

# **EMERGENCY** **EVACUATION PLAN**

The following procedure outlines the method of emergency evacuation for Mareeba Shire Council's Hire Halls and Facilities located at various locations throughout the Mareeba Shire Councils' jurisdiction.

In the event of an emergency the following procedure shall be followed:

1. Key holders or their appointed delegate will shout or sound alarm if available to alert other people of a fire or other emergency. All alerts shall be treated in the same manner. There is no such thing as a false alarm.

## **Phone 000**

2. Upon hearing the fire alarm all people located in the building are to evacuate immediately.
3. Evacuation shall be in an orderly manner and through the designated exit closest to your position.
4. Key holders or their appointed delegate are responsible for ensuring that persons with special needs are assisted from the building and taken to the emergency assembly area as shown on the evacuation diagrams which are located strategically throughout the building.
5. All designated exits are shown on the evacuation diagrams. Ensure you are familiar with the exit closest to you.
6. Do not try to save any personal belongings or items of sentimental value.
7. Walk calmly to the **designated assembly area for this building / facility**.
8. Key holders or their appointed delegate are to ensure that all people are evacuated in an orderly manner and in the case of fire, and if safe to do so, ensure all windows and doors are closed.
9. If a person cannot be accounted for, do not re-enter or allow any person to re-enter the building but do advise the Police, Fire Brigade or other authority upon arrival of the possibility of a person still being in the building.
10. **Do not** enter the building until the relevant authority declares the area safe for re-entry.
11. In the event of a bomb threat, the assembly area will be an interim assembly point only. The police will advise of any further movement required.
12. Mareeba Shire Council is to be advised of the emergency as soon as practicable.

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