



BALMORAL BEACH CLUB



BBC Safety Plan - Premises

Balmoral Beach Club

6 The Esplanade

Balmoral Beach NSW 2088

Dated: Sunday, 17 June 2012

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BBC Safety Plan - Premises

1.1. Preliminary

This document covers the safety of the BBC premises. It is to be posted on the BBC website as part of the BBC overall safety plan, and reviewed annually by the Board member responsible for facilities, and the BBC security and facilities contractor. The primary role of this plan is to give top priority to the safety of the occupants and visitors of the facility during an emergency. Life safety shall take precedence over asset protection during an emergency.

1.2. Site Profile

Site Name / Address: Balmoral Beach Club
6 The Esplanade
Balmoral Beach NSW 2088
Phone: 02 9969 8429

Board member responsible for facilities: **Peter Brown**

BBC security and facilities contractor: **Alex Korjavine of KGB Security**

1.3. Contacts

BBC Safety Officer **Nathan McCullum** Ph: 0411 049 802
After Hours Contact: **Alex Korjavine** Ph: 02 9969 8429
or 0402 289 522

BBC Catering Contractor **Ben Cardin** Ph: 0431 727046

Fire Services Provider: **tbc**

Fire Alarm Monitoring: **tbc**

Facilities: **Peter Brown** Ph: 0408 145677

1.4. Emergency Contacts

Police **000** or **112** (from a mobile phone)

Fire **000** or **112** (from a mobile phone)

Ambulance **000** or **112** (from a mobile phone)

State Emergency **13 2500**

Poisons Information **13 11 26**

1.5. Annual Inspection of Premises

An annual inspection of premises is to be carried out to inspect for compliance, to check fire equipment, review first aid equipment, and to look for any safety hazards. Particular attention is to be paid to:

- Access ways, slip and trip hazards, lighting and stair hazards
- Electrical hazards
- Fire safety hazards and systems being in order
- Fall hazards from balconies and walkways
- Display of emergency procedures throughout the premises

1.6. Reporting Damage

Damage to the building is to be reported to the Board member responsible for facilities, or noted on the blackboard for action.

1.7. Emergency Systems Summary

A. Alarm Systems

Fire Alarm Panel: The Fire Indicator Panel (FIP) is located in the front foyer of the building. Smoke detectors and Thermal detectors are located throughout the building and are linked to the Fire Indicator Panel. When activated these detectors initiate an alarm at the Fire Indicator Panel and raise the Alert tone throughout the building.

Break Glass Alarm: Break Glass Alarms (BGA) are manually operated detection system.

B. Suppression Systems

Fire Hose Reels: Are located throughout the building.

Extinguishers: This building contains the following types of extinguishers:

- Carbon dioxide
- Dry Chemical powder
- Fire blankets

C. Assembly area

Opposite the main entry, on the Esplanade.

1.8. Training, Safety and Risk Reduction

The BBC security contractor & catering contractor are to be trained in basic emergency procedures.

Emergency procedures are to be displayed for occupants to view, in change rooms, in the top room, and the club room.

1.9. Procedures

A. Fire

On discovery of a fire:

- Remove people from danger;
- Raise the alarm;
- Ensure the Emergency Services have been called by dialing **000** or **112** from a mobile phone;
- Commence evacuation of the building directing occupants to evacuate via the nearest safe exit to the Assembly Area;
- Ensure occupants/visitors with disabilities are assisted from the building or are in a refuge with another person.

Assembly Area

Location

- Opposite the main entry of the building, on the Esplanade.

Fire Awareness

Safety in Fire Situations

- If confronted by heavy volumes of smoke, crawl to safety. The clear air is near the floor “GET DOWN LOW and GO, GO, GO”
- Should your clothing catch alight, do not run. Stop where you are, drop to the ground and roll to smother the flames. “STOP, DROP and ROLL”.

Extinguishing Equipment

tbc

Food Preparation Areas

These are high risk areas which require the following:

- To be kept clean and grease free.
- Oils, spirits and fats etc to be stored in suitable containers away from possible flame sources; and
- All staff to be aware of the location and operation of alarms and extinguishers

B. Medical Emergencies

- Dial **000 (or 112 from a mobile phone)** and request an ambulance.
- Provide the following detail as requested:
 - Address: **6 The Esplanade, Balmoral Beach**
 - Nearest cross street: **Awaba St**
 - Floor/Area:
 - Details of Injury:
 - Your Name:
- Have someone remain with the injured person until help arrives.
- Dispatch a trained first aider to the scene, if available.

- Based on their training, the first aider should render assistance to the injured and make them comfortable.
- If the injury has resulted from a fall, do not move the person and where possible do not leave them unattended.
- The first aider will remain with the injured person until arrival of the ambulance; and
- Ensure responding emergency services personnel have a clear path of access to the injured person.

C. Gas Leak

In the event of a gas leak

- Immediately turn off the gas.
- Establish scope of emergency and whether safe containment will be speedily achieved (if in doubt commence evacuation).
- Ensure injured are moved to a place of safety and no one is exposed to further risk or injury.
- Ensure Fire Brigade, Gas Company and ambulance are notified, if required.
- Implement evacuation, if necessary; and ensure no open flames, welding, matches or smoking

D. Tsunami

In the event of advice that a tsunami is imminent:

- Close and evacuate the facility on receipt of a tsunami evacuation warning or upon observation of unusual ocean behaviour indicative of a tsunami.
- Secure the facility and ensure no one enters the facility after evacuation has begun.
- Make sure all personnel are evacuated to higher ground whilst remaining in mobile phone and/or radio contact so that further advice or assistance is easily accessible.