



# U3A PINE RIVERS INC.

ABN 68 518 990 950  
Inc. No. IA 13638



## University of the Third Age

*"Learning for Leisure and Pleasure for Seniors"*

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### U3A Pine Rivers – Fire Safety Protocol – v2.0

U3A Pine Rivers is a community based, volunteer organisation and as such may have to respond to a situation whereby members and walk in members of the community may have to evacuate a U3A property.

As U3A is composed of mature aged members, some with varying degrees of mobility and response reaction times, it is essential that each current and new member be provided with fire safety information and training on how to react in a fire evacuation scenario.

U3A Pine Rivers is governed by the Building Fire Safety Regulations 2008.

Under the Regulations we are required to appoint a Fire Safety Adviser who will:

1. Write a Fire and Evacuation Plan for the U3A Centre, Kallangur
2. Train 6 Fire wardens annually
3. Oversee an Annual Fire Evacuation Drill

#### Requirements

The Fire and Evacuation Plan is lodged in the Administration Office

In addition, the following matters will be carried out:

1. Fire Wardens, if present, will take overall control of the evacuation and contact with Fire Services.
2. A notice will be placed on the front door of the U3A Centre, Kallangur to advise the Fire Services who to contact if the building is unoccupied and they have attended because an alarm has been triggered.
3. Fire Evacuation Plans are displayed near the Fire Alarm Red Boxes indicating which route to take to evacuate the building and the location of the Assembly Area.
4. Each Fire Alarm Red Box will bear a sign explaining how to respond to a fire situation.
5. Signs will be placed near the Fire Exit Doors at King's and Calala Drive Hall to advise all users how to respond to a fire.
6. Each Tutor/ Class Member will be advised of Fire Safety and evacuation requirements at the U3A Centre, Kallangur, King's Cottage, Petrie and Calala Drive Hall, Strathpine.
7. Tutors will be advised through the revised Tutor's Handbook on how to deal with a fire emergency and are advised to tell students at the beginning of the class, where the fire evacuations doors are located.
8. New Members will be given fire evacuation instructions with their New Member's Pack.
9. Fire Wardens/Tutors are responsible for evacuating classes.
10. Committee/Office Support Staff members and Receptionists if present at the Centre, will take responsibility for safe evacuation of all members in the office area and Committee Meetings.

#### Actions to be taken:

- Annual Training for Fire Wardens and Fire Evacuation Drill
- Quarterly Fire Evacuation Drills at the U3A Centre – different days and different times
- Remind Tutors of their obligations