



Fire Evacuation Information

Moreton Rivers Presbytery – Downstairs Room

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Fire Evacuation Information

1. **FIRE EVACUATION PROCEDURE:** Please follow the fire evacuation procedure on the laminated fire evacuation notice in sequential order by number.
2. **FIRE EXITS:** There are two fire exits in the downstairs area and one in the downstairs kitchen. In the event of an emergency, please move quickly and quietly to the closest exit unless directed to move in a different direction by the designated Evacuation Co-ordinator. Make time to familiarize yourself with the Evacuation Diagrams at the EXIT doors.
3. **ASSEMBLY AREA:** The Assembly Area is on the driveway in front of the Presbytery Office. It is signed “Assembly Point”. If it is not safe to assemble in this area, the Evacuation Co-ordinator will point you either down or up the driveway to a safe place.
4. **FIRE EXTINGUISHERS:** There are extinguishers in the main downstairs room and in the kitchen. There is also a fire blanket located in the kitchen. Do not use the equipment unless you have been trained in the use of this equipment and it is safe to do so.
5. **EVACUATION CO-ORDINATOR:** the Evacuation Co-Ordinator for this event is:
6. In the event of an emergency, please follow the instructions of the group leader or nominated person. If instructed to leave the building, this should occur quickly via one of the marked exits. All persons are to gather at the assembly area and await further instructions. NO-ONE is to re-enter the building until the all clear has been given. Please do not leave the assembly area without notifying the Evacuation Co-ordinator.

7. **RING 000:** The smoke alarms in this building are not linked to the Qld Fire Service. In the event of an emergency someone will need to be designated to contact Qld Fire Services. The address of this building is on the front page of this document, as are contact numbers for the Presbytery Minister, Rev John Ruhle.

8. **FIRST AID:** A First Aid Kit is located in the upstairs kitchen above the cabinets if required.

HOUSEKEEPING CHECKLIST:

1. **TOILETS:** The toilets are located upstairs or next to the downstairs kitchen.

2. **KITCHEN:** The kitchen is located at the back of the downstairs area.

3. **TEA/COFFEE:** Tea and coffee facilities are located in the downstairs kitchen or in the training room upstairs. Please take care when using the hot water tap in the training room as it comes out boiling straight away.

4. **NO SMOKING:** Smoking is not permitted in the building and within 4 metres of the building.

5. **LOCKING UP:** If the Office staff have left for the day, the Office area of the building will be locked. Please make sure the downstairs EXIT doors are locked from the inside before you close it and double check once it's closed that the door is locked. If you have opened the door at the top of the inside stairs, please make sure this is also locked at the end of your event.