

# EMERGENCY PROCEDURES - THE VILLAGE BALGOWLAH

## BUILDING F - WYNDHAM APARTMENTS

### IN AN EMERGENCY TELEPHONE 000:

Ask for the relevant service operator (Fire, Police or Ambulance) and pass on the following details:

- The type of emergency;
- Street name & number and nearest cross street;
- Suburb; and
- Street Directory reference (if known)

and any other information requested by the operator.

### ACTION ON DISCOVERY OF FIRE

- R** Rescue any person/s in immediate danger.
- A** Raise the alarm and follow your emergency procedures.
- C** Close doors/windows to contain the smoke/fire.
- E** Attempt to extinguish the fire but only if you have been trained in the use of the equipment and it is safe to do so.

### IF YOU HEAR THE FOLLOWING ALARMS:

#### ALERT ALARM



**Action :** Check immediate area for signs of danger and stand by. (Outside normal operating hours immediately evacuate on sounding of the Alert Alarm)

#### EVACUATION ALARM



**Action :** All occupants evacuate via the nearest exit and proceed to the nearest assembly area.

### EVACUATION PROCEDURE



**IF IN IMMEDIATE DANGER**, or on hearing the evacuation alarm, or on being instructed to evacuate:

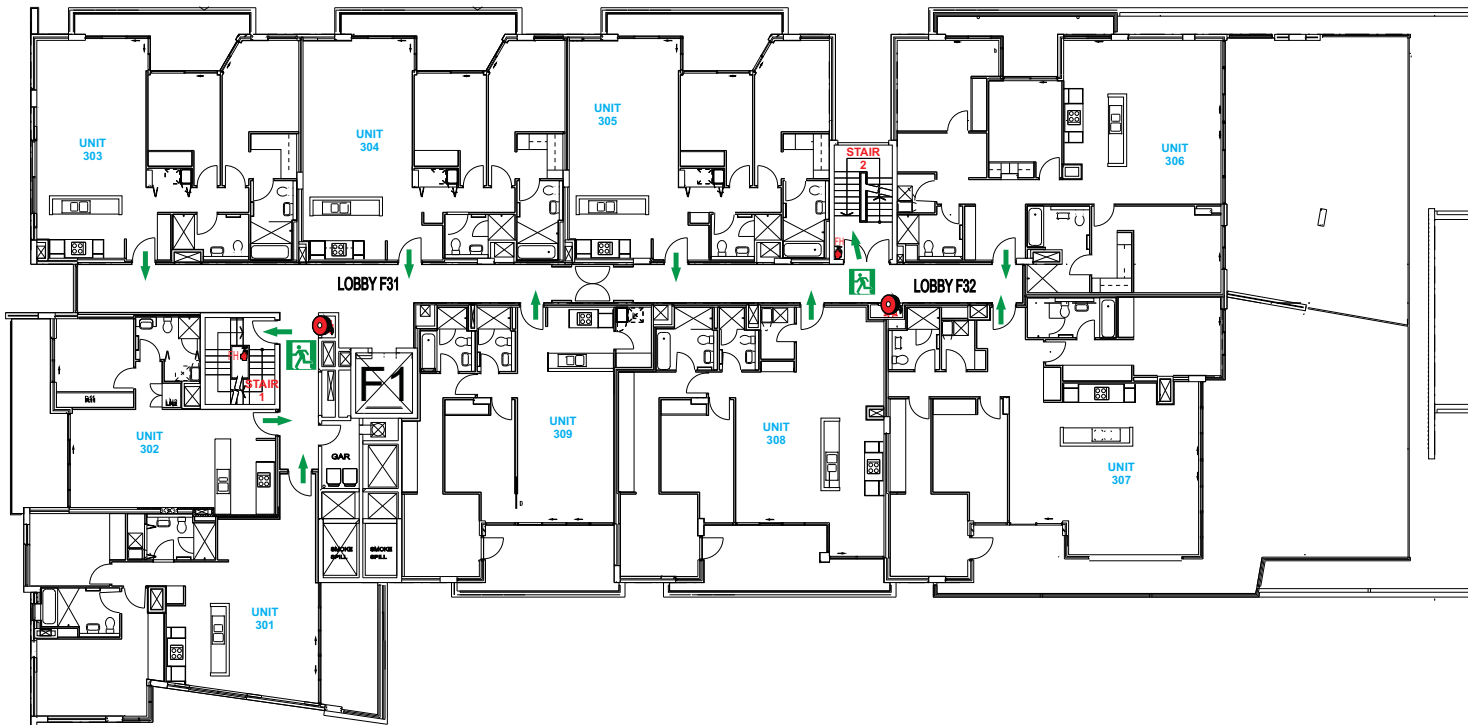
1. If safe to do so secure your unit and evacuate the building via the nearest exit and proceed in an orderly manner to the assembly area.
2. Do not re-enter the building unless advised to do so by an authorised person.

### KNOW YOUR EXITS

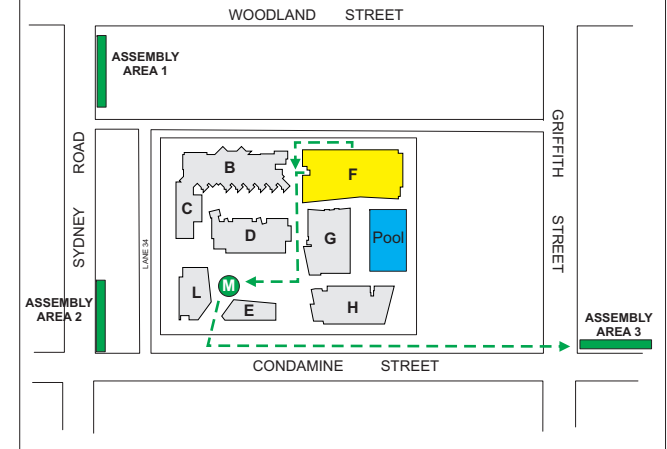


**FOR YOUR SAFETY MAKE SURE YOU KNOW THE LOCATION OF THE NEAREST EMERGENCY EXIT**

### LEVEL 3



### EVACUATION ASSEMBLY AREAS



#### LEGEND

- Fire Extinguisher
- Emergency Exit
- Fire Hose Reel
- Fire Hydrant

NOT TO SCALE  
NORTH

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