GLEN EIRA LEISURE
EMERGENCY MANAGEMENT PLAN

PREVENTION, RESPONSE AND RECOVERY

VERSION 4.0

PURPOSE

To provide guidance for users when faced with an emergency evacuation.

DEFINITIONS

Use plain English to explain any technical terms or abbreviations.

Terminology	Definition
GEL	Glen Eira Leisure
Area Warden	All Operational Staff

STRUCTURED PROGRAMS INCLUDE THE FOLLOWING:

- School Swimming Lessons
- School Fun Days
- Swimming Carnivals
- School Stadium Groups

STEPS / PROCEDURE:

1. In the event of an emergency evacuation ALL structured programs must follow GEL staff instructions (Wardens)
* Staff are to follow the instructions of GEL staff and then instruct their school group to follow.

2. All school equipment and property is to be left on site in the case of an emergency – such as, school bags

3. Once all personnel have moved to the nominated assembly area(s), accounting will commence.

ASSEMBLY AREAS
GESAC

- East Bentleigh Soccer Club Pavilion – 70 metres south of main entrance
- Softball Arena – 60 metres north of outdoor pool



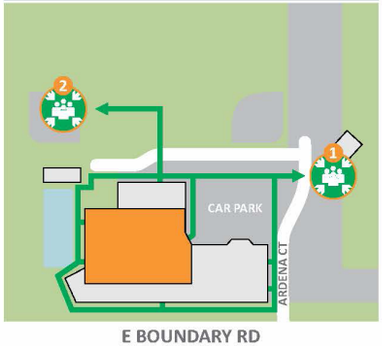
EVACUATION DIAGRAMS

GLEN EIRA SPORTS AND AQUATIC CENTRE

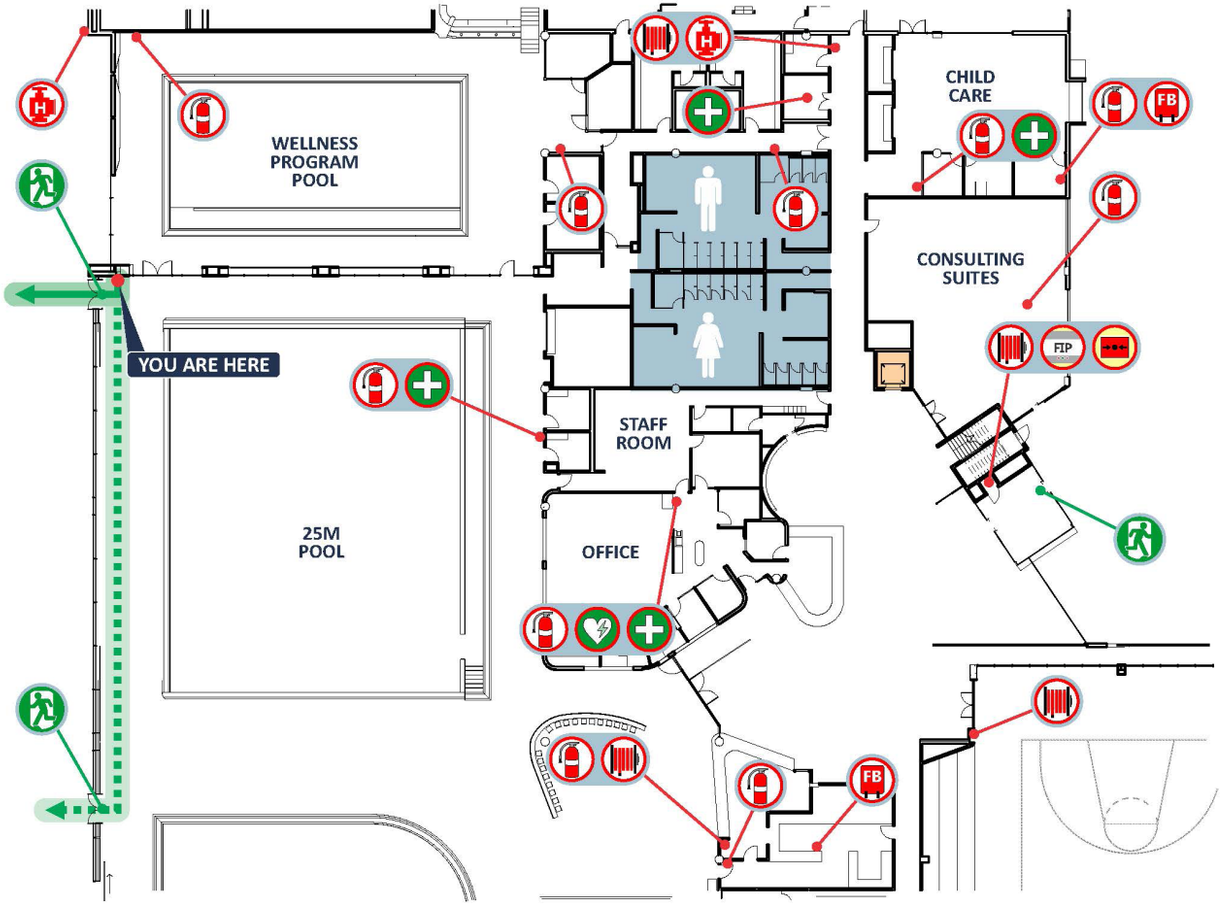
200 E BOUNDARY RD, BENTLEIGH EAST VIC 3165

EVACUATION DIAGRAM

GROUND LEVEL



E BOUNDARY RD



ASSEMBLY AREA

1. BESIDE PAVILION AT BAILEY RESERVE
2. AT SOFTBALL DIAMOND NEAR OUTDOOR POOL

EVACUATION PROCEDURES

REMOVE FROM IMMEDIATE DANGER

- If an emergency incident occurs, move a safe distance away from the danger.
- Prevent others from entering the area and alert surrounding people.
- If safe and trained to do so, attempt to extinguish the fire/contain the emergency incident.
- Continually assess the situation and do not put yourself or others at risk.

NOTIFY EMERGENCY SERVICES

- Dial 000

EVACUATE THE BUILDING

- In the event of the smoke, fire or emergency incident worsening, EVACUATE immediately, via the nearest safe exit.
- When the area has been evacuated, all doors and windows should be closed to contain the smoke/fire. Do not obstruct access to Exits.

PROCEED TO THE ASSEMBLY AREA

- Refer to Site Plan and await instructions from the responding Emergency Services.

prensa

IN CASE OF FIRE

R RESCUE | A ALARM | C CONTAIN | E EVACUATE

P PULL | A AIM | S SQUEEZE | S SWEEP

EMERGENCY SERVICES

DIAL 000

LEGEND

- Fire Extinguisher DCP
- Fire Hose Reel
- Fire Blanket
- Hydrant
- Fire Indicator Panel
- Manual Call Point (Red)
- First Aid Kit
- Defibrillator
- Exit
- Primary Evacuation Route
- Secondary Evacuation Route

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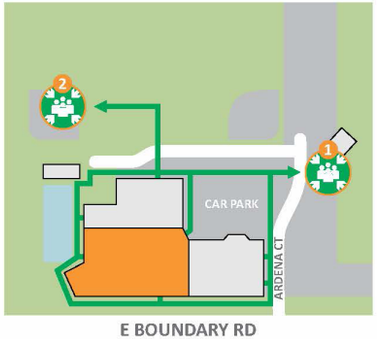

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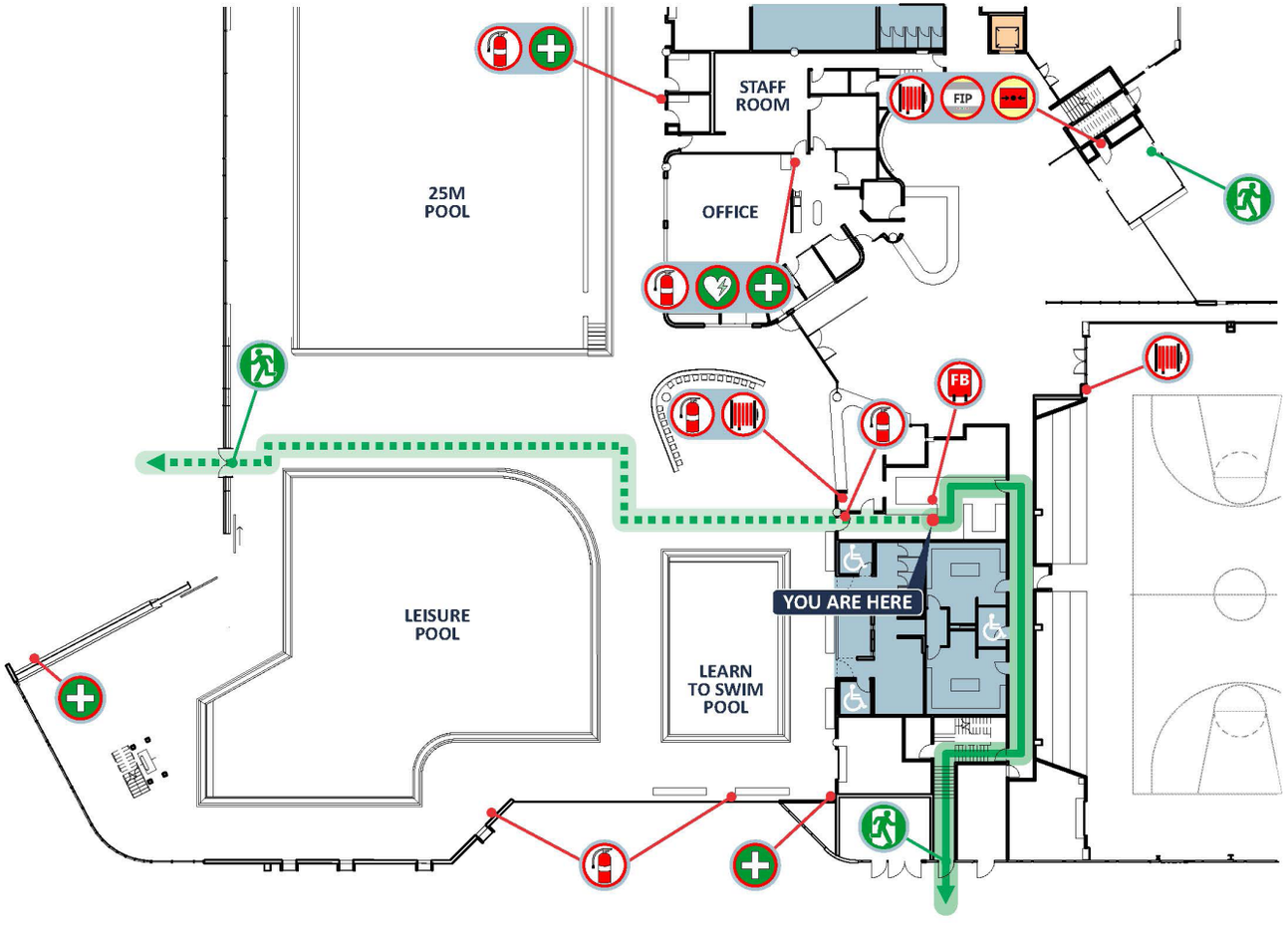

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