

EMERGENCY PROCEDURES - THE VILLAGE BALGOWLAH

BUILDING B - BRIMBECOMB

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:

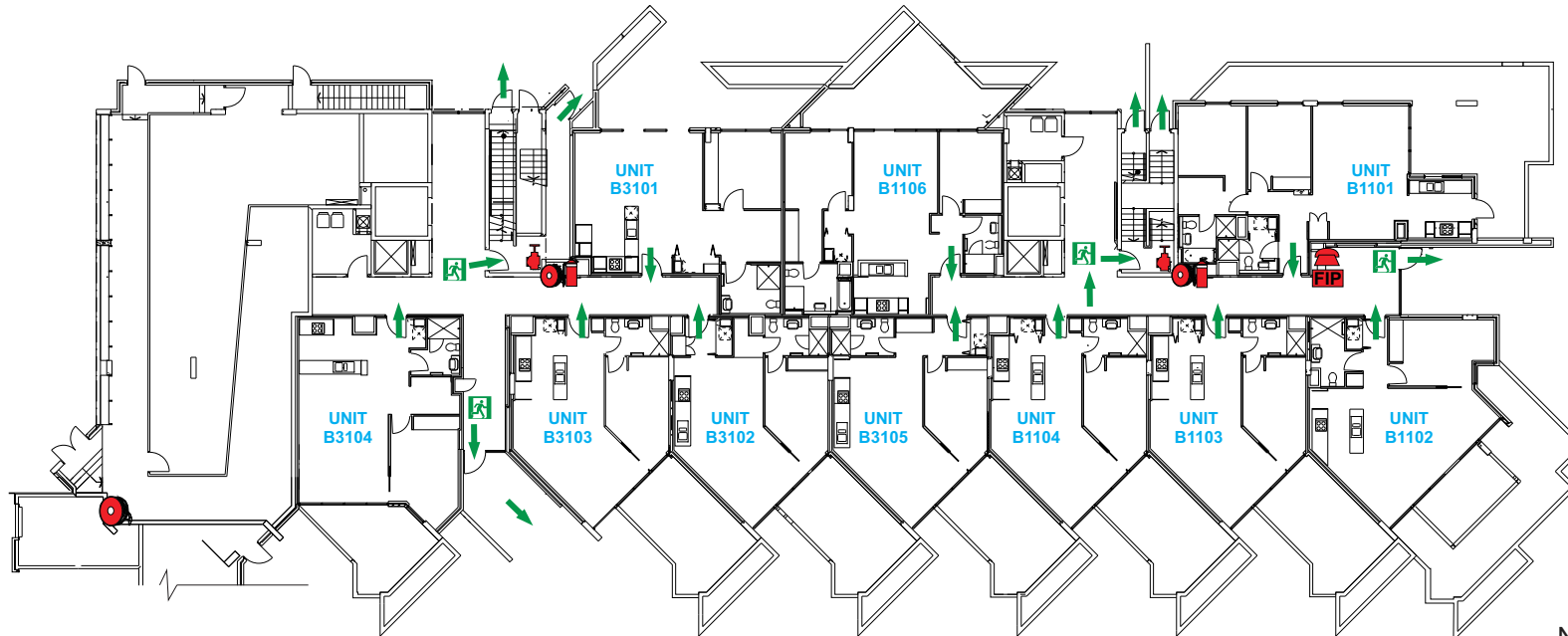
1. If safe to do so secure your unit and evacuate the building via the nearest exit and proceed in an orderly manner to the assembly area.
2. Do not re-enter the building unless advised to do so by an authorised person.

KNOW YOUR EXITS

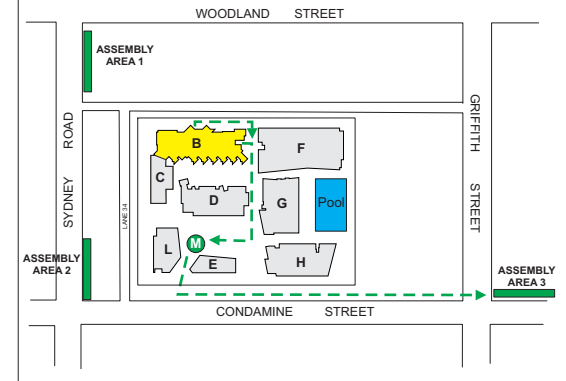


FOR YOUR SAFETY MAKE SURE YOU KNOW THE LOCATION OF THE NEAREST EMERGENCY EXIT

LEVEL 1



EVACUATION ASSEMBLY AREAS



Note: Warden Intercom Phone is connected to the Fire Control Room for the Complex.

LEGEND

- Fire Indicator Panel
- Emergency Control Point
- Manual Call Point
- Warden Intercom Phone
- Fire Extinguisher
- Fire Hose Reel
- Emergency Exit
- Fire Hydrant

