Ithaca – Caloundra City Life Saving Club

ABN 69 400 598 562

Version 1.0

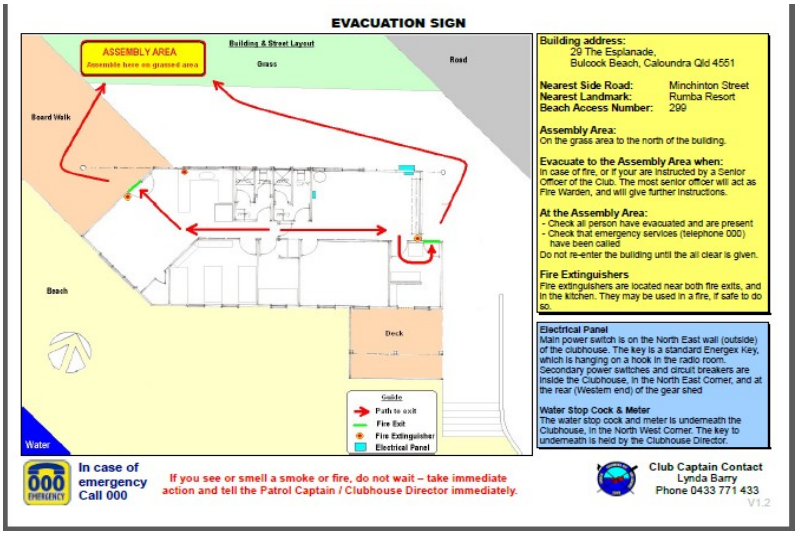
FIRE WARDEN GUIDE

EMERGENCY INSTRUCTION

If a fire is detected, follow these instructions:

Step 1: Determine who is to be the Warden	The Warden will be one of these people, in this order.. **Club Captain** **Clubhouse Director** **Training Officer** **Patrol Captain** **Chaperone** **Warden will don Fire Hat and Red Bib** **Warden will Collect Fire Warden Clipboard**
Step 2: Decision - Initial Assessment	**Determine severity of fire/emergency and if evacuation is necessary.** **Options – Warden to Decide** Monitor & Warn Members Shelter in place Evacuate (immediate or delayed)
If evacuation is necessary. Determine evacuation location (refer Evacuation Guide for standard evacuation location).	If evacuation is NOT necessary. Extinguish fire (if safe to do so). Re-assess if need to evacuate (if so, go to Step 3)
Step 3 – Evacuate **Clubhouse Address** 29 The Esplanade, Bulcock Beach Caloundra Nearest Cross Street: Minchinton St Beach Access: 299 Landmark: Rumba Resort	Give clear instructions to evacuate. Confirm Emergency Services has been called. Phone 000 Warden to go to the evacuation location **No one is allowed back inside the Clubhouse**
Step 4 – Meet and Assemble	Check all members present at assembly area. Apply First Aid to any injured. If members missing, do not re-enter building, report such to emergency services.

Refer to the attached Evacuation Guide which is over the page



WARDEN TRAINING INFORMATION

Background	The Club is required to have an evacuation process, in case of an emergency. This document documents the Clubs fire and evacuation policy.
Training	Training is provided in two groups: Group 1 – Club Leaders who may be required to act as a (fire) warden Group 2 – Club Members
Group 1 Training	Training for this group comprises: – A workshop which goes through this Evacuation Policy, and – A Practice Evacuation
Group 2 Training	Training for this group comprises: – An explanation of the Clubs (Fire) Evacuation Process (completed at the Clubs Orientation), and – An evacuation exercise, which must be conducted at least annually
Fire Extinguishers	The Club building has the following fire fighting equipment – Fire Extinguisher at each door (dry powder type) – Fire Extinguisher in the kitchen (dry powder type)
Exits	Awareness that exits can not be blocked, and all security/fly screens must be unlocked if anyone is staying at the Clubhouse (so escape can occur through windows in need).
Smoke Alarms	Smoke alarms are to be highlighted to Wardens, tested, and each Warden is to aware that the Smoke Alarms must never be deactivated.
High Fire Risk Activities	Wardens are to be aware of high risk activities, and such high risk activities are to be either controlled (managed), or are disallowed. **Defined High Risk Activities** **Controlled Activity, How Controlled** Refuelling — To be completed outside Fuel Storage — To be kept in minimal Qty tanks kept in shower area Chemicals — No chemicals to be kept Oxygen — Only to be used in ventilated area (no smoking) **Disallowed** Smoking Candles Naked flames BBQ use indoors Beach Fires Heaters (i.e. fan) Electric Blankets If Wardens become aware of any of these activities, they are to take immediate action.
Awareness	Wardens are to monitor for signs of fire at all times when at the Clubhouse, and take immediate action to control high risk situations, and reduce fire.
Other Incidents	Wardens to be aware Evacuation may be required for other incidents (tsunami, damage to building, earthquake, etc) In these scenarios, depending on the situation, it may be better to Monitor and/or shelter in place, than to evacuate.
Demonstration Evacuation	Wardens are to be given a walk through of the evacuation process, and then be able to demonstrate capability (in a practice scenario) to act as Warden.

RECORD OF TRAINING

The following people have completed Group 1 training on the below mentioned dates, and by signing this page certify that they understand the above mentioned information:

Name	Signature	Date

EVACUATION EXERCISES

Evacuation exercises have been completed on the following dates:

Date	No. Involved	Comments & Initials