



# CHIEF WARDEN EVACUATION PROCEDURE

## *In the event of an emergency*

### 1. DO NOT PANIC

- Put on a WHITE hard hat from one of the emergency points.
- IF POSSIBLE, pick up Emergency Procedures folder from the Office, your mobile phone or take cordless phone from office, your keys, and the whistle and torch if available.

### 2. CONFIRM EMERGENCY

- Proceed to location and confirm whether it is a false alarm or an emergency situation.

### 3. IF THERE IS AN EMERGENCY

- Give the evacuation alert (three whistle blows).
- Contact Wardens to put on their helmets and standby.
- Contact Emergency Services by dialling '000' and give clear instructions as to the location of the site.
- Deputise Wardens to evacuate the building to the following locations.

Assembly Area (preferred):	McCracken St cul-de-sac
Alternative for mobility impaired:	Bottom carpark on Broadwater Rd

- Deputise a Warden for each assembly area to take charge of area and conduct a roll call.
- Proceed to Broadwater Road lower car park property entrance area and await Emergency Services.
- Liaise with Emergency Services on arrival and direct them to the location of the emergency.
- Advise Emergency Services of the locations to turn off electricity and gas, assembly point locations and any information on missing persons.
- Await "all clear" from emergency services personnel.

### 4. IF IT IS A FALSE ALARM

- Contact Emergency Services if they had been alerted and advise them it was a false alarm.
- Deputise a person to advise all occupants it is a false alarm and to return to their activities.

### 5. AFTER THE EVENT

- Complete a report and provide it to the Admin Ministry Team.