

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

**If safe to do so.** The Fire Marshal & Assistant to oversee other staff to make sure all areas/toilets are vacated.  
(This should not be done by junior refs)

## **Access ways Ingress/Egress**

It is the responsibility of directors, managers, sports Coordinators and 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.

## **Evac Plan**

A copy of the evac plan will be placed in a sleeve near the door of each office area. A copy will also be available on file.

Start of each year;

Directors – to program their calendars as a reminder of dates to email all staff members a copy of the plan

Managers – to program in their calendars to run through with **all** their staff

## **Review**

To comply with OH&S Guidelines, this evacuation plan must be reviewed and revisited by all staff and key volunteers at least quarterly of each year.

- Management to regularly discuss if any issues arise that need addressing
- Directors to email all staff a copy of the evac plan at the start of every school term
- Directors to read through risk plan with managers at start of each School term
- Managers to physically read through with all their staff and volunteers at start of each school term
- Sports Coordinators to run through evacuation plan with all Refs/Umpires start of each school term (making sure they understand).
- Senator's manager to give a copy and run through this with all coaches and support staff.
- All new staff to read and be lead through instructions as part of their induction.
- If an outside group has booked the facility after normal business hours, that groups organiser needs to be sent a copy and they need to make a time with management before the booking date to come into the stadium to go through the evac plan.

## **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. If the primary Muster point is not suitable, a secondary Muster point is the lawn area on the corner of Warwick & Wanneroo Road.

It is recognised that as we are a venue with large amounts of general public, 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.

## **False Alarm**

If after the building has been evacuated and it is clear it is a false alarm:

Call DFES on 13 3337 and report it to be a false alarm and the reason.

They will let the fire station that is responding know.

### **Please note:**

Fire brigade will still attend – but not under lights and sirens.

The venue still needs to be in evacuation mode until the fire brigade gives the ok to enter.

## Evacuation plan

If alarm sounds and directions to evacuate are being broadcast, **all staff at the stadium at the time** need to assist in the immediate evacuation of the premises under the guide of the duty manager (Fire Marshal). If a second person has not yet put on the fluoro vest and helmet to help the fire Marshal, then the first (adult), staff person present should take on this role.

Under the direction of the Fire Marshal, direct all people to use closest fire exists around the building and directing people from there to the muster point at the front of the building, or secondary point on the lawn.

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

### Duty Manager (now referred to as the Fire Marshal)

- The refs/umpires to close sports, then station yourself near front reception
- Receive and place on, your fluoro vest and hard hat from reception (this is to make it very clear for others to see who is in charge/overseeing). Appoint a second person to assist.
- Oversee all referees/umpires/staff and have them report to you that areas are secure (Using check sheet).
- **If safe to do so.** Arrange for someone to check, or personally check other areas that may not be manned.
- Check on fire panel for the area of alarm to see where issue is.
- Upon arrival of Emergency services, let them know what areas have been checked for patrons, along with any other relevant information.
- If after hours, once everyone is safely evacuated, phone and let the centre directors know.

### Café:

- Close shutters
- Turn off all appliances
- Hit emergency gas shut off valve on exiting
- Report to the fire marshal/ marshal assistant that your area is clear

### Reception:

- Close shutters,
- Collect clipboard with checklist along with both fluoro vests and hard hats for both the Duty Manager and the assistant to help in overseeing the evacuation.
- Proceed to front of reception to direct staff on areas to check, remain there to check off areas as people have cleared them.

### Refs/Umpires – for all senior games:

#### (For junior games these roles will be completed by Senior Ref Officers)

- Close down all games on courts
- Encourage patrons to exit the building in a safe manner
- If safe to do so (for senior refs/ sports coordinators)
  - 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

**Physiotherapy Office:**

If open physio staff to

- Assist patrons to leave your area and direct them to the muster point
- Check all rooms
- Report to the fire marshal/ marshal assistant that your area is clear

**Warwick Workout/ Warwick Women's Workout**

- Assist patrons to leave your area and direct them to the muster point
- Check all toilets/ change rooms/ office areas
- WW – Check group fitness room
- Report to the fire marshal/ marshal assistant that your area is clear
- Assist in the overall evacuation of the centre as needed

**Crèche**

- Assist patrons/children to leave your area and direct them to the muster point
- Check all toilets/ change rooms/ office areas
- Report to the fire marshal/ marshal assistant that your area is clear

**Senators Office**

- Check your offices and back office are empty
- Check toilets in foyer next to your offices
- Check Function room, function store rooms and kitchen
- Report to the fire marshal/ marshal assistant that your area is clear

**Main Office**

- Check your offices and back office are empty
- Check meeting room 1 & Pilates Room
- Report to the fire marshal/ marshal assistant that your area is clear
- You may be asked to assist crèche staff

**Other areas to check:**

In the event some offices, rooms are not manned by staff, the fire marshal to either personally check or assign other staff members that may have cleared their areas to check them.

## Area Check List

- \_\_\_ Café
- \_\_\_ Courts 1/ 2
- \_\_\_ Courts 1/ 2 Toilets
- \_\_\_ Courts 3/ 4
- \_\_\_ Courts 3/ 4 Toilets
- \_\_\_ Courts 5/ 6        - Meeting room off court 6
- \_\_\_ Courts 5/ 6 Toilets
- \_\_\_ Courts 7/ 8
- \_\_\_ Courts 7/ 8 Toilets
- \_\_\_ Crèche / toilets / play area / toilet in passage way
- \_\_\_ Foyer Toilets
- \_\_\_ Function Room / store/ kitchen
- \_\_\_ Group fitness room
- \_\_\_ Laundry & Ref room between courts 5 & 7
- \_\_\_ Meeting room 1
- \_\_\_ Pilates room
- \_\_\_ Physio Rooms
- \_\_\_ Reception
- \_\_\_ Senators office / back room
- \_\_\_ Staff office / Back room
- \_\_\_ Warwick Women's Workout / Toilet / Office
- \_\_\_ Warwick Workout / Toilets / Office

**For False Alarm**

**Call DFES on 13 3337**

