

FIRE SAFETY REGISTER - WEC CENTRE (Total of 92 beds)

THIS IS AN IMPORTANT DOCUMENT

- It is a regulation of the Qld Fire Service that a record of camp occupants (residential overnight guests) is kept in case of an emergency.
- This needs to be completed for each night of camp. Full names (first and last names) are required.
- Camp leader must keep a copy in a safe place whilst on camp. They need to make sure it is on hand in the event of an emergency when a roll call needs to be made at the designated evacuation point.
- On departure from camp, a copy must be left with the QCCC office (or email it before camp)
- It is very important that guests stay in the room they are allocated.
- Room Leaders must ensure that all occupants vacate the cabin in the event of an evacuation
- The number of occupants per room must never exceed the number of beds.
- Beds and mattresses **MUST NOT BE MOVED**

Thank you for your co-operation.

Group Name:

Group Leader (responsible for holding a copy of Fire Register during camp)

Please also note your responsibility in the case of an EMERGENCY (Page 3 of this document)

Arrival Date:

Departure Date:

For the Night of:

East Wing – Maximum 49 beds

CABIN NUMBER	Upper Bunks	Lower Bunks
WEC 1 Max 6 Singles	1.	4.
	2.	5.
	3.	6.
WEC 2 Max 6 Singles	1.	4.
	2.	5.
	3.	6.
WEC 3 Max 6 Singles	1.	4.
	2.	5.
	3.	6.
WEC 4 Max 6 Singles	1.	4.
	2.	5.
	3.	6.
WEC 5 Max 6 Singles	1.	4.
	2.	5.
	3.	6.
WEC 6 Max 6 Singles	1.	4.
	2.	5.
	3.	6.

CABIN NUMBER	Upper Bunks	Lower Bunks
WEC 7 Max 6 Singles	1.	4.
	2.	5.
	3.	6.
WEC 8 Max 4 Singles (Suitable for Family use with porta-cot – NOT supplied by our centre)	1.	3.
	2.	4.
WEC 9 Max 3 Singles (1 set of bunks, 1 single bed) Fixed TV	1. Lower Bunk:	3. Single ensemble bed:
	2. Upper Bunk:	

West Wing – Maximum 43 beds

WEC 10 Max 3 Singles Wheelchair access cabin (1 set of bunks, 1 single bed) Fixed TV	1. Lower Bunk:	3. Single ensemble bed:
	2. Upper Bunk:	
WEC 11 Max 4 Singles (Suitable for Family use with porta-cot – NOT supplied by our centre)	1. Lower Bunk:	3. Upper Bunk:
	2. Lower Bunk:	4. Upper Bunk:
WEC 12 Max 6 Singles	1.	4.
	2.	5.
	3.	6.
WEC 13 Max 6 Singles	1.	4.
	2.	5.
	3.	6.
WEC 14 Max 6 Singles	1.	4.
	2.	5.
	3.	6.
WEC 15 Max 6 Singles	1.	4.
	2.	5.
	3.	6.
WEC 16 Max 6 Singles	1.	4.
	2.	5.
	3.	6.
WEC 17 Max 6 Singles	1.	4.
	2.	5.
	3.	6.

The Group Leaders responsibilities follow on Page 3

Fire and Emergency Procedures

QCCC Tamborine - WEC Centre

Chief Fire Warden/Fire Warden: QCCC staff

The Group Leaders responsibilities follow:

The Group Leader is the person in charge of your group

1	When the Alarm sounds, the Chief Fire Warden will proceed immediately to the fire panel and isolate front fire bell, and wait. The Fire Warden and Group Leader are to search areas for a possible fire and report immediately to the Chief Fire Warden at the front Fire Panel (located in the staff room, next to Cabin 17 on the West Wing)
2	All campers and personnel on site (apart from Chief Fire Warden and Fire Warden) will make their way immediately, in an orderly manner, to the Emergency Assembly Point and await further instruction.
3	If a fire has been detected a 000 call will be made by the Chief Fire Warden and fire hats will be put on. The Group Leader will proceed to the assembly point where the Group Leader will conduct a roll call from the Fire Register they have on hand.
4	While this is being done the Fire Warden will do a quick check of the fire area to ensure all personnel are out of danger. They will then return to the assembly point to ensure all persons are accounted for and then report this back to the Chief Fire Warden.
5	The Chief Fire Warden will wait at the Fire Panel for the arrival of the Fire Brigade. The Chief Fire Warden will direct the Fire Brigade to the fire and assist where required.
6	Should no fire be sighted, the alarms will be cancelled and the Chief Fire Warden and Fire Warden will investigate the area that is displayed on the fire panel.
7	When the investigation has been completed and no fire found an 'All Clear' will be given to the assembled guests, via the intercom system. WAIT FOR INSTRUCTIONS.