

# Palmwoods Memorial Hall Association Inc.

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## QUEENSLAND FIRE AND RESCUE SERVICE INSTRUCTIONS TO PERSONS USING PREMISES

### FIRE EXITS

Fire exits are located as numbered on the map below:

1. Front entrance through foyer outside to Main St.
2. Side double doors outside to lawn area.
3. Side door near toilets, outside down stairs.
4. Supper room door outside to Margaret St.
5. Kitchen door outside to Margaret St.
6. Meeting room door outside to Margaret St near Public Toilets.

### FIRE EXTINGUISHERS

Fire extinguishers are located as numbered on the map attached:

- A. Main Hall, next to side double doors.
- B. Main Hall, next to male toilet door.
- C. Kitchen near external door.
- D. Meeting Room, near doors.

### Instructions for use of Fire Extinguishers

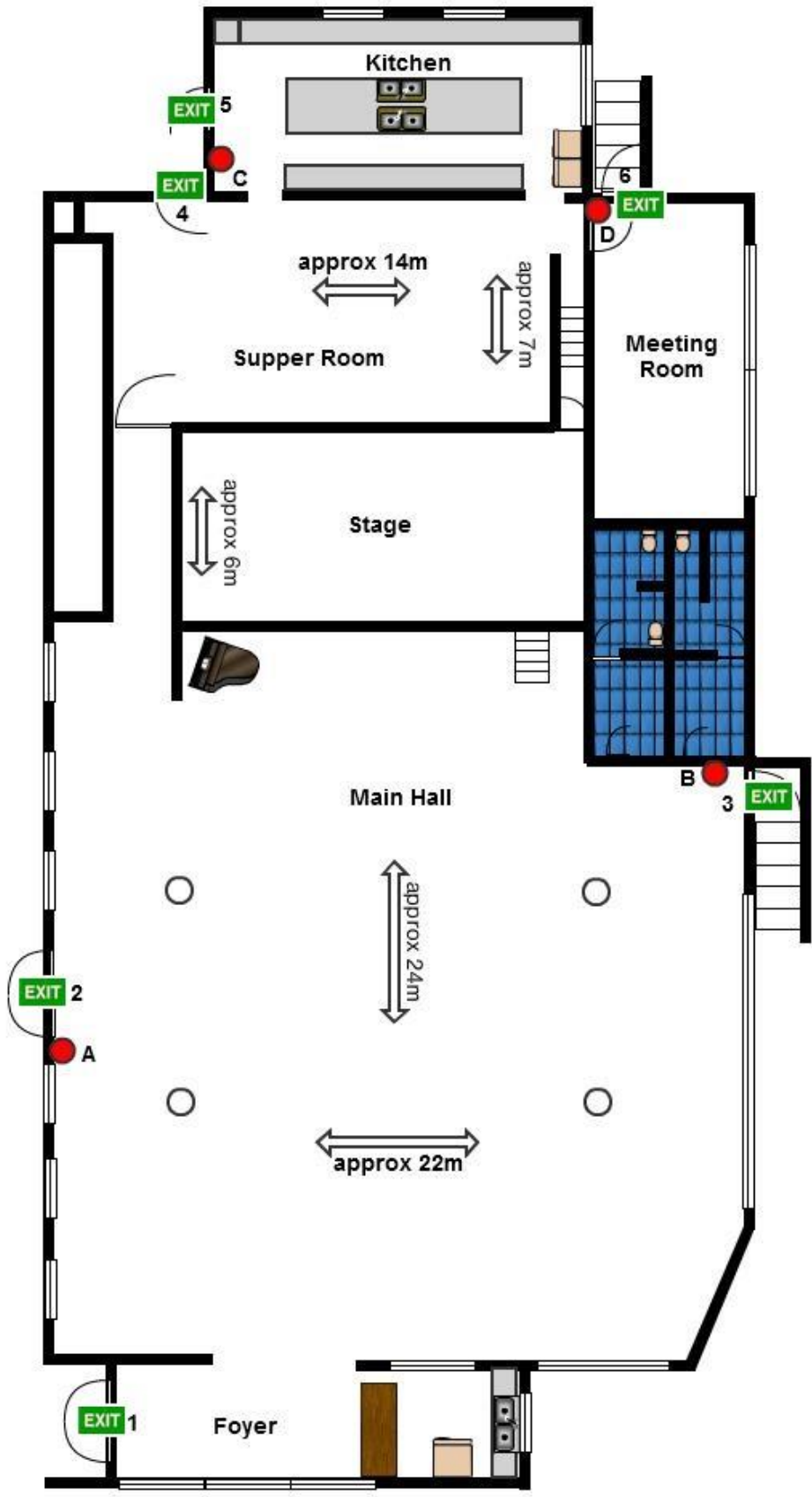
**P** pull the pin

**A** aim the nozzle

**S** squeeze the handle

**S** sweep the fire

- Remember to attack the fire from upwind, out of the smoke and heat of the fire.
- Always test the extinguisher before approaching the fire.
- Back up with additional extinguishers.



PALMWOODS MEMEORIAL HALL

\*FLOOR PLAN NOT TO SCALE - MEASUREMENTS ARE APPROXIMATIONS ONLY

# EVACUATION PROCEDURE

## Fire or Other Emergency

Leave through the nearest



1. If you see **SMOKE, FLAMES** or hear the **FIRE ALARM** alert other occupants immediately.
2. If safe, close any windows and doors to confine the fire.
3. Follow the **EXIT** signs to locate and leave through the nearest emergency exit and proceed to the assembly point (outside main entrance on lawn area).
4. Call 000 and notify the QLD Fire Service.
5. If safe to do so, use extinguishers to fight the fire (see above).
6. Once out, stay out. **Do not re-enter the building until told it is safe to do so by Management or Fire Officers.**
7. Call 5478 9539, 0409 765 357 or 0417 921 790 and inform the hall committee.