

Orientation Check List

for

Casual and Regular Bookings

This check list forms part of the Gladstone Uniting Church's Emergency Evacuation Procedure. A full copy for your perusal is available on request from the Church Office. The check list is to be completed by the Group Leader/Organiser **only after** viewing the Orientation video presentation found at www.gladstone.ucaweb.com.au/ and then forwarded to the Church Office for recording keeping, before your activity starts. **For Regular Bookings this training needs to be repeated annually.**

The instructions given, take into account the following components:

1. The location of the buildings' escape routes (fire exits and pathways to an exit).
2. A procedure for conducting members to an exit and then to the designated assembly area (safe place).
3. Checking of all rooms (including toilets) for people (after assessing the risk from smoke or fire).
4. The location of fire-fighting equipment (fire extinguishers, fire blankets & fire hose reels).
5. The location of fire alarms or equipment for warning of fire.
6. The method used to activate fire alarms for warning of fire.
7. Making the announcement for occupants of the building to evacuate. This can be delivered via messengers or a public address system.
8. Contacting the Fire Service using '000' telephone number passing on details of the emergency.
9. Assessing the effectiveness of the building evacuation, with consideration as to who may be missing and where they may still be within the building. (Conducting a head count)
10. Meeting the attending Fire Service Officer to pass on updated details of the emergency.

BUILDING NAME: Gladstone Uniting Church

ADDRESS: cnr Uniting Place and Dixon Drive Gladstone 4680

PART OF BUILDING _____
(Please indicate which part/s you will be using eg. Hall, Church ETC.)

Name of your Organisation _____

(Continued next page)

| Date | Name of Person/s Trained | Instruction Given (Use numbers listed in the above points as indication) | | | | | | | | | | Instruction given by | |
|-----------------------|--------------------------|---|---|---|---|---|---|---|---|---|----|----------------------|--------------------|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | |
| 23/10/2009 Example | I. Blum | | | | | | | | | | | | Video Presentation |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |

See Part 4 of the **Building Fire Safety Regulation 2008** for further detail. Full details of the legislation can be accessed online at the Queensland Legislative website: www.legislation.qld.gov.au.