Drill Hall Evacuation Instruction

For Fire Alarms and other Dangerous Events

In the event of a Fire Alarm or some other catastrophic event at the Drill Hall,

You should:

REMOVE

Yourself and everyone else from the building, immediately, by the closest and safest exit and move safely towards the grassed area on the far side of the Navy Bear café, which is the designated Emergency Assembly Area. Do not spend time collecting personal items.

On the ground floor there are five suitable exits, they are:

1. the front door of the building
2. the kitchen door to the outside
3. the storeroom door to the outside
4. the back door of the Drill Hall (in the south wall)
5. the double doors from the Green Room to the outside.

On the first floor, there are only two exits, they are:

1. the best egress from the first floor is out through the back door and down the steel external stairway. Do not use the Lift as it may stop working and leave you trapped.
2. if the first option is blocked, the proceed down the internal wooden stairs to the front door to the outside.

ALARM

Once you are clear of danger, notify the emergency services using:
a phone to dial “000” for emergency services, (i.e. Fire Brigade, Police, Ambulance)
informing them of the situation and location of 1c New Beach Road, Darling Point (the closest intersection is New Beach Road and Loftus Road, Darling Point 2027, plus it is on the bayside of road & the big yellow building).

CONTAIN THE FIRE

Since the Drill Hall is primarily an old wooden structure, it is best to leave the fire fighting to the professional fire brigade. If there is a small, localised source of flames and it is safe for you to do so, you may be able to tackle the outbreak with an extinguisher located in the building.
Only do this if you are trained and able to do it safely, do not endanger yourself or others.

EVACUATE ALL OCCUPANTS OF THE BUILDING

To the Emergency Assembly Area behind the Navy Bear Café in Yarranabbe Park.
Try to ensure that you take all occupants of the building with you, giving assistance to others where needed.
Close the doors behind you once everyone has left the area but do not lock the doors.

Other Emergency Numbers for Woollahra Council are:

9391 7170 during business hours for the Council's Venue Coordinator
Or
9391 7000 After Hours for Woollahra Council

Once you have all assembled at the Emergency Assembly Area, wait there until you are given the All Clear by the Emergency Services present to return to the building.

I have attached two diagrams that illustrate this process, Drill Hall Actions for Fire and Drill Hall Site Plan which indicates where the Exits are located, and the Portable Extinguishers are located.

Drill Hall

ACTIONS FOR FIRE

REMOVE Yourself and others from danger

ALARM Raise the Alarm

- Notify Emergency Services
  – Dial '000' from a safe place

CONTAIN The Fire

- Use correct fire fighting equipment
  – Only if safe and if you are trained

EVACUATE If Smoke or Fire is Dangerous

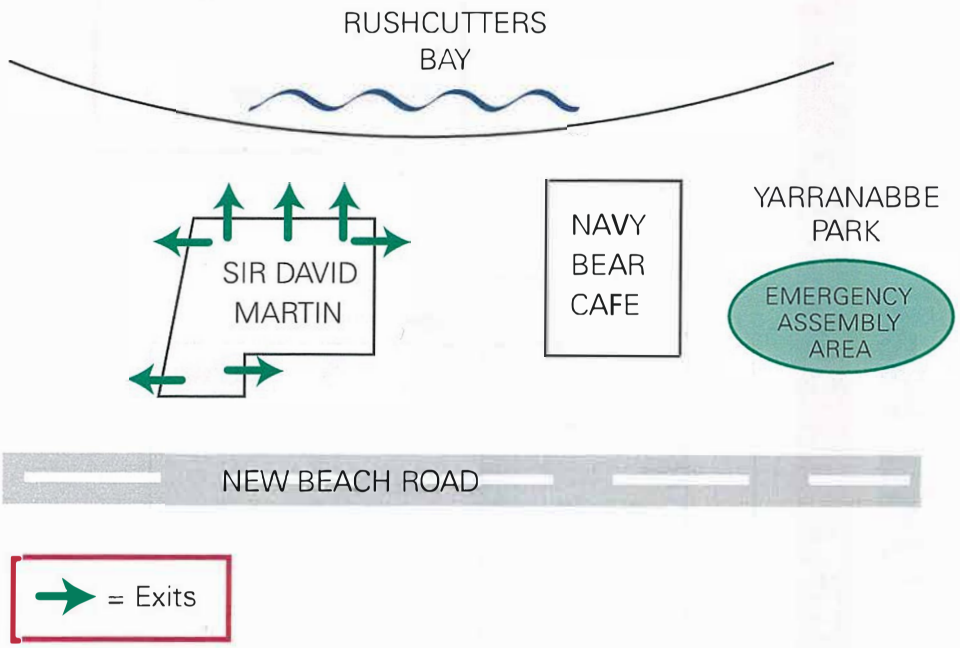
- Take others with you
- Close doors behind you
- Do NOT lock them

GO TO YOUR ASSEMBLY AREA

DO NOT COLLECT BELONGINGS

DO NOT RE-ENTER UNTIL AUTHORISED

EMERGENCY ASSEMBLY AREA

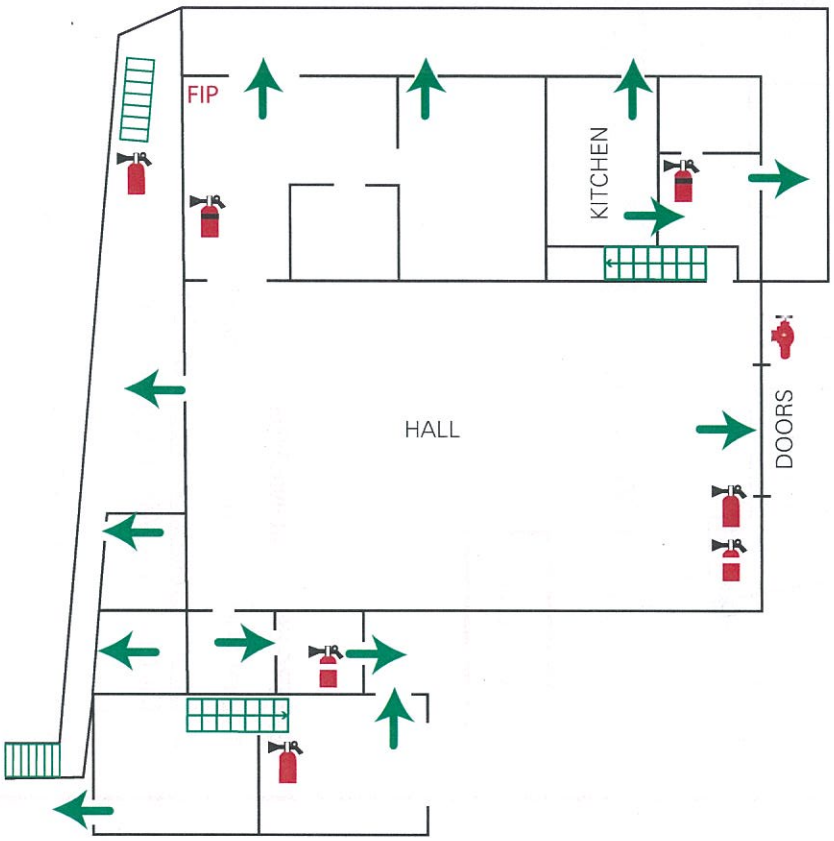


EMERGENCY NUMBERS:

1. Dial 000 for emergency services
2. During business hours dial 9391 7170 for Council's Venue Coordinator
   OR
3. After hours dial 9391 7000 for Woollahra Council

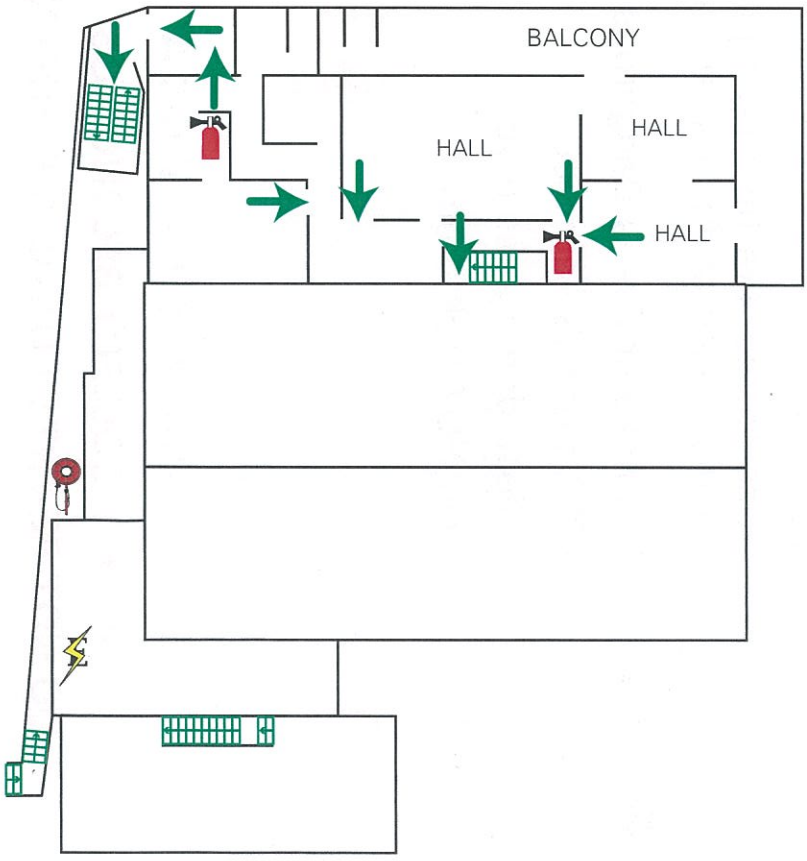
Drill Hall

SITE PLAN - Ground Floor



= Exits
= Hydrants
= DCP Extinguisher
= AW Extinguisher
= CO^2 Extinguisher
FIP = Fire Indicator Panel

SITE PLAN - First Floor



= Exits
= Hose Reel
= AW Extinguisher
= Electrical Switchboard