

Situation For Evacuation

- Fire
- Risk of explosion
- Unstable or collapsed structure
- Severe weather, including flooding.
- Medical Emergencies (cardiac arrest, severe injury)
- Violent Incident
- Bomb Threat
- Power Outage
- Alarm Activation

Meeting Points External To Building

Bodyfit Auburn - RED YARD, INTERSPORT AUBURN, 100 PARRAMATTA ROAD, AUBURN

Bodyfit Blacktown - EASYDAY SUPERMARKET, 28 SACKVILLE STREET, BLACKTOWN

Bodyfit Emerton - KFC EMERTON, 28 JERSEY ROAD, EMERTON

Bodyfit Glebe - SHOPPING CENTRE CARPARK, DALGAL WAY, GLEBE

Bodyfit Marrickville - CNR SMIDMORE ST & EDINBURGH ROAD, MARRICKVILLE

Bodyfit Miranda - METRO HOTEL PARKING DRIVEWAY, 7-15 JACKSON AVE, MIRANDA

Bodyfit Redfern - CNR MITCHELL WAY & LOCOMOTIVE ST, EVELEIGH.

Bodyfit Shellharbour - Hungry Jacks Burger Shellharbour, 1 Range Rd, Shellharbour City Centre NSW 2529

Evacuation Process

1. Roles & Responsibilities

- Club Manager → Chief Warden (White Cap)
- 2IC or Available Staff → Warden (Red Cap)
- Raise the alarm.
- Direct people to exit points
- Conduct a headcount.
- Assist emergency services.

2. Immediate Actions

- Warden (Red Cap) to Call 000 and report the emergency.
- Chief Warden (White Cap) to Direct Staff and ensure all areas are checked starting with the creche first.

3. Evacuation & Accountability

- Confirm all Wardens have accounted for everybody at the assembly point.
- Identify and assist injured persons as needed.
- Record a list of individuals who refuse to evacuate for emergency services.
- Ensure all exits are clear and accessible for safe evacuation.
- Account for individuals with mobility issues and arrange assistance.
- Use Stairs, not elevators
- Direct all persons to evacuate from any available exit

4. Handover & Reporting

- Brief emergency services: Incident details, affected areas, any missing/injured persons.
- Notify the General Manager with a summary of the situation.
- Complete an incident report documenting the event and actions taken.

Using Fire Extinguishers (PASS Method)

1. Pull the pin.
2. Aim at the base of the fire.
3. Squeeze the handle.
4. Sweep from side to side.

Evacuation Emergency Response Guide

FIRE

- Call 000
- Give directions to meet at the designated evacuation location.
- Evacuate Creche first, notify all members and staff.
- Raise the alarm, if possible.
- Use a fire extinguisher, if possible. (Refer to the PASS Method)
- Remain low if encountering smoke.
- Use stairs, not elevators.
- Advise Management. (Refer to communication response chart)

SEVERE WEATHER

- Call 000
- Give directions to meet at the shelter area. Evacuate Creche first, notify all members and staff.
- Stay away from windows.
- Remain in shelter until it's safe.
- Advise Management. (Refer to communication response chart)

URGENT SITUATION

- Call 000
- State who, what, where, when, why
- and how the situation occurred.
- Warn others of the danger. Attend
- to creche first, notify all members
- and staff.
- If bomb threat, turn off all
- electronics.
- If medical situation, locate to
- nearest Automated External
- Defibrillator (AED) and follow
- instructions.
- Advise Management. (Refer to
- communication response chart)

VIOLENT INCIDENT

- Call 000
- Warn others of the danger. Attend
- to creche first, notify all members
- and staff.
- Pay attention to your
- surroundings.
- Have an exit plan.
- Quickly move away from the
- threat.
- Advise Management. (Refer to
- communication response chart)