

EVACUATION DIAGRAM

Prominence

FACTS YOU SHOULD KNOW:

- Location of hose reels & fire extinguishers
- Exits from the building
- Ask your Building Manager for more information

EMERGENCY: Dial '000' for Emergency Services

FIRE

REMOVE ALARM

Yourself and others from danger

Raise the Alarm

- Notify Emergency Services **Dial '000'**
- Notify Building Manager on **9662 0908**

CONTAIN

The Fire by using correct fire fighting equipment
(Only if safe and if you are trained)

EVACUATE

If Smoke or Fire is Dangerous

- Take others with you
- Close doors behind you (Do NOT lock them)

GO TO YOUR ASSEMBLY AREA

Do NOT COLLECT BELONGINGS Do NOT RE-ENTER UNTIL AUTHORISED

EVACUATION

- On hearing a **"beep... beep... beep..."** signal, check for danger and tell visitors to be ready to leave immediately.
- If safe, secure valuables and personal effects.
- The evacuation signal is **"whoop... whoop... whoop..."**. On hearing this signal, evacuate via nearest safe exit.
- Ensure people with disabilities and visitors are assisted.
- **Do NOT use lifts in case of FIRE.**

PHONE / BOMB THREAT

IF YOU RECEIVE A PHONE / BOMB THREAT

- Notify Police on **'000'**
- Record details of threat and time on Phone Threat Report Form.
- If you find a suspicious article
 - Do NOT touch it
 - Secure and make area safe
- Notify Building Manager on **9662 0908**
- Act as instructed by Building Manager.

MEDICAL

- Check for danger to yourself, casualty and bystanders.
- Advise your First Aiders.
- Notify Emergency Services if required. **Dial '000'**
- Arrange guidance for ambulance.
- Assist as best as you can.
- Prevent unqualified persons from treating or unnecessarily moving casualty.

Emergency Assembly Area

