



Fire Evacuation Information

Moreton Rivers Presbytery – Hall (Dance Studio)

22 Ashgrove Avenue
Ashgrove Qld 4060

p. 3366 0236
m. 0419 482 226

office@moretonriverspresbytery.org.au
www.moretonriverspresbytery.org.au

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 upstairs and in the downstairs areas. 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 your **Dance Teacher**.
6. In the event of an emergency, please follow the instructions of the Dance Teacher 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 downstairs on the outside of the lower hall building.

2. **KITCHEN:** The kitchen is located at the entrance to the hall and also downstairs.

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

4. **LOCKING UP:** If you are the last person to leave, please make sure the downstairs EXIT doors are locked from the inside before you leave as well as securing the upstairs doors.