



Emergency Action Procedure

This procedure describes the actions to be taken by those designated as responsible for activities in the Arts Centre. This includes the Person in Charge, and the appointed Attendants.

Any person discovering a fire (or emergency requiring immediate evacuation):

- (1) Raise the alarm using one or the following methods
 - Repeatedly shouting "Proceed to assembly point immediately"
 - Manual call points
- (2) Ensure the fire brigade is called
- (3) Attempt to tackle the fire if safe to do so.

Attendants (as per FM1)

- (1) Assist all persons in leaving the premises in a safe manner.
- (2) As far as it is safe to do so, check all persons have left the building.
- (3) Leave the building by nearest safe route.
- (4) Close all doors behind you.
- (5) Report to the assembly point at the bottom of the car park.

Person in Charge (As per FM1)

- (1) Confirm the fire brigade has been called.
- (2) Proceed to assembly point in car park and await reports from attendants and bar staff.
- (3) Co-ordinate any action being taken to deal with the emergency.
- (4) Await the emergency services arrival and report to them.
- (5) Inform the WAA Facilities Manager and/or Chairman as soon as practicable.

Any person discovering an emergency not requiring immediate evacuation of the premises

- (1) Call for assistance from those nearby
- (2) Ensure the emergency services are called if necessary
- (3) Ensure the Person in Charge is immediately informed

Person in Charge, once informed

- (1) Attend to the emergency and confirm appropriate help and emergency services have been called.
- (2) Decide whether further action is required, ie stop the activities in the Arts Centre, full or partial evacuation, First Aid, etc.
- (3) Await the emergency services arrival if called and report to them.
- (4) Inform the WAA Facilities Manager and/or Chairman as soon as practicable.