

Fire and Emergency Procedures

QCCC Tamborine - WEC Centre

Chief Fire Warden/Fire Warden: QCCC staff

The Group Leaders responsibilities follow:

The Group Leader is the person in charge of your group

1	When the Alarm sounds, the Chief Fire Warden will proceed immediately to the fire panel and isolate front fire bell, and wait. The Fire Warden and Group Leader are to search areas for a possible fire and report immediately to the Chief Fire Warden at the front Fire Panel (located in the staff room, next to Cabin 17 on the West Wing)
2	All campers and personnel on site (apart from Chief Fire Warden and Fire Warden) will make their way immediately, in an orderly manner, to the Emergency Assembly Point and await further instruction.
3	If a fire has been detected a 000 call will be made by the Chief Fire Warden and fire hats will be put on. The Group Leader will proceed to the assembly point where the Group Leader will conduct a roll call from the Fire Register they have on hand.
4	While this is being done the Fire Warden will do a quick check of the fire area to ensure all personnel are out of danger. They will then return to the assembly point to ensure all persons are accounted for and then report this back to the Chief Fire Warden.
5	The Chief Fire Warden will wait at the Fire Panel for the arrival of the Fire Brigade. The Chief Fire Warden will direct the Fire Brigade to the fire and assist where required.
6	Should no fire be sighted, the alarms will be cancelled and the Chief Fire Warden and Fire Warden will investigate the area that is displayed on the fire panel.
7	When the investigation has been completed and no fire found an 'All Clear' will be given to the assembled guests, via the intercom system. WAIT FOR INSTRUCTIONS.