

# FACILITY HIRERS EMERGENCY ACTION PLAN





IT IS COUNCIL'S OBJECTIVE TO ENSURE THAT ALL VENUE HIRERS USING WAVES FITNESS & AQUATIC CENTRE HAVE BEEN INFORMED OF THEIR PART TO PLAY IN THE EMERGENCY ACTION PLAN (EAP). THE FOLLOWING MANUAL WILL ALLOW PATRONS USING THE CENTRE AT THE TIME OF AN EMERGENCY TO VACATE THE FACILITY IN A SAFE MANNER.

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## 1. INTRODUCTION AND OVERVIEW

The Hills Shire Council recognise that the safety and health of all patrons is of prime importance in any emergency situation. This manual will outline the role user groups must take in the planning and control of all emergency evacuation procedures at Waves Fitness & Aquatic Centre.

It is Council's objective to ensure that all venue hirers using the Aquatic Centre have been informed of their part to play in the Emergency Action Plan (EAP). This will allow patrons using the Centre at the time of an emergency to vacate the facility in a safe manner.

It is the responsibility of all user groups to ensure they are familiar with this manual. The following guidelines have been developed to:

MINIMISE the potential of an emergency or a crisis

PROVIDE a level of security for The Hills Shire Council property

PROVIDE all venue hirers with a standard of response to incidents that may arise.

The Senior Lifeguard on duty is the Chief Warden & responsible for the co-ordination of any evacuation. In addition to these positions other staff on site will be allocated the position of Area & Exit Wardens at the commencement of their shift. These positions are appointed from the Customer Service and Management staff on site throughout the day.

*DIRECTION FROM THE CHIEF WARDEN MUST BE FOLLOWED*

All evacuations at the Aquatic Centre are to be conducted on the four C principles:

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***CONFIRMATION - CLEARANCE - CORDON - CONTROL***

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Action by Centre staff & venue hirers is most important in the period of time BEFORE Emergency Services (Police, Fire Brigade & Ambulance etc.) arrive. Upon the arrival of Emergency Services control of the situation is passed onto the nominated representative. Centre Staff will remain available to the Emergency services to assist or advise on venue specific information. In any emergency situation, you must react according to the incident, and the following priorities must be addressed:



<b>PREVENTION</b>	of further personal injury to any person, ensuring that further casualties do not occur, including yourself. Alert nearby Aquatic Centre personnel of any immediate danger.
<b>VENUE</b>	staff will render assistance to injured persons.
<b>NOTIFY</b>	Emergency Services of the situation, i.e., call the Fire Brigade etc. Venue staff will ensure Emergency Services know the exact location of the incident and have free access to the area.
<b>EVACUATE</b>	patrons if necessary.
<b>PREVENT</b>	further damage to property.
<b>MAKE</b>	careful observations of the circumstances, so an accurate account of the incident can be given to Emergency Services, and later correct reports completed.

The priorities listed above, are not necessarily in an order which will be correct for every situation as each situation will be different and must be addressed accordingly. Above all, use common sense and do not panic.

## 2. EMERGENCY RESPONSE EQUIPMENT

The following emergency equipment is available (please see attached map):

- Fire hose reels
- Fire extinguishers

Please see Centre Staff for access to the following equipment:

- AED (Automated External Defibrillator)
- Oxygen & Resuscitation Equipment
- Spinal Injury Equipment
- General First Aid Supplies
- Deep Water Rescue Equipment

## 3. EVACUATION MAP – PATH OF EGRESS

IN THE CASE OF AN EMERGENCY THE ATTACHED MAP SHOWS THE EGRESS DIRECTIONS.

(PLEASE SEE ATTACHED MAP: ATTACHMENTS IN SECTION 9).



## 4. KEY POSITIONS & THEIR RESPONSIBILITIES

The roles and responsibilities of key Aquatic Centre staff members throughout an emergency situation remain identical regardless of the operation of the venue. The only variable will be the number of staff to assist during an emergency situation.

The Emergency Control is as follows:



In the event of a major emergency, directions will be given in person and through the Public Address System.

Please follow all instructions given by Centre Staff. Remember the following:

DON'T PANIC	Stay calm and reassure students
DON'T RUN	Walk quickly at all times
BE ALERT	Listen for instructions via the P.A. system
FIRST AID	Be aware of any person who maybe ill or injured. Seek medical aid if this occurs after evacuation is complete.
EMERGENCY VEHICLES	Watch for the movement of emergency vehicles, during & after evacuation.
ASSEMBLE	All hire group attendees are to assemble on the top of the hill behind the grandstand area. Once there follow direction regarding the evacuation from Centre Staff.
ROLL CALL	There will be a roll call to ensure that all hire group attendees and organisers (students and teachers) have evacuated the Centre and are accounted for.

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*The Aquatic Centre staff will coordinate all emergency procedures and contact the relevant Emergency Services.*

*Centre hirer / school teacher participation with regard to patient medical history and crowd control would be greatly appreciated.*

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## 5. AQUATIC PROGRAMS EVACUATION PROCEDURE

In an emergency, gather students in the lesson into one area of the teaching space (platform/Step) and listen to public announcements and aquatic centre staff for further direction. If evacuation is necessary.

1. Clear the students from the water keep the class together and escort to the designated assembly area.  
  
(Parents are NOT to take their children, they are required to remain with the instructor/coach)
2. Wait in the designated area for the deck supervisor to complete a head count of the students with you to ensure all students are accounted for and await further instruction.
3. Once you have all students have been accounted for and the supervisor advises you, you may allow the student to go back to their parent/s. If the students' parents cannot be located, keep the student calm and with you until their parent/s are found. Inform supervisors that the student's parent/s have not come to collect their child.

The emergency plan and procedures manual can be located in the administration office or from the Operations Manager. It is the responsibility of all staff to make time available to go through the Emergency Procedure Manual to be aware of the responsibilities of all other department during an evacuation. Please ensure you take the time to read.

## 6. VENUE MANAGEMENT DURING A THUNDERSTORM

In the event of a thunderstorm Centre staff will take the following steps:

- 1) Count the time gap between the lightning strike and thunderclap, if 10 seconds or under clear all patrons from open areas.
- 2) The P.A system and pool lifeguard staff will be used to evacuate all patrons from all pools to covered areas.
- 3) Signage will be placed outside the entry informing patrons that the venue is temporary closed.
- 4) Restrict the use of phones until storm activity has passed.
- 5) When the storm has passed swimmers will be allowed to re-enter the pool when it is deemed safe by the Senior Lifeguard on duty.
- 6) Due to the unpredictable nature of the weather, we cannot determine how long the storm will last and therefore interrupt your hire of the venue.
- 7) Hire times (carnival times) cannot be extended due to electrical storms interfering  
i. with the schedule.

The following resources are available to Centre Staff to assist with any decision: Thunderstorms warning, Sydney Metropolitan Weather: 1900 926 113 (from the voice menus enter #3777621)

Check storm activity, speed, and direction on radar website [www.bom.gov.au](http://www.bom.gov.au)



## 7. DROWNING/NEAR DROWNING

In case of drowning the Senior Lifeguard on duty shall take charge of the situation. Follow all instructions given and **DO NOT PANIC**.

Remember the following steps:

- Danger,  
Response,  
Send for Help,  
Airway,  
Breathing,  
Compressions,  
Defibrillation
- Centre Staff will contact Emergency Services
- Follow all instructions given by Centre Staff in a calm manner.
- Cordon off the immediate area

In case of media or press enquiries, no statements should be given, instead direct all media representatives to the Centre manager of Waves Fitness & Aquatic Centre.

## 8. MEDICAL EMERGENCY

A medical emergency is one of a serious nature which either:

- Places a life in jeopardy
- Produces unconsciousness
- Results in substantial loss of blood
- Involves a fracture of any kind
- Involves the amputation of a leg, arm, hand, or foot
- Consists of burns to a major portion of the body
- Causes the loss of sight in an eye
- Chest pain & symptoms of a heart attack

If attending to a medical emergency, the following points will be followed:

- Inform Centre staff immediately
- Centre staff will contact Emergency Services
  - o Note all relevant information such as:
  - o Type of injury
  - o Age of person
- Signs & symptoms of injury
- Look for medical alert tag, which may be located on a neck chain, bracelet or tattoo which indicates special medical problems.
- Do not move patient unless in immediate danger or further injury
- Give any necessary First Aid until help arrives

If any persons attending have pre-existing medical conditions, a nominated organise will be responsible for the Individual Health Care Plans.

**IMPORTANT HIRERS & EVENT ORGANISER RESPONSIBILITIES:**



The hirer is required to have at least one nominated first aider on site for the event. The nominated First Aid Officers is responsible for

- Liaising with centre staff regarding incidents
- Assisting with treatment of any medical emergency for the participants/students under their care
- Copies of the Health Care Plans must be with the nominated organiser.
- Contacting the parents or next of kin of the incident
- A hire organise (School staff member) should make themselves available to accompany any attendee/ patient that are required to be transported to hospital if required.
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## **9. EVACUATION MAPS SUMMARY**

map source documentation supplied by Beyond Fire

*Figure 1:* Administration

*Figure 2:* Gymnasium

*Figure 3:* Café

*Figure 4:* Indoor Leisure Pool

*Figure 5:* Indoor Program Pool

*Figure 6:* Multipurpose Rooms

*Figure 7:* Basement Entry

*Figure 8:* Front Plant Room

*Figure 9:* Rear Plant Room

*Figure 10:* Fire Panel

*Figure 11:* Fire Hydrants Ambulance Access & Police Parking Bays

*Figure 12:* Fire Hydrants & Chemical Delivery Point



# EMERGENCY EVACUATION DIAGRAM

 FIRE EXIT     FIRE EXTINGUISHER     PATH OF EGRESS



FIGURE 2: GYMNASIUM

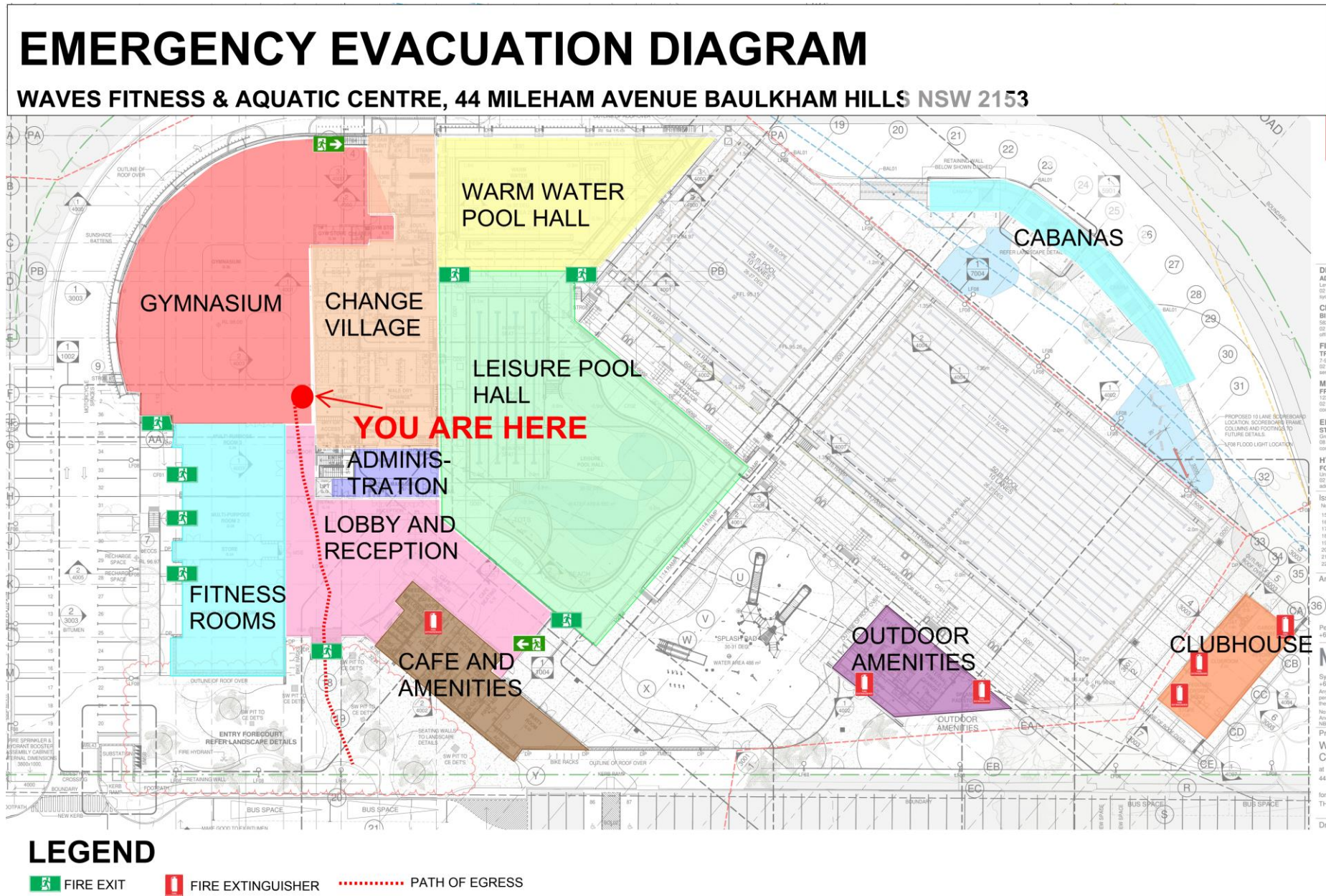




FIGURE 3: CAFÉ & AMENITIES

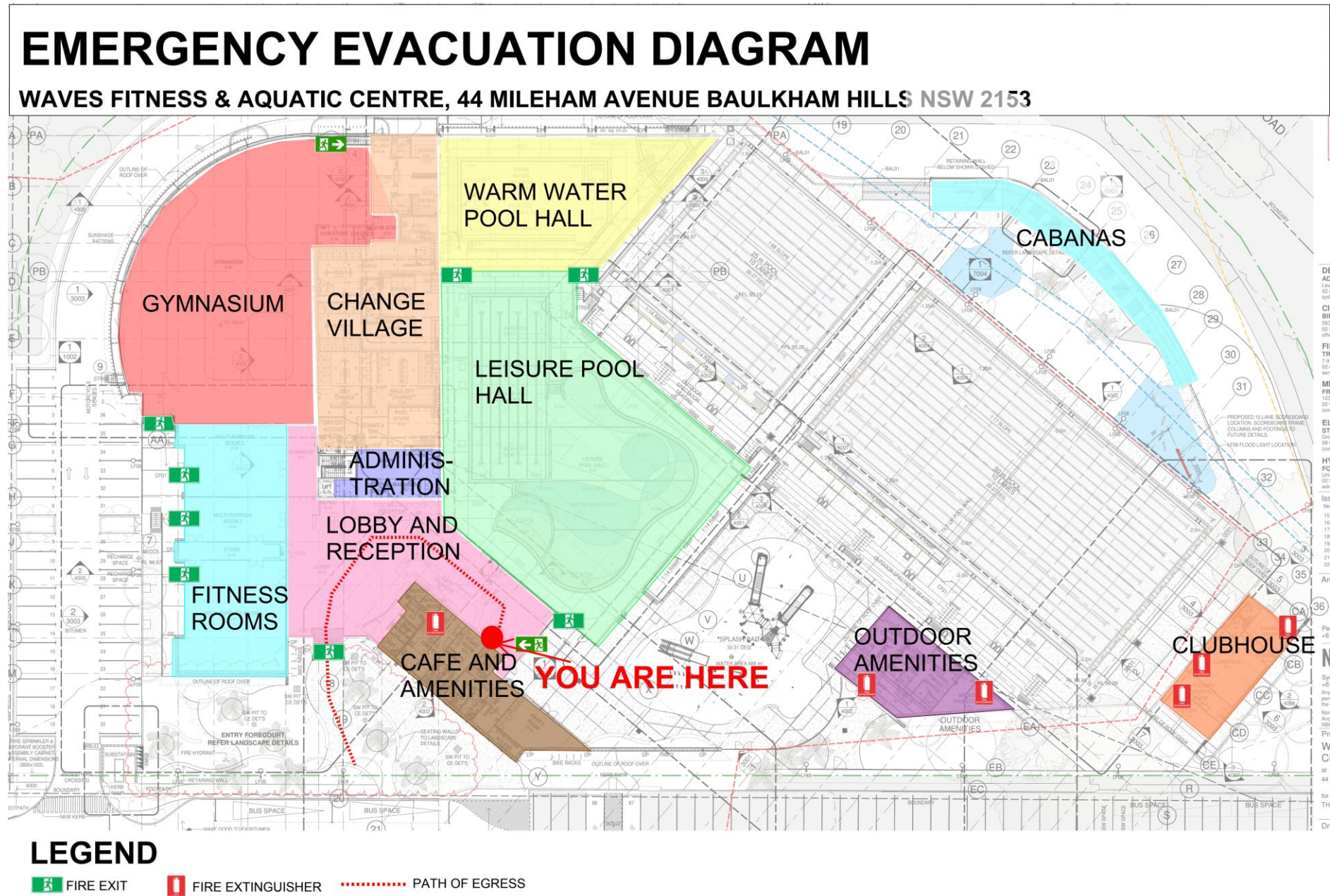




FIGURE 4: INDOOR LEISURE POOL

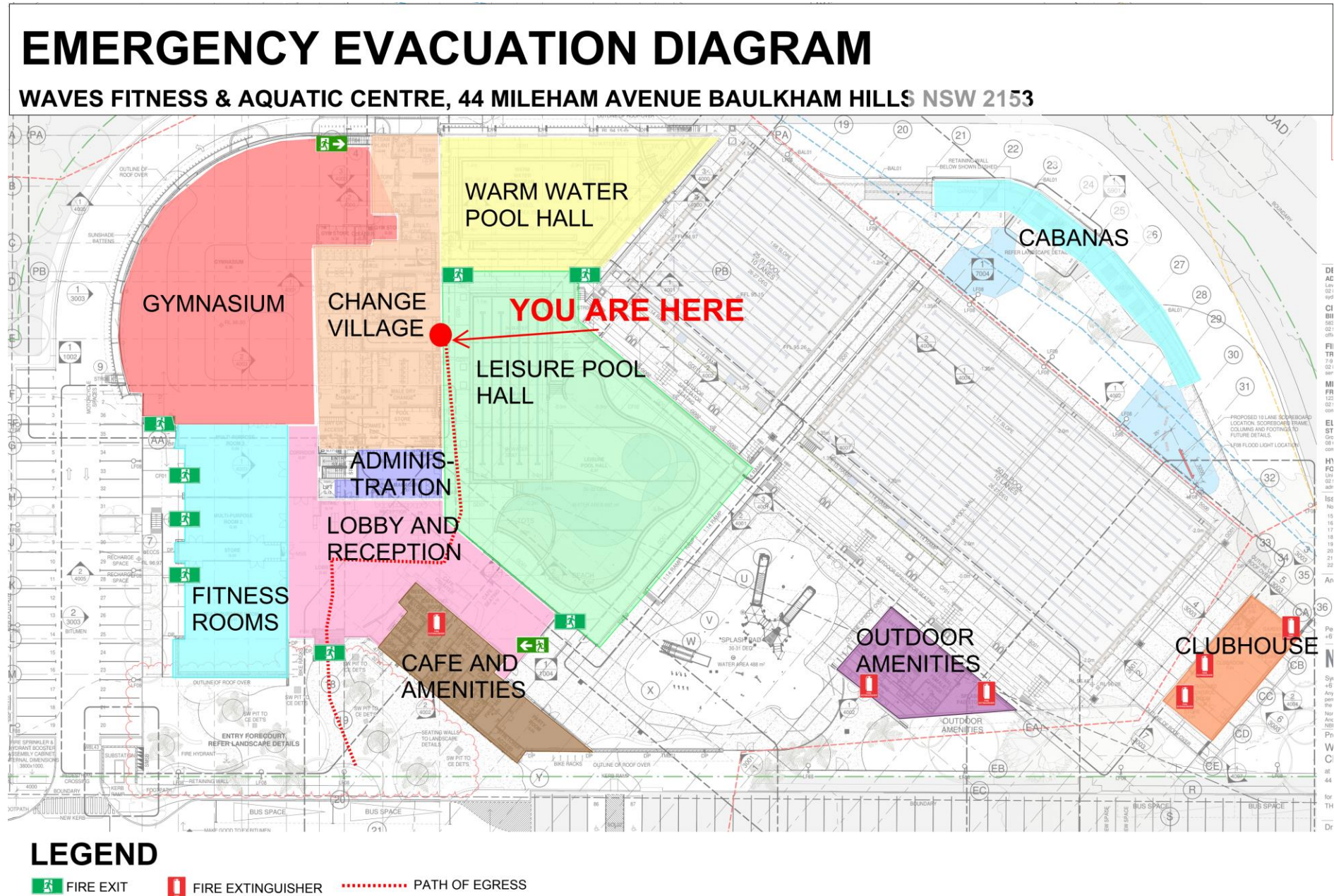




FIGURE 5: INDOOR PROGRAM POOL

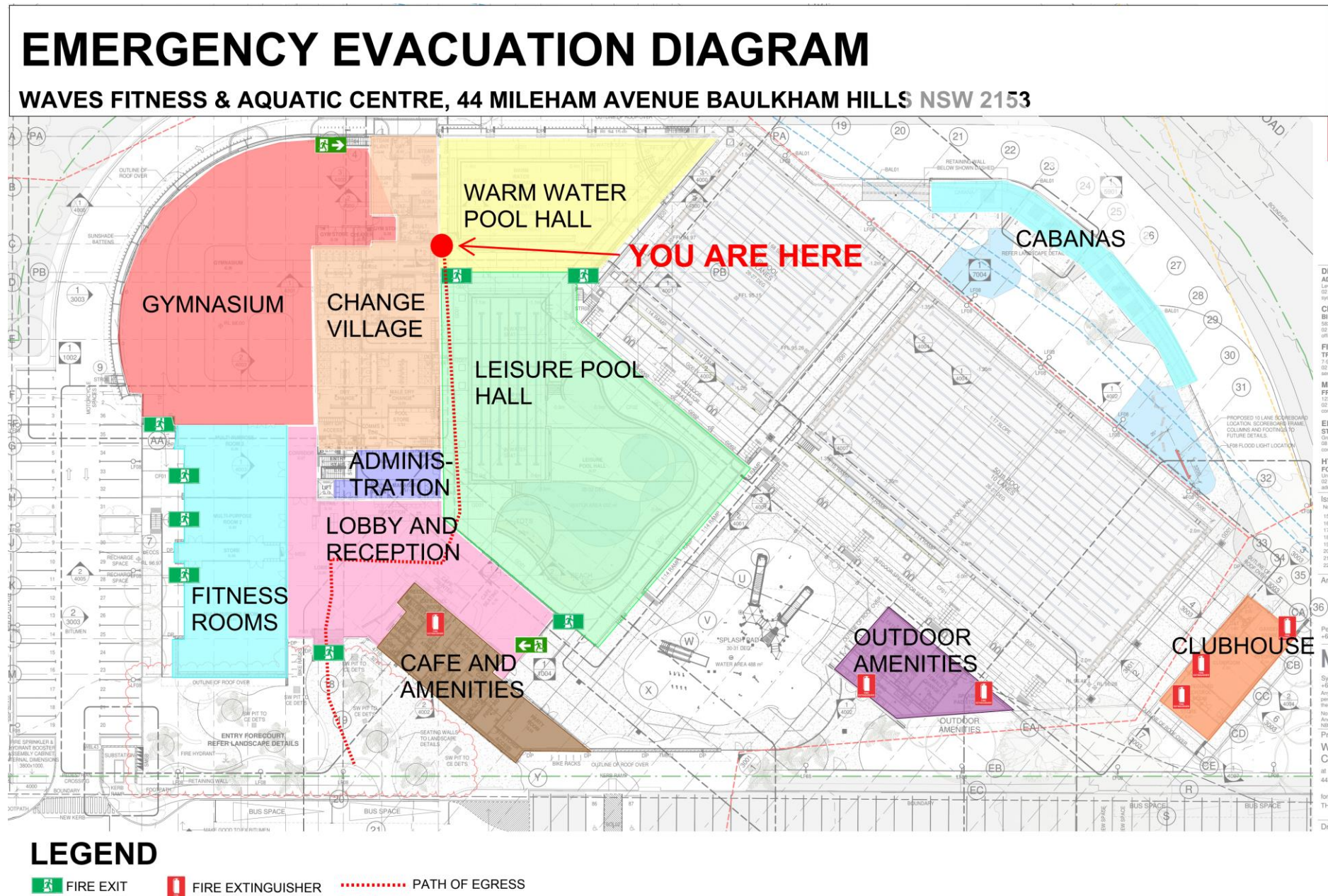
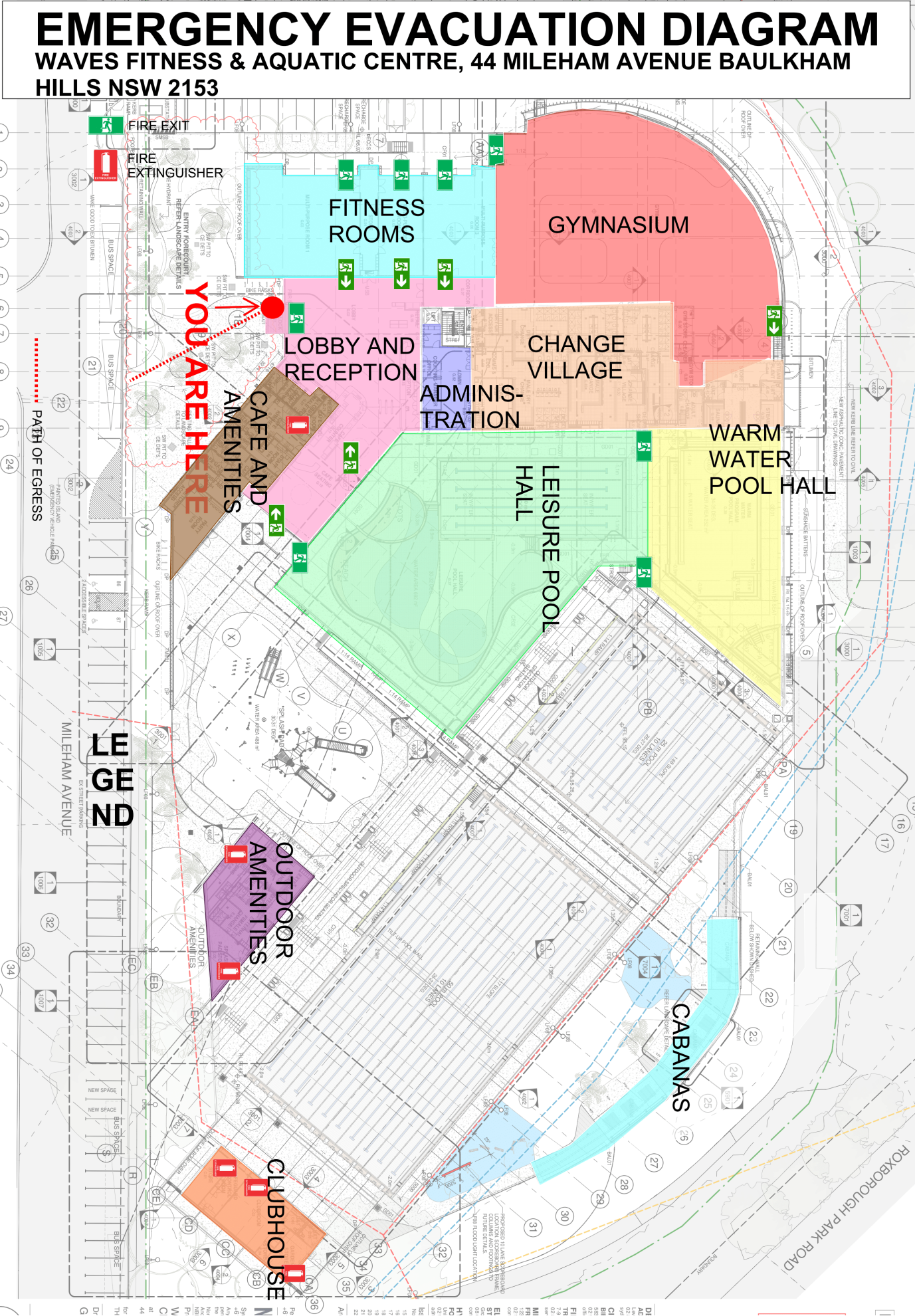




FIGURE 6: MULTIPURPOSE ROOMS

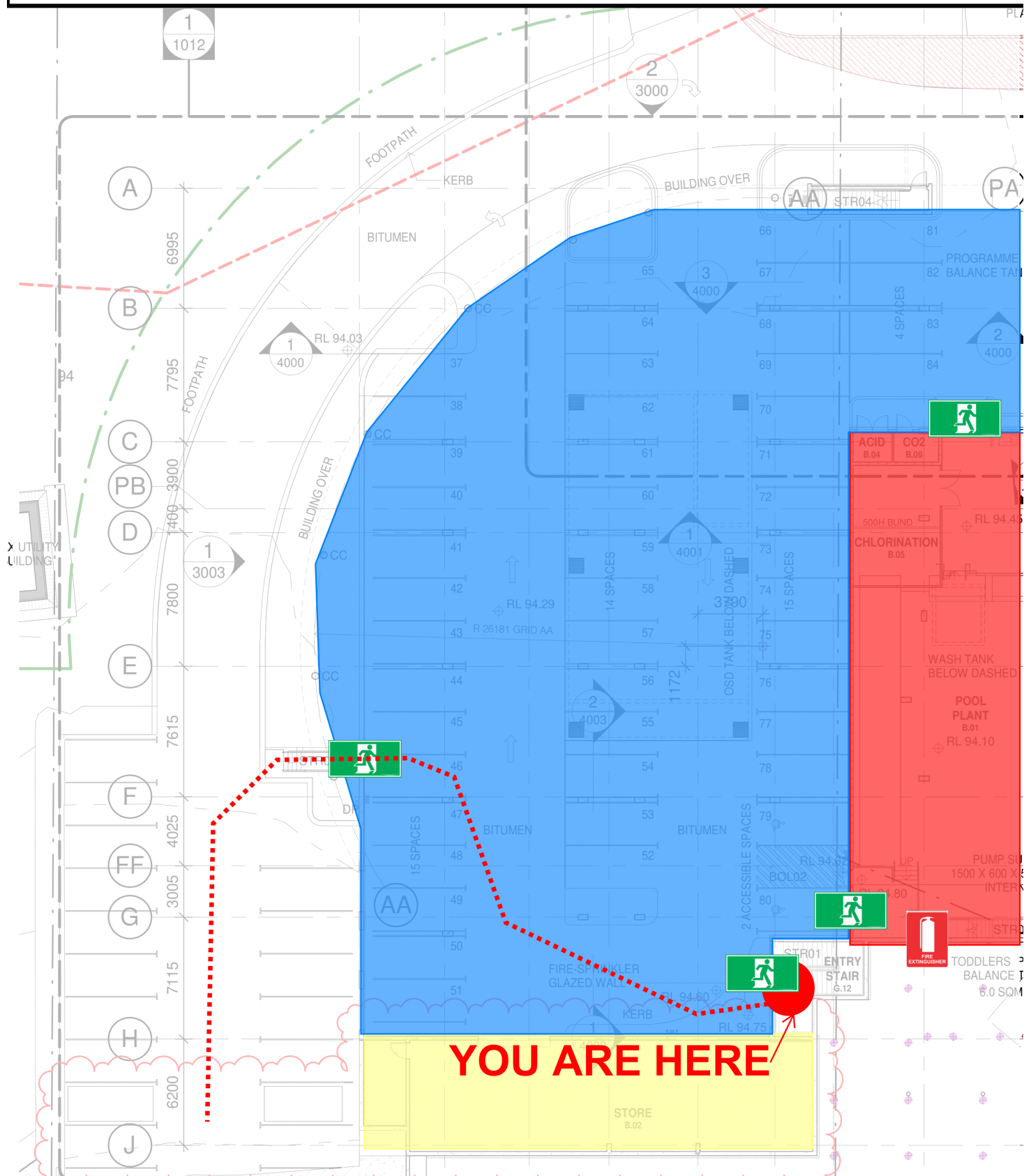




## FIGURE 7: BASEMENT ENTRY

# EMERGENCY EVACUATION DIAGRAM

WAVES FITNESS & AQUATIC CENTRE - 44 MILEHAM AVENUE BAULKHAN HILLS NSW 2153



## LEGEND



FIRE EXIT



## FIRE EXTINGUISHER

## PATH OF EGRESS

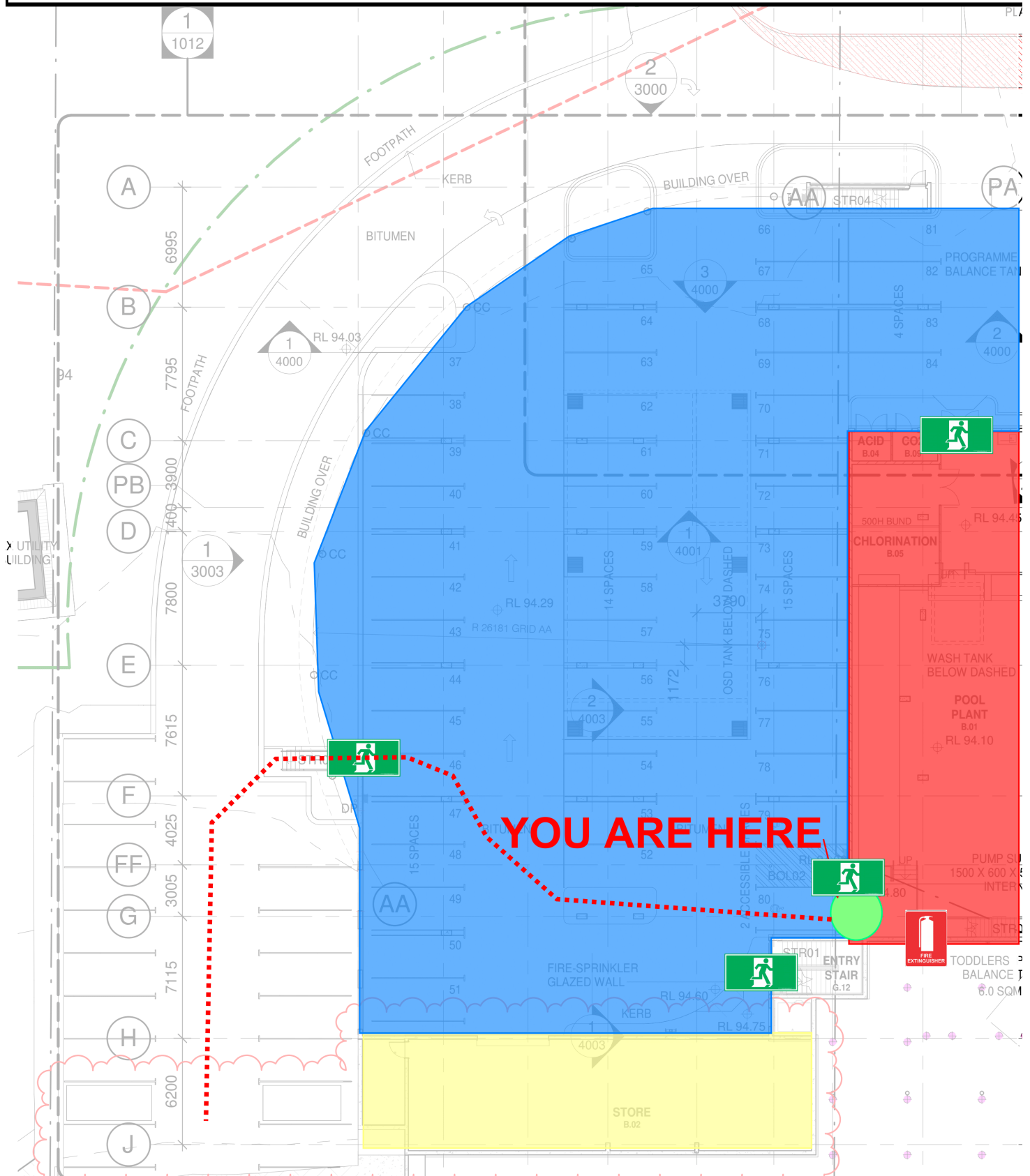




## FIGURE 8: FRONT PLANT ROOM

# EMERGENCY EVACUATION DIAGRAM

WAVES FITNESS & AQUATIC CENTRE - 44 MILEHAM AVENUE BAULKHAN HILLS NSW 2153



## LEGEND



FIRE EXIT



# FIRE EXTINGUISHER

## PATH OF EGRESS

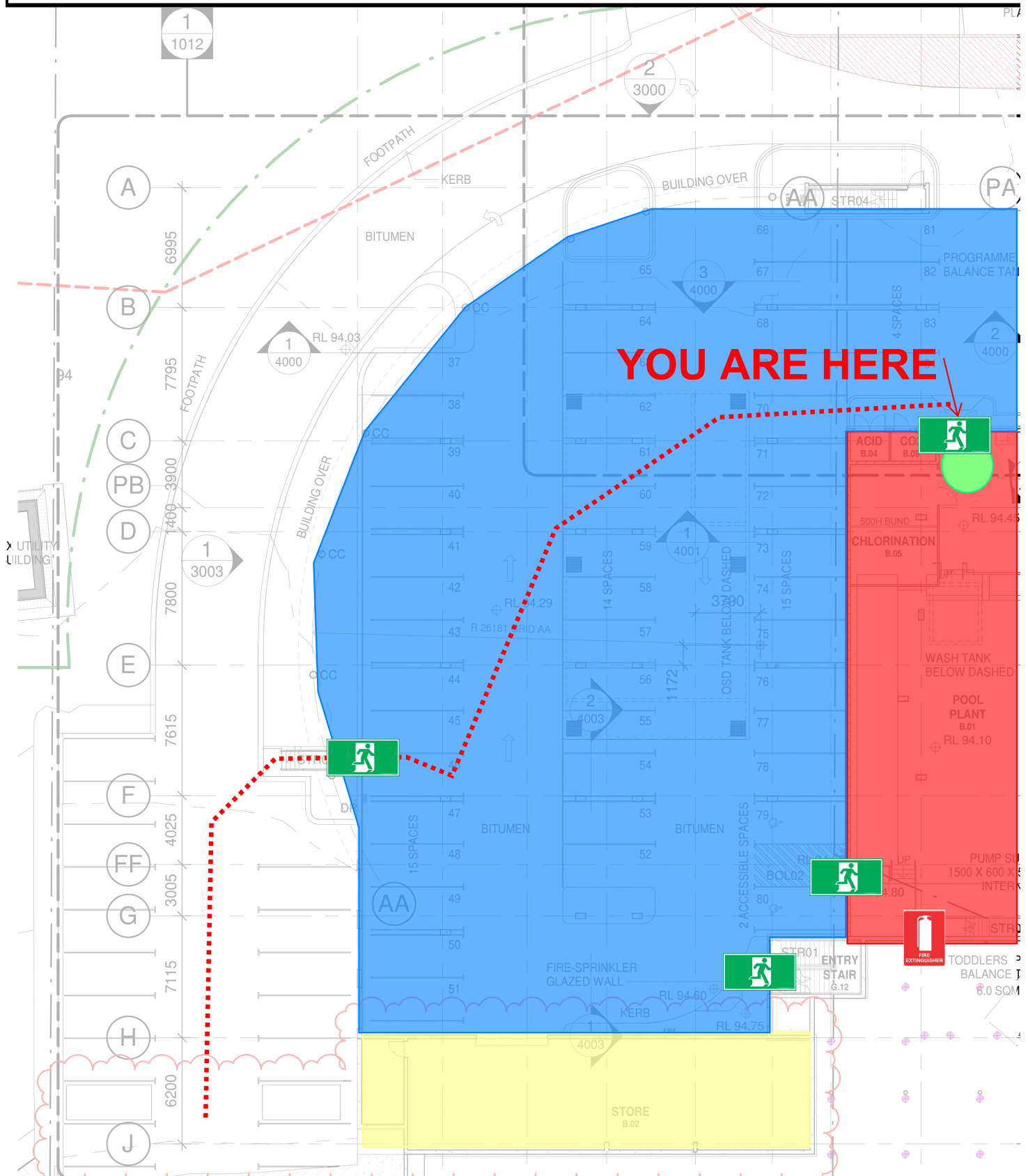




## FIGURE 9: REAR PLANT ROOM

# EMERGENCY EVACUATION DIAGRAM

WAVES FITNESS & AQUATIC CENTRE - 44 MILEHAM AVENUE BAULKHAN HILLS NSW 2153



## LEGEND



FIRE EXIT



## FIRE EXTINGUISHER

## PATH OF EGRESS





**FIRE INDICATOR PANEL**

**FIRE**  
ALARM TESTING ACTIVATED

SILENCE BUZZER SILENCE BUZZER SILENCE BUZZER SILENCE BUZZER SILENCE BUZZER SILENCE BUZZER

POWER FAULT SYSTEM FAULT CANTIN FAULT TEST PRE-ALARM FAULT DISABLED ALARMER SILENCED

GENERAL FAULT POWER FAULT SYSTEM FAULT ZONE FAULT MICROPHONE TALK TEST RESET EVAC


ADT Fire Monitoring

ASE No	ASE Location
Point 1	ASE
Point 2	ASE
Point 3	ASE
Point 4	ASE
Point 5	ASE
Point 6	ASE

AMPAC FireFinder

WAVES FITNESS

MILEHAM AVENUE



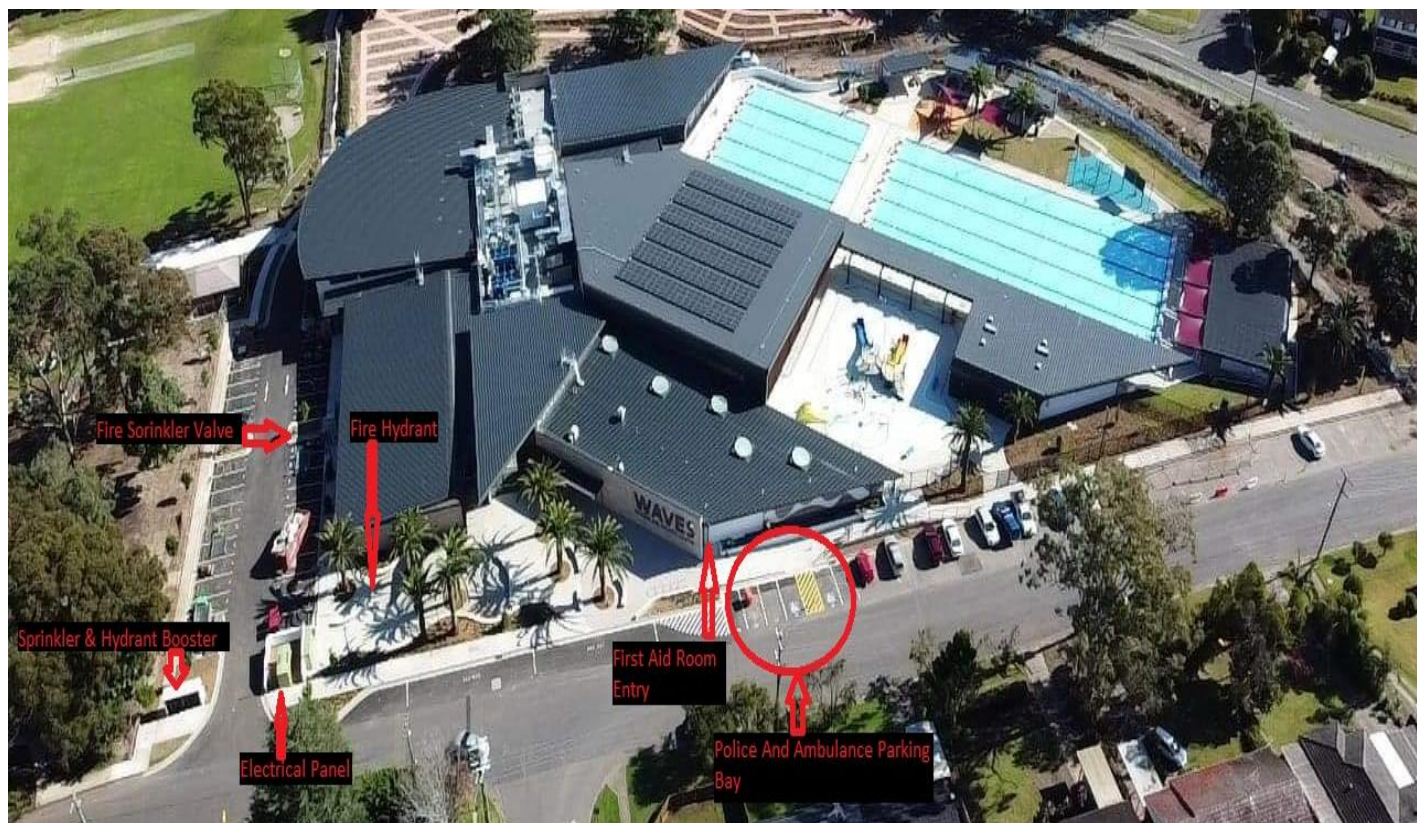
**Fire Monitoring**

Automatic Fire Alarm will be transmitted to the  
**ADT Fire Brigade** automatically via the Central  
 Monitoring Station (CMS). To test this installation  
 insert the appropriate key or contact the CMS  
 on **1800 260 575**

ASE No	ASE Location
FE01 1	N/A
FE01 2	N/A
FE01 3	N/A
FE01 4	N/A
FE01 5	N/A
FE01 6	N/A



**FIGURE 11: FIRE HYDRANTS AMBULANCE ACCESS & POLICE PARKING BAYS**



**FIGURE 12: FIRE HYDRANT & CHEMICAL DELIVERY POINT**





**FIGURE 13: EMERGENCY ASSEMBLY POINTS**

