

Emergency Evacuation Procedure – April 2019

If you suspect fire or experience a smell of burning - alert Council Staff – report it immediately.

Never shout fire! You could cause a panic

A smoke detector is fitted in the Trainer's room ceiling, this should trigger a high frequency sound when smoke has been detected. When activated, any person nearby should report it to the Council Staff.

A back up emergency light is also fitted in the Trainer's room ceiling and this should assist in the evacuation when the electricity supply has been cut off.

If a NBC Fire Warden or Fire Brigade is in attendance, follow His/Her instructions.

If a Fire Warden or Fire Brigade is NOT in attendance:

- Remain Calm
- Evacuate towards a clear safe exit away from danger area The Infirm, Walker and Wheelchair users should be assisted and evacuated as a priority.
- Do not attempt to remove CPNB equipment from our Training Room.
- Ring **'000'**. The location is 'Tramshed Arts & Community Centre, 1395A Pittwater Rd, Narrabeen NSW 2101
- Proceed to either Assembly Area, located outside on the grassed section at the rear of the complex adjacent to the lake. See attached Evacuation Diagram, located on our benches.
- Use the Fire Extinguisher (suitable for electrical and general fire) located in the Foyer outside our door, if this is appropriate and safe to do so.
- Close but do not lock doors
- Roll Call where practicable in the Assembly area
- Do not leave assembly area unless directed by a person in charge

All CPNB Members should study and familiarise themselves with the Fire Evacuation Diagram located near the front and rear doors of the Tramshed. In particular, the allocated Assembly Area for each door.



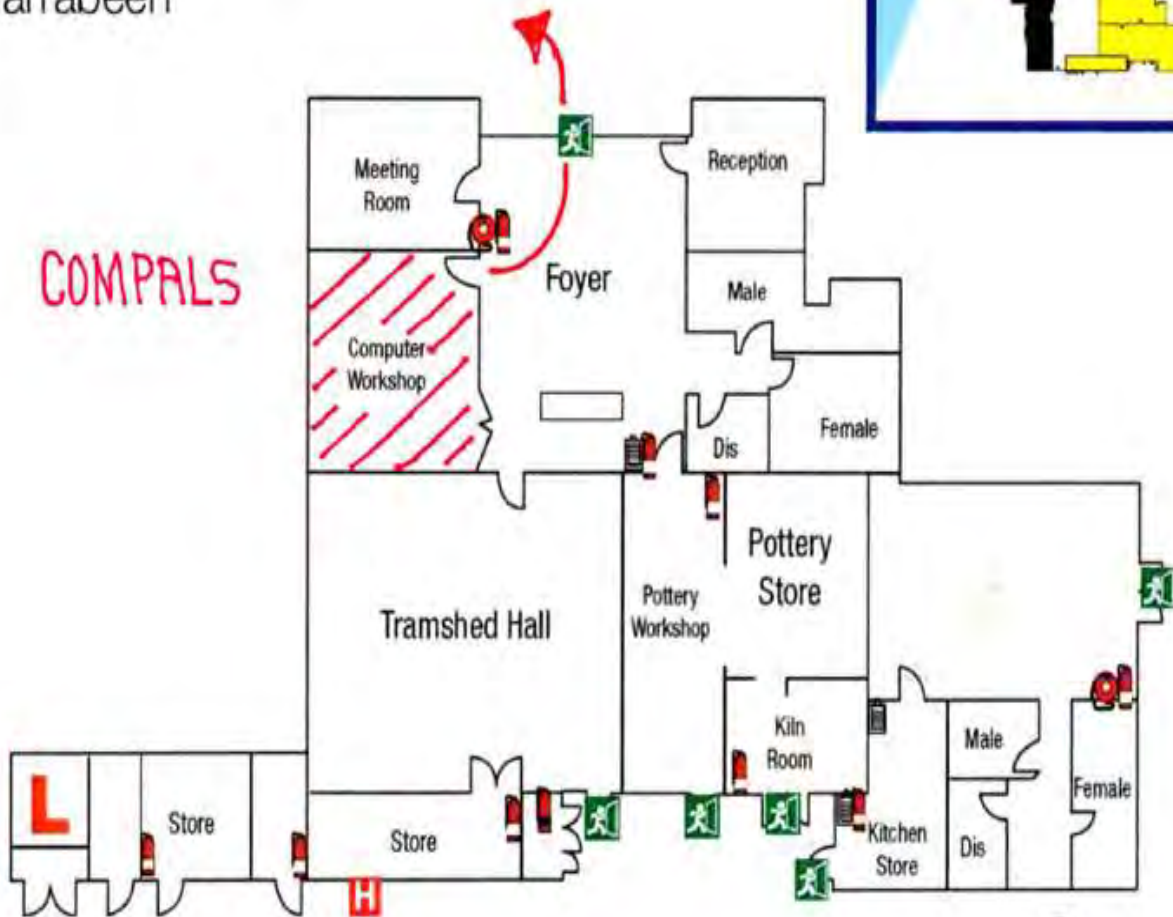
northern
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EVACUATION DIAGRAM

Tramshed Narrabeen
1395A Pittwater Rd
Narrabeen



COMPALS



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Community Centre
Information Pack

Tramshed Arts and Community Centre

Tramshed Hall

	Fire Alarm Pull Station
	Fire Extinguisher
	Fire Blanket
	First Aid Kit
	Fire Exit
	Fire Door
	Fire Hose Reel
	Fire Alarm Control Panel
	Fire Alarm Bell
	Fire Alarm Speaker
	Fire Alarm Bell
	Fire Alarm Speaker

