

EMERGENCY PROCEDURES

7 Harvest Street, Macquarie Park NSW 2113

Security
(6:30am to 7pm Mon-Fri)
After hours Control Room
0406 450 412

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 use escalators
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 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 Building
Management 0410 501 800

YOUR ASSEMBLY AREA

KNOW YOUR WARDENS

Chief Warden

Base Building Security 0406 450 412

Deputy Chief Warden

Base Building Security 0403 456 357

Calling 000



Suburb: Macquarie Park NSW

Address: The Glasshouse
7 Harvest Street

Nearest Cross St: Waterloo Road

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)

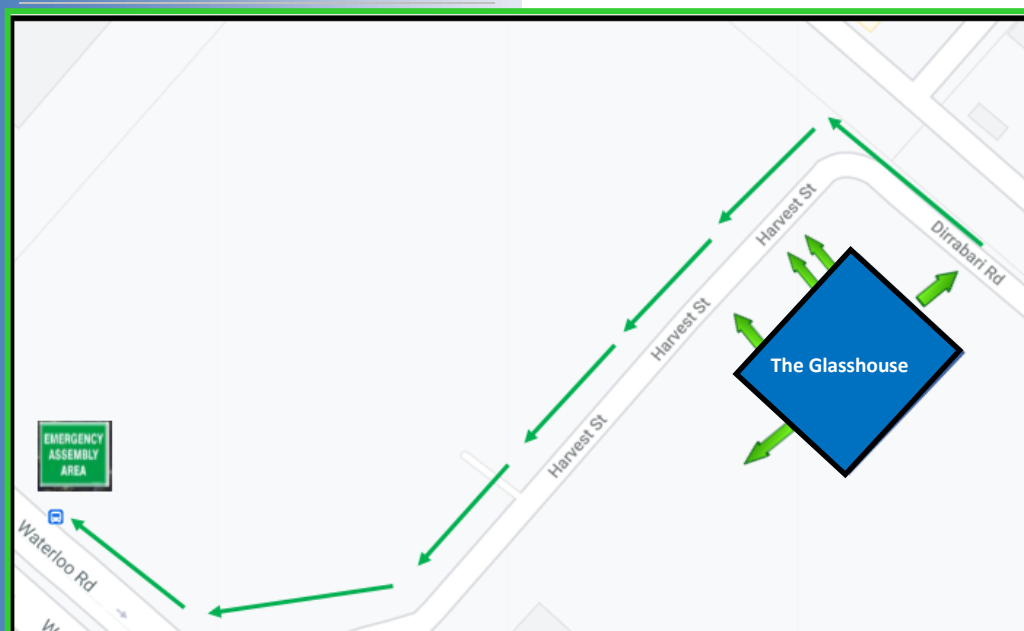
Call 000 Notify First Aid Officer or security
AEDS located on Level 1 First Aid Room &
Level 4

INTERNAL EMERGENCY

Power/water/aircon failure in building

Report to: Chief Warden/Concierge

Chief Warden to notify Building
Management 0410 501 800



Located along footpath on Waterloo Rd near
Bus Stop. *Wardens & staff are reminded to
move down footpath to ensure there is
enough room to accommodate all evacuees.