



Circus Royale Fact Sheet

Evacuation Procedure

As registered with Victorian Building Commission

Objectives

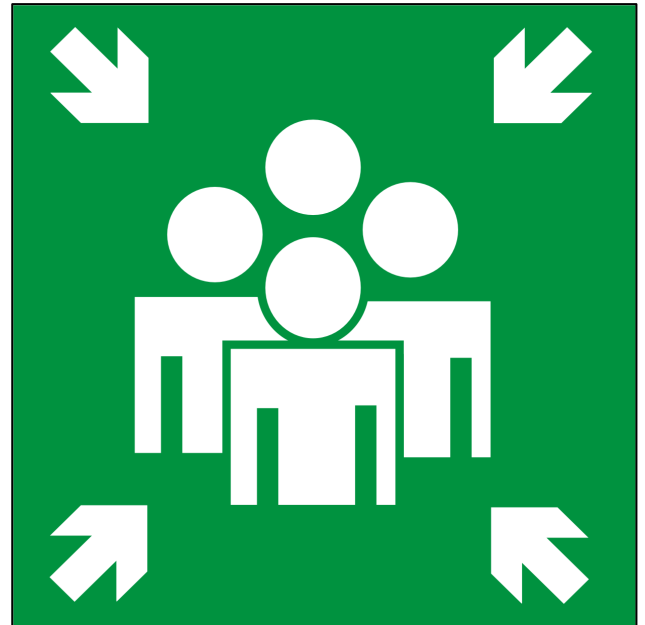
Eliminate risk of harm befalling people in temporary Structure (tent), or at circus event:

- Ticket paying patrons
- Guests on invitation
- Circus employees and subcontractors
- Event volunteers

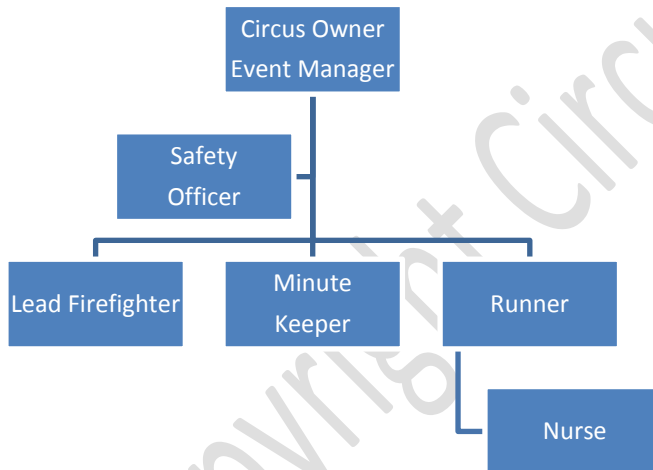
Eliminate risk of harm befalling any animal in Domestic Animal District.

Eliminate risk of property damage:

- Circus tenting & equipment
- Circus living village compound
- Circus transport, trailers or patron cars



Chain of command



All Events
All Emergencies

Circus Owner (Principal) will control and direct events
 Safety Officer will control if Owner absent
 Safety Officer is Big Top Supervisor
 Lead Fire Fighter established
 Minute Keeper established
 Runner established
 Principal will decide when emergency is over
 All employees to remain on site until Principal states emergency is satisfactorily dealt with



The alarm will be raised by means of a siren, which is located on light and sound operation station. Any staff member can raise the alarm. Alarm tested once at each venue on set up day as part of sign off activities. Alarm sound is restricted to boundaries of the circus location.



Circus Royale

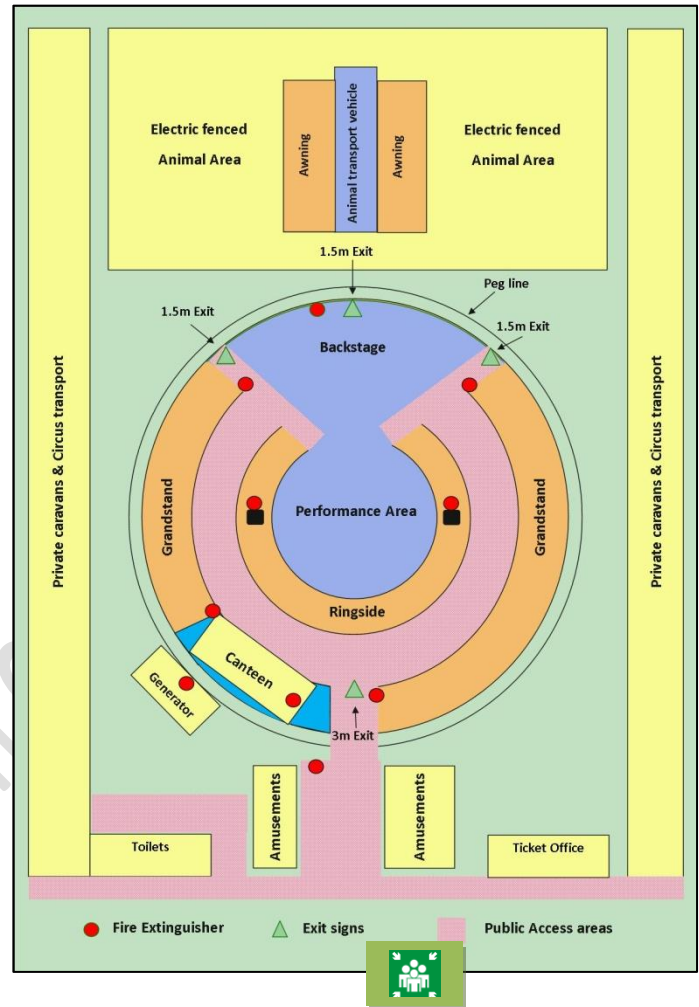
Fact Sheet

FIRE 000

Actions

On sounding of alarm:

- Principal commences evacuation of big top procedures.
- Safety Officer telephones emergency services
- Control Centre established on right hand side of big top entrance area
- Minute keeper reports to Control Centre area to keep a record of date, time, and all pertinent information on event.
- Runner reports to Control Centre area to carry messages as directed by Principal
- Staff Nurse and mobile First Aid Kit to Control Point.
- Employees carry out rehearsed evacuation of big top tent procedure.
- Each usher is responsible for a portion of patrons in section of seating.
- Ushers report to Principal in Control Centre when all patrons have left section of seating.
- Ushers then undertake duties as given by Principal.



Fire Fighting

In the event that the emergency is caused by a fire. The Lead Fire Fighter and designated fire crew will proceed to quell fire or continue to fight fire until arrival of fire services. Lead Fire Fighter liaises with Fire Services. Principal establishes a watching roster for as long as deemed necessary.



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Roll Call

All persons to remain in Control Area until
Principal advises emergency is over
Roll Call - circus persons
Roll Call – animals



Debriefing

Principal convenes debriefing within 2 hours of emergency

Minute Keeper records details:

1. The cause of emergency
2. Actions required to prevent reoccurrence
3. Any flaws / difficulties identified in evacuation procedures
4. Nominees role inadequacies

Minute Keeper to prepare a full written report for Emergency Services if required.

Established Duty Officers



Safety Officer

Safety Officer is employed full time for tour duration

Safety Officer is present on circus location




- 60 minutes prior to patrons arrival
- Full duration of performances
- 30 minutes after performance conclusion

Safety Officer ensures that the following staff receive training in use of fire extinguishers evacuation procedure:

- ✚ Ushers
- ✚ Catering staff
- ✚ Concessionaires
- ✚ Stage hands

Leading Fire Officer

Leading Fire Officer will be

-  Familiar with all fire equipment on site
-  Arrange regular servicing
-  Train new staff as necessary

Registered Nurse

Registered Nurse is employed full time for tour duration and is present on circus location:

- ❖ 60 minutes prior to patrons arrival
- ❖ Full duration of performances
- ❖ 30 minutes after performance conclusion



Established Routines

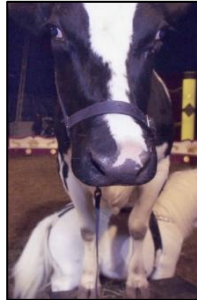


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Catering Outlets

Following the sounding of emergency alarm Catering Manager will commence closure of circus snack bar:

- All electrical off
- All gas off (if installed)
- All Shutters closed and locked down



Animal Department

Following the sounding of emergency alarm Animal Husbandry Manager and Groom will commence loading of livestock into semi stable trailer in preparation for evacuation