

EMERGENCY PROCEDURES

231 Elizabeth Street, Sydney NSW 2000

After Hours
(Charter Hall Help Desk)
1300 242 400

FIRE call 000

Person who discovers fire

RESCUE people in danger – *if it is safe*

ALERT - raise the alarm, - call 000
call Chief Warden

CONTAIN - close doors & windows

EVACUATE - occupants, and deal with the emergency only if trained to do so

EVACUATION

ALERT - 'beep beep beep'

Stop work, prepare to evacuate
Collect personal items - *not from other floors/areas*
Check on staff
Await directions from Wardens

EVACUATE - 'whoop whoop whoop'

Move to fire exit - assist staff
Walk to assembly area

DO NOT carry on with business
DO NOT use the lifts
DO NOT go to car park
DO NOT stand on roads

If Unable to use Stairs:

Move to nearest stair/ exit
Inform a Warden

Shelter-in-Place & Lockdown

Remain inside the building
DO NOT exit or go to car park
Stay away from windows
Follow all instructions given by the Chief Warden, Deputies and Wardens

PERSONAL THREAT

Violent person or armed intruder

If confronted – obey instructions and remain calm

DO NOT argue or provoke the person
DO NOT attempt to physically subdue the person
ALERT OTHERS AROUND YOU if safe to do so—call security

TRY AND MAINTAIN A SAFE DISTANCE—be aware of your surroundings

TAKE NOTE OF PERSONS PHYSICAL DESCRIPTION gender, height, age, hair & eye colour, clothing etc.

BOMB THREAT

Suspicious item

Try to find owner—**report** to the Chief Warden and/or Security
DO NOT touch or move any item

Bomb Threat

Record details—Bomb Checklist
Call 000 and Chief Warden

EXTERNAL EMERGENCY

Nearby event could impact staff safety

Fire, gas leak, transport accident, police operation

Report to: Chief Warden/Security

Chief Warden to notify Facilities Management

YOUR ASSEMBLY AREA

KNOW YOUR WARDENS

Chief Warden

Building Manager 0474 252 376

Deputy Chief Warden

Security Loading Dock 0457 496 110

Security Manager 0457 619 132

Calling 000



Suburb:	Sydney
Address:	231 Elizabeth Street
Nearest Cross St:	Bathurst Street
Best access point:	Main entrance

MEDICAL EMERGENCY

D	Dangers
R	Response
S	Send for Help
A	Open airway
B	Normal Breathing
C	Start CPR
D	Attach Defibrillator (AED)

Call 000 Notify First Aid Officer or security
AEDs are located on Level 12 near First Aid Room Entry & Level 8

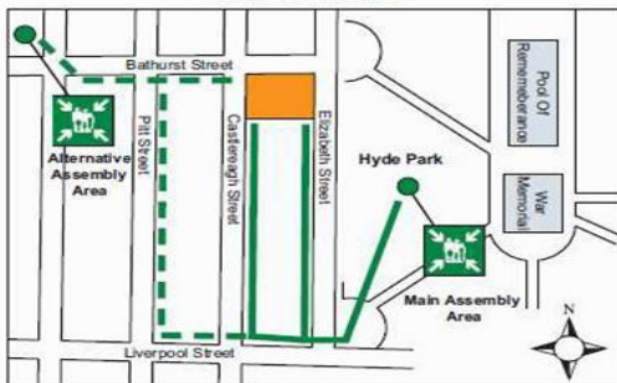
INTERNAL EMERGENCY

Power/water/aircon failure in building

Report to: Chief Warden/Concierge

Chief Warden to notify Facilities Management

SITE PLAN



AT THE ASSEMBLY AREA

- Account for people missing from the building
- Report any person missing to the Fire Brigade/ Responding Authorities
- **DO NOT** re-enter the building until the "All Clear" is given by the responding Emergency Service

