



FIRE EVACUATION PROCEDURE.

All Class - Activity Leaders are responsible for the Safety of their Class Participants, in the case of Fire Evacuation Procedure.

In the event of a fire, Class – Activity Leaders to follow these procedures:

- Pick up your class roll book. All members attending that day should have been registered at the commencement of class.
- Appoint a member to assist you.
- Check which exit is safe to use.
- Ask all members to follow your assistant out through the safe exit and proceed to the 'Emergency Assembly Point'. (through front gate to upper footpath)
- While the Class is being evacuated, the Leader is responsible for checking toilets, front room or main room areas, if safe to do so to see that no person is left behind.
- Once you are safely outside, check off all class members with a call of the roll book.
- Report the fire to Emergency services on 000 and to RCMB Council Ph.8539 110
- FIRE EXTINGUISHERS ARE PROMINENTLY LOCATED, 1 IN THE FRONT ROOM, AND 2 in the MAIN HALL (By the Exit door)
- FIRE BLANKET ON WALL IN FRONT ROOM
- There is a fire wall between the Main Hall, and the Lions area. Please note the door to the Lions area, is mostly locked.

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