

Community

Hirer's



# Handbook

Quantin Binnah  
Community Centre

[www.qbcc.org.au](http://www.qbcc.org.au)



## Table of Contents

1. Welcome
  - 1.1 Introduction
  - 1.2 Acknowledgment of Traditional Owners
2. Organisational Summary and Background
  - 2.1 Centre Contacts
  - 2.2 QB Vision, Mission, Values and Philosophy
  - 2.3 Statement of Purpose
  - 2.4 Quantin Binnah Services Overview
3. Important Dates
  - 3.1 Link to QB Activities Calendar
4. Room Booking Process
  - 4.1 Application Process
  - 4.2 Community Room Capacity
  - 4.3 Impact of Health Restrictions on Room Bookings
  - 4.4 Public Liability Insurance
  - 4.5 Alarm Code and Key
5. Room Hire Charges
  - 5.1 Link to Schedule of Room Hire Charges
  - 5.2 Payment of Room Hire Fees and Bond
6. Health Related Safety Plans

## 7. Room Hire Forms

7.1 [Link to Application for Room Hire with Calendar Schedule](#)

7.2 [Link to Room Hire Agreement and Conditions of Room Use/ Hire](#)

## 8. Induction

8.1 [Induction Checklists for Hirers](#)

8.2 [Out of Hours Access Procedures for Hirers](#)

## 9. After Event

9.1 [Key Return](#)

9.2 [After Event Inspection Checklist](#)

9.3 [Bond Refund](#)

9.4 [Bond Refund Requisition Form](#)

## 10. Emergency Management

10.1 [What to do in an emergency](#)

10.2 [Site Plan and Evacuation Points](#)



## 1. Welcome and Introduction

### 1.1 Introduction

Welcome to Quantin Binnah Community Centre. We are a not-for-profit organisation which has been in operation since 1992 providing high quality children's services and community programs and spaces nestled within a residential area of Werribee.

Our aim for our children's services is to provide a secure and happy environment where children can develop their intellectual, social, emotional, physical and aesthetic skills to become competent and confident individuals. We aim for you as one of our valued community hirers of our facility to feel welcomed with a sense of belonging to a community centre that embraces the principles of diversity, inclusiveness and accessibility.

This booklet outlines all the information you need to hire or book space at the Quantin Binnah Community Centre and provides all the necessary proformas to complete your booking request.

We have the following rooms available for bookings:

|            |                                             |
|------------|---------------------------------------------|
| Chirnside  | maximum 100 people                          |
| Chaffey    | maximum 30 people with kitchenette facility |
| Peppercorn | maximum 30 people                           |

See Room Hire rates section 5.

### 1.2 Acknowledgment of Traditional Owners

Quantin Binnah recognises the Bunurong people as the Traditional Custodians of this land on which we meet today. We also acknowledge their neighbours, the Wadawurrung people. We pay respect to Ancestors and Elders who always have, and always will care for Country and Community today and for future generations.

## 2. Organisational Summary and Background

### 2.1 Centre Contacts

Quantin Binnah Community Centre Inc. 61 Thames Boulevard, Werribee 3030

**TELEPHONE: 9742 5040 (Office Hours 8.30am-6.00pm)**

**Admin Office EMAIL: [admin@qbcc.org.au](mailto:admin@qbcc.org.au)**

**Community Development EMAIL: [community@qbcc.org.au](mailto:community@qbcc.org.au)**

**CEO EMAIL: [ceo@qbcc.org.au](mailto:ceo@qbcc.org.au)**

**AFTER HOURS: Wyndham City Council 1300 023 411**

### 2.2 QB Vision, Mission, Values and Philosophy

#### **Vision:**

To Create Connection and Nurture a Sense of Belonging

#### **Mission:**

- To provide inclusive education and care for children, young people and adults
- To be accessible and responsive to meet our diverse community needs by offering a wide range of services
- To inspire collaboration and connection between community groups and local organisations

#### **Values:**

In all the work we do at Quantin Binnah we strive to demonstrate:

1. Community Collaboration
2. Connection and Accessibility
3. A Nurturing Approach
4. That we cultivate a sense of Belonging

## Philosophy

In relation to all Children, Families, Community Members and Staff, Quantin Binnah strives to:

- Promote a safe and secure environment
- Encourage all service users to respect each other, the property of QB and the equipment contained within
- Aspire to provide equal opportunity to all
- Develop strong trusting connections and open communication
- Cultivate a sense of belonging
- Provide a nurturing environment and programs that are inclusive and that respect diversity
- Have awareness, sensitivity and compassion for additional and individual needs
- Cater to individual needs
- Promote and explore all avenues of creativity
- Seek out and explore all avenues of social enterprise, partnerships and networks
- To support sustainability and respect for our environment and planet

### 2.3 Statement of Purpose

At Quantin Binnah, we value community above all else. For us, this means celebrating each individual in our community, nurturing group connections, honouring our similarities and differences and helping each other learn and love each day.

The main purpose of this organisation is to operate for public benefit to support vulnerable members of the community. QB provides a range of services from birth to aging well activities to support community members of all ages and abilities to build life - long connections and enhance their social capital. In addition, the revenue from these services subsidise and support QB's principal purpose.

For further information regarding the Quantin Binnah Public Institution Charitable purpose please visit:

<https://www.qbcc.org.au/our-charitable-status-purpose-and-values>

## 2.4 Quantin Binnah Services

Quantin Binnah Community Centre is a Community Hub located at 61 Thames Boulevard in Werribee that provides and administer services including:

1. Playgroup
2. 1<sup>st</sup> Yr. Kindergarten and 2<sup>nd</sup> Yr. Kindergarten (Previously known as 3 yr. and 4 yr. Kindergarten)
3. Long Day Care at Woodville and Quantin Binnah
4. Before School, After School Care for West Grove, Bethany, Carranballac P-9 College, St Leo the Great, St Martin de Porres, Corpus Christi, Our lady of the Southern Cross and St John the Apostle
5. Vacation Care Programs: Quantin Binnah, Corpus Christi and Carranballac P-9 College and St Leo the Great
6. Maternal and Child Health Services
7. Supported and Senior Adult Education
8. Targeted Exercise for Frail and Disabled
9. Activities for adults living with disabilities
10. Food Relief and Clothes Swap Programs
11. Breakfast club
12. Social Enterprise Café and volunteer programs
13. Psycho-social therapeutic groups
14. Community Connection Programs – Chatty Café

## 3. Important Dates

### 3.1 Key Calendar Links

Please visit <https://www.qbcc.org.au/newsandevents> for Key Calendar Dates and our monthly themes created by all our children families and centre staff.

We encourage you to support this planning process by developing and implementing your own activities aligned to these monthly themes.

## 4. Room Booking Process

### 4.1 Application Process

To book and hire at Quantin Binnah Community Centre please contact our Community Development Team with your enquiry. You will be invited to complete an Application for Room Hire form which can be emailed to you or you can collect from the centre's Administration Office. Upon successful approval of your application, you will receive a Hire Agreement with Conditions of Hire. This will document the booking schedule, fees and payment details as well as conditions of using the facility. This agreement is to be signed and returned to the centre to finalise your booking.

The Application for Room Hire form is attached in Section 7.1. Please supply a copy of the following documents which ever apply with your application:

1. Certificate Public Liability Insurance min cover \$20 million (**mandatory**)
2. Certificate of Incorporation (if applicable to your organisation/group)
3. Certificate as a Registered Training Organisation (if applicable to your organisation/group)

### 4.2 Community Room Capacity

Quantin Binnah Community Centre has three rooms available for hire with the largest being Chirnside accommodating a maximum of 100 people and two smaller rooms being Chaffey, which has a kitchenette facility, and Peppercorn Rooms which includes the Café as Room 2. Both Chirnside and Chaffey are carpeted.

- Chirnside Room: Max 100 people
- Chaffey Room 1 & 2: Max 30 people
- Peppercorn Room 1: Max 30 people
- Peppercorn Room 2: Max 25 people



### 4.3 Impact of Health Restrictions on Room Bookings

Applicable only when Government Emergency Restrictions are in place.

### 4.4 Public Liability Insurance

All hirers of the centre are required to have a current Public Liability Insurance Certificate for a minimum of \$20 million. This is a requirement of any user of a council owned facility. Public Liability insurance protects hirers and users of Council facilities should any claims be made against them in particular relating to activities that are entirely the hirers responsibility. A copy of the certificate is to be sent with the Application for Room Hire form and is mandatory for the processing of any booking. Alternatively, Wyndham City Council offer a one-off event Public Liability Insurance designed for community groups, not-for-profit groups or individuals. Hirers must apply and pay their fee to Wyndham City Council.

Go to the Council website: [Public Liability Insurance for Uninsured Casual Hirers of Council Facilities](#)

### 4.5 Alarm Code and Key

Hirers who book a room to be used after hours (i.e. after 6pm) or on weekends will be given an alarm code and key prior to the commencement of their booking. The 4 - 6 digit alarm code is the responsibility of the hirer and is to be kept confidential.

The hirer will need to sign a key register upon collection of the key and sign it upon returning the key. Casual hirers are to return the key within 2 business days of the hire date. The key is the responsibility of the hirer and any loss of key will incur the loss of the bond and may incur other replacement charges.

## 5. Room Hire Charges

There are currently two rate categories applicable to room hire at Quantin Binnah for individuals, groups or organisations:

1. Not-for-profit / Community rate
2. Commercial or Local, State or Federal Government rate

Both the room hire and bond are to be paid in advance. Bonds are required to be paid to secure the booking upon approval of the Hire Agreement.

**\*\*Please note all Room Hire Fees are subject to an increase on the 1<sup>st</sup> July each year\*\***

### 5.1 Room Hire Charges Link

For information on the fee schedule for hirers, go to the QB website

<https://www.qbcc.org.au/hire-facilities-1>

### 5.2 Payment of Room Hire Fee and Bonds

Payments can be made by either Direct Deposit or EFTPOS or Credit Card.

#### EFTPOS

Available at Quantin Binnah Admin Office.

#### CREDIT CARD BY PHONE

Please call 03 9742 5040 with your credit card details.

#### INTERNET BANKING (Direct Deposit)

Please advise us when commencing this payment option as we like to track the first payment to ensure safe payment arrival.

|              |                                   |
|--------------|-----------------------------------|
| ACCOUNT NAME | QUANTIN BINNAH COMMUNITY CENTRE   |
| BSB          | 013 664                           |
| ACCOUNT NO   | 254574717                         |
| BRANCH NAME  | WERRIBEE PLAZA - HOPPERS CROSSING |
| REFERENCE    | Hire Name on Booking              |

## 6. Health Related Safety Plan

Hirers are required to submit a Health Safety Plan when government restrictions are in place. This will be discussed during the induction process if required.

## 7.1 Application for Room Hire

For a copy of the Application for Room Hire, go to the QB website

<https://www.qbcc.org.au/hire-facilities-1>

## 7.2 Room Hire Agreement and Conditions of Hire

For a copy of the Room Hire Agreement, go to the QB website <https://www.qbcc.org.au/hire-facilities-1>

Please Note: An approval for your application for Room Hire is required prior to the Room Hire Agreement being finalised.

## 8. Induction

### 8.1 Induction Checklist



#### INDUCTION CHECKLIST FOR ROOM HIRERS/USERS

\* Designates Optional Information for After Hour Hirers or only if applicable

| Item No.                         | Items Covered in Induction                                                                                                                        | Signed by User/Hirer | Date | Signed by QB Staff |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|------|--------------------|
| 1                                | *Entry and Exit procedures have been explained (if applicable) including front/ auto door and gate requirements – test keys for applicable spaces |                      |      |                    |
| 2                                | *Alarm system information including unique hirer code has been explained (if applicable).                                                         |                      |      |                    |
| 3                                | *Key has been signed out and key return explained (if applicable).                                                                                |                      |      |                    |
| 4                                | No nuts or products containing nuts to be allowed in the centre (item 6 Conditions of Hire).                                                      |                      |      |                    |
| 5                                | Location of toilets and accessible toilets explained.                                                                                             |                      |      |                    |
| 6                                | Storeroom, storage of tables and chairs shown including WHS guidelines.                                                                           |                      |      |                    |
| 7                                | Light switches and locations shown.                                                                                                               |                      |      |                    |
| 8                                | Expectation on how to leave a room – for photos see attachment.                                                                                   |                      |      |                    |
| 9                                | Cleaning requirements including bringing own cleaning supplies explained.                                                                         |                      |      |                    |
| 10                               | Emergency evacuation instructions have been explained.                                                                                            |                      |      |                    |
| 11                               | Hirers must supply own First Aid Kits.                                                                                                            |                      |      |                    |
| 12                               | The removal of all rubbish from the premises has been advised.                                                                                    |                      |      |                    |
| 13                               | *Instructions on how to use Projector/whiteboard if applicable                                                                                    |                      |      |                    |
| 14                               | The Conditions of Hire have been read and understood.                                                                                             |                      |      |                    |
| Hirer/User's Name:<br>Signature: |                                                                                                                                                   |                      |      | Date:              |
| QBCC Staff Name:<br>Signature:   |                                                                                                                                                   |                      |      | Date:              |

### 8.1.1 Induction Room Photos

#### INDUCTION CHECKLIST FOR ROOM HIRERS/USERS - Room Photos



\* Photos of each room to be provided at Room Hire Induction

| Photo No.               | Room       | Signed by User/Hirer | Date | Signed by QB Staff |
|-------------------------|------------|----------------------|------|--------------------|
| 1                       | Chirnside  |                      |      |                    |
| 2                       | Chirnside  |                      |      |                    |
| 3                       | Chaffey    |                      |      |                    |
| 4                       | Chaffey    |                      |      |                    |
| 5                       | Peppercorn |                      |      |                    |
| 6                       | Peppercorn |                      |      |                    |
| 7                       | Cafe       |                      |      |                    |
| 8                       | Storage    |                      |      |                    |
| Hirer/User's Name:      |            |                      |      |                    |
| Hirer/User's Signature: |            |                      |      | Date:              |
| QBCC Staff Name:        |            |                      |      |                    |
| QBCC Staff Signature:   |            |                      |      | Date:              |

## 8.2 Out of Hours Access Procedure for Hirers

During the work week, it is usual practice at Quantin Binnah Community Centre that staff open the centre at 6:30am and close the centre by 6.00pm (Monday to Friday). The care park gate is closed by the last person to leave the building – times may vary according to work commitments.

Please use the following process on weekends. If the front gate to the centre's carpark is closed and access is required for cars.

### Entry to Carpark

If the front gate to the centre's carpark is closed and access is required for cars:

1. **Unlock** padlock using your **Room Hire Key**.
2. Open gate and swing to the left hand side bollard and **relock** gate using padlock to prevent the gate swinging backwards onto vehicles.

### Leaving the Carpark

On weekends, if you are the last group leaving the centre, **Unlock** the padlock using your **Room Hire Key** and return gate to the **closed position and relock padlock**.

### To ENTER the Centre

1. **Unlock the main entrance door** using your room hire **key** in the external lock. Turn key to the right to **OPEN**. Glass doors will open into the airlock.
2. **Unlock the second internal glass door** by placing your **key** in the lock. Turn key to the right to **OPEN**. Glass doors will open into the foyer.
3. Once inside the centre go to the right and on the wall, using the large **GREY KEY PAD**, enter your **access code** then press **OFF** and then press **Enter**. The red light/s on the key pad will disappear.
4. If the alarm does not turn off or alarm sounds, do not panic. Press the **CLEAR** button and repeat the procedure - Enter your **access code**; **press OFF**; **press Enter**. You

will have about 1 minute to deactivate the alarm after you enter the centre before the alarm will sound.

**To control the door opening by pressing the green buttons on both doors to exit the centre, follow the procedure below. This is a great safety feature and recommended if you have small children that you wish to contain:**

5. Place key in Keylock on the second glass door **INSIDE** the foyer and turn to **EXIT**
6. Place key in Keylock on the front glass door **INSIDE** the airlock and turn to **EXIT**

**Note:** To enter and leave the building without pushing the green button set to AUTO.

If you are experiencing difficulties with the alarm please contact AFTER HOURS (after 6.00pm) Wyndham City Council 1300 023 411.

### **To ENTER the Chirnside or Chaffey Room**

1. Use your room hire key for Chirnside and Chaffey rooms
2. Use your room hire key to enter the hallway

### **Lights**

1. Turn on lights under the grey key pad to light up foyer and passage way to toilet.
2. Turn on lights on the wall inside the Chirnside or Chaffey Room.
3. Ensure light are turned on in toilets.

### **Tables and Chairs**

- Use trolleys in the storeroom to move tables and chairs into community spaces as required.
- Only stack chair trolley up to a maximum of 40 chairs per trolley. Please align chairs as straight as possible to aid with manoeuvrability.
- Please make sure chair trolleys have the handle facing entrance of the storage garage.
- Set up tables and chairs as required and return equipment to the trolleys after use.
- Please wipe down tables before putting away.

## LEAVING the Centre

- Return all equipment and furniture to how it was left when you entered.
- Ensure the rooms are clean and tidy after use.
- Return all tables and chairs to the store room and stack using the trolleys provided.
- Upon leaving, ensure rooms meet room photos expectations.
- Turn off all lights, including the toilets.
- Pull down blinds in Chaffey room if they are up.
- **ALWAYS lock up and re-alarm the centre after your session. If participants arrive for another booking after yours and their Group Leader has not arrived, ask them to wait outside the centre.** It is the responsibility of their Group Leader to use their key to open and close the centre. Do not leave the centre open if the Group Leader has not yet arrived. This is in-case the program has been cancelled.

## RE-ALARM the Centre and LOCK UP

If there are no other people using the centre and you are the last to leave the centre, you **MUST** re-alarm and lock the centre. You have about a minute from activating the alarm to complete the lock up steps and exit the centre before the alarm will sound.

1. Using the large grey key pad on the wall, enter your **access code** then press **ON**, then **press Enter**. This will activate the alarm to the centre and the red light/s on the panel will go on.
2. **Place key in Keylock** on the **INSIDE foyer glass door**. Turn key to **LOCK**.
3. Press Green Button to exit Foyer and go into airlock.
4. **Place key in Keylock** on the **INSIDE glass front door** in the airlock. Turn key to **LOCK**.
5. Press Green Button to exit the building. Glass doors will shut behind you. Test that all doors remain closed by standing in front of external sensor.



## 9. After Event

### 9.1 Key Return

Casual hirers who have been given a key are to return their key within 2 business days after their event. Please return the key to the Centre Administration Office and sign the Key Register to confirm that the key has been returned. Regular hirers are to return their key after completion of their hire period or upon termination of hire. Building alarm codes will be deactivated after the completion of the booking.

### 9.2 After Event Inspection Checklist

All hirers are to complete the After Event Room Hire Inspection Checklist following the completion of their booking. This is to be submitted within two business days after the booking has taken place and can be emailed to [community@qbcc.org.au](mailto:community@qbcc.org.au) or given in at the Administration Office at the Centre. Hirers are invited to submit a photo with their submission, especially for documenting any damage. The form is included in this booklet.

### 9.3 Bond Return

Bonds will be returned upon submission and approval of the After Event Room Hire Inspection Checklist. Bonds will be refunded promptly within a two-week period after completion of the booking. Bonds will be refunded in full, subject to the Conditions of Hire being met, no damage caused or key lost. Any damage caused may result in the forfeiture of the bond which will assist to cover costs. Quantin Binnah management may impose specific non-compliance fees, for example a fee may be applied if rubbish has not been removed from the centre. As per the Conditions of Room Use, no rubbish is to be left inside or outside the centre. This is the responsibility of the hirer.

Regular hirers can elect for the bond to be either returned at the end of the year or rolled over to the following year for those continuing to hire at the same rate. The Bond will be repaid in full subject to the Conditions of Room Use being met where fees for noncompliance may be applied. Any damage caused may result in the forfeiture of the bond to assist to cover costs

All refund decisions will be approved/not approved at the discretion of the CEO, Quantin Binnah Community Centre.



## AFTER EVENT ROOM HIRE INSPECTION CHECKLIST

**Hire Date:** \_\_\_\_\_

**Booking Name:**

\_\_\_\_\_

**Hire Inspection Self Audit Completed**

**by:** \_\_\_\_\_

**We suggest you take photos as evidence for the return of your Bond before and after your event.** Please note that NO Bond will be returned for major damage. Bond decisions are at the discretion and approval by the CEO, Quantin Binnah Community Centre.

As per the Conditions of Room Use please complete the Self-Audit tool below. Please complete and submit this with the **Refund Requisition for Bond** form to [community@qbcc.org.au](mailto:community@qbcc.org.au) within 5 business days after the event.

| ITEM NO | TASKS TO BE COMPLETED                                                  | YES | NO |
|---------|------------------------------------------------------------------------|-----|----|
| 1       | Tables, chairs, sinks, benches have been cleaned with hot soapy water. |     |    |
| 2       | All rubbish has been bagged and removed from the centre.               |     |    |
| 3       | Carpeted floor areas have been vacuumed.                               |     |    |
| 4       | Vinyl floors have been swept and mopped to an appropriate standard.    |     |    |
| 5       | All chairs and tables have been stacked and returned to the storeroom. |     |    |
| 6       | Toilets have been checked and are in tidy condition.                   |     |    |
| 7       | All rooms have been left clean and tidy.                               |     |    |
| 8       | There is no damage to room or equipment.                               |     |    |
| 9       | If Yes, please report any damage below:                                |     |    |

Room Hirer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**For Office Use:**

QBCC Inspection verified by: \_\_\_\_\_ (Staff name) Date: \_\_\_\_\_

QBCC Bond Authorisation by CEO: \_\_\_\_\_ Bond Paid: \$ Deductions: \$

Reason for Deduction: \_\_\_\_\_ Total Bond Returned: \$

## 9.4 Bond Refund Requisition Form



# Quantin Binnah Community Centre Refund Requisition

Complete with your details and bank details

|                        |                               |
|------------------------|-------------------------------|
| <b>Payable To:</b>     | <b>Date:</b>                  |
| <b>Postal Address:</b> | <b>Amount \$</b>              |
| <b>Telephone:</b>      | <b>Our Order No.</b>          |
| <b>Requested by:</b>   | <b>ACCOUNT TO BE REFUNDED</b> |
| <b>Approved by:</b>    | <b>BANK</b>                   |
|                        | <b>BSB</b>                    |
|                        | <b>ACCOUNT NUMBER</b>         |
|                        | <b>OR</b>                     |
|                        | <b>CREDIT CARD</b>            |

| Supplier Code:    | Date:     |               |
|-------------------|-----------|---------------|
| Details of Refund | Amount \$ | Account Code: |
|                   | \$        |               |
|                   | \$        |               |
|                   | \$        |               |
|                   | \$        |               |
|                   | \$        |               |
|                   | \$        |               |
|                   | \$        |               |
|                   | \$        |               |
|                   | \$        |               |

## 10. Emergency Management and Evacuation

### 10.1 What to do in an Emergency



## Quantin Binnah Community Centre EMERGENCY PROCEDURE

### IN CASE OF **FIRE** or **GAS LEAK**

1. Alert all occupants
2. Evacuate all occupants
3. Contact Emergency Services call 000
4. Contact Wyndham City Council after hours number if the matter you are reporting is urgent or a hazardous situation that may cause physical harm to a person or property, please call Wyndham City on **1300 023 411**

Please follow emergency evacuation plans located throughout the building. Go to Assembly Area 1 (b) in the park at the rear of the community centre

**Do not re-enter the building until safe to do so.**

### IN CASE OF **FIRE/GAS LEAK/MEDICAL EMERGENCY**

1. **Phone 000**
2. Alert Quantin Binnah Administration Office if room hire is during office hours 8.30am-6.00pm. For after hours, please contact Wyndham City on **1300 023 411**.

Provide the following information:

1. What is your emergency.
2. Your location = 61 Thames Blvd, Werribee (9742-5040)
3. Your name.
4. Your contact mobile number.
5. Advise if anyone injured.

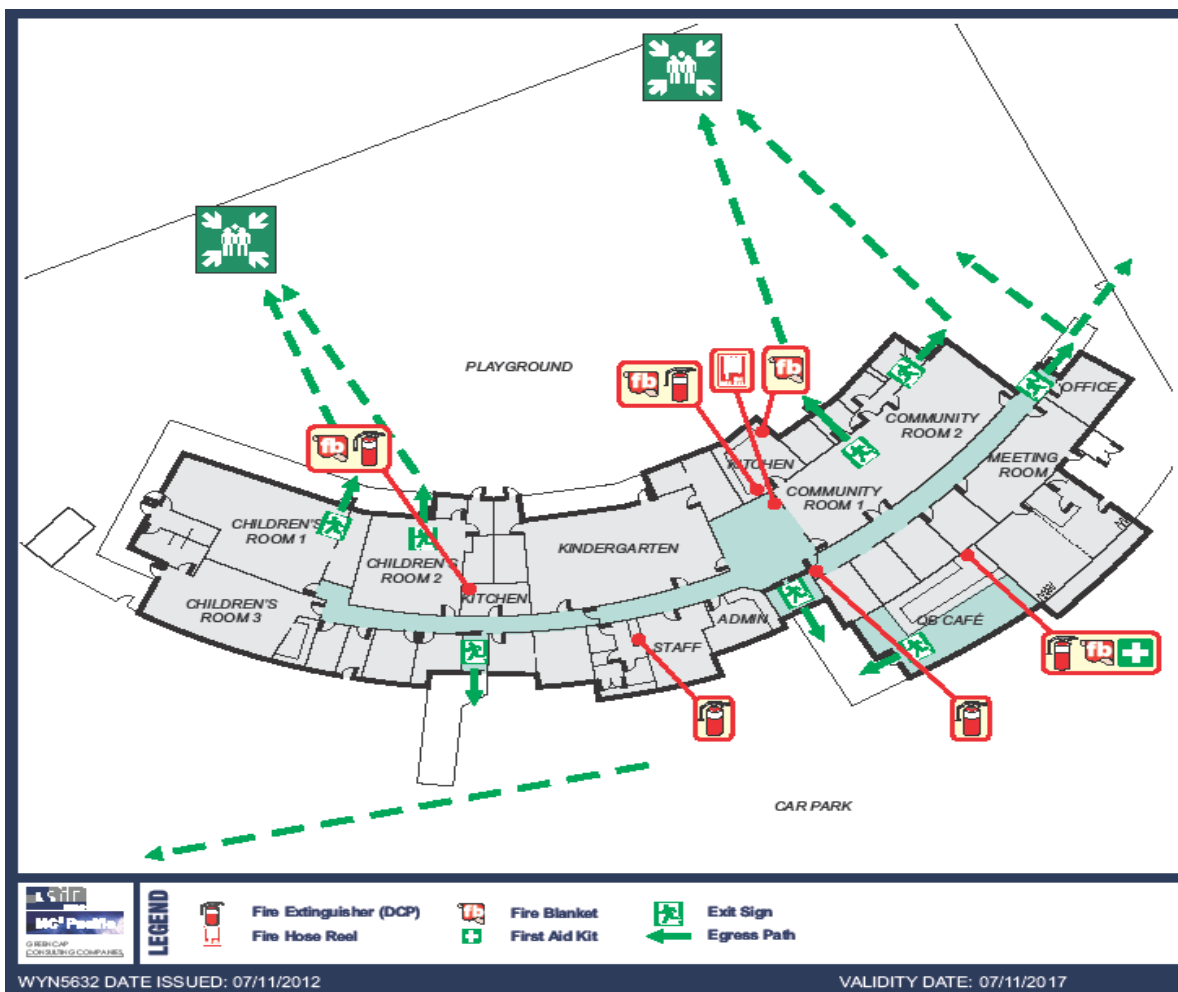
## 10.2 Site Plan and Evacuation Points

**Your Evacuation Point: GO to Assembly Area 1(b) in the park at the rear of the Community Centre. Do not go into the carpark as this will allow emergency vehicles to enter from Thames Blvd.**

Please exit via the front foyer or alternatively by the community hallway and use your key to unlock the padlock on the gate at back of the playground to exit to the park next door. Only return when advised it is safe to do so.



### QB Evacuation Plan



**QUANTIN BINNAH CC**  
**61 THAMES BOULEVARD**  
**WERRIBEE, VIC**  
**GROUND**

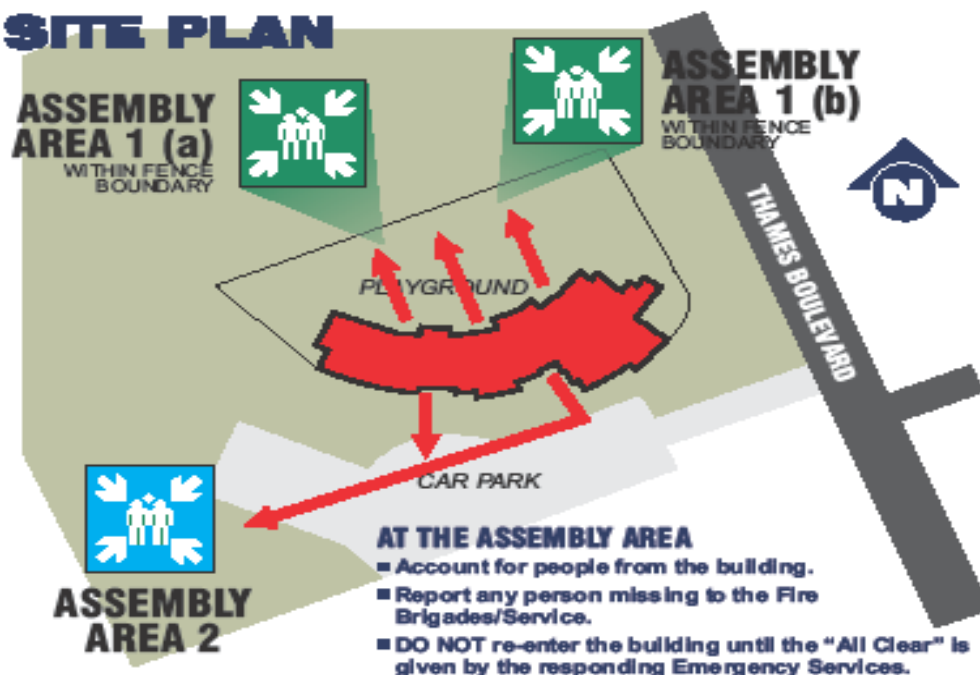


**EVACUATION PROCEDURES**

**FIRE AND EMERGENCY OPTIONS  
 IN CASE OF FIRE**

|          |                                                                                                                                                                        |  |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>R</b> | <b>REMOVE PEOPLE FROM IMMEDIATE DANGER AREA</b><br>Continually assess the situation, do not put yourself or others at risk (Do not obstruct Exits and/ or Exit Routes) |  |
| <b>A</b> | <b>ALERT OTHER PEOPLE IN VICINITY OF THE FIRE/ EMERGENCY</b><br>Dial 000 and ask for Fire Brigades/Service                                                             |  |
| <b>C</b> | <b>CONFINE FIRE/SMOKE</b><br>Close doors behind you and where practicable, windows also (To contain smoke/fire)                                                        |  |
| <b>E</b> | <b>EVACUATE</b><br>(Extinguish/Contain Fire. If trained and if safe to do so, operate appropriate extinguishers)                                                       |  |

**SITE PLAN**



VERSION 1.1

Prepare

Plan

Calenders

Health & safety guidelines

Rooms

Responsibilites

# Community starts here.

Cleaning & Expectations

Fees, bonds & guarantees

Communication & guidelines

Bookings



Quantin Binnah  
Community Centre

[www.qbcc.org.au](http://www.qbcc.org.au)