

1 Wiltshire Drive, Kew, Victoria
EMERGENCY PROCEDURES

To be read in conjunction with Evacuation Diagrams

EVACUATION PROCEDURES

Upon hearing the alarm (Whoop Whoop) or when directed by emergency services personnel:

- Prepare to evacuate.
- Get your unit ready to be left unattended. Shut down computers; turn off gas and electrical equipment, if safe to do so.
- For fire, close the doors as you go – **do not lock them.**
- Assist any person in immediate danger.
- Leave the building via the nearest safe route.
- Obey all directions from wardens.
- Move calmly to the closest assembly area as displayed on Evacuation Diagrams or other advised area and stay there until the **All Clear** has been given.
- Follow closely the instructions of emergency services personnel.
- Wait for the OK to re-enter the building.

FIRE

- Ring 000 and provide details of the fire.
- Assist any person in immediate danger (only if safe to do so).
- If safe to do so, close doors to minimise spread of the fire - **do not lock them.**
- Attack the fire only if safe to do so.
- Contact nearest warden and follow their directions.
- Assist with the evacuation of mobility impaired occupants.
- Move to the nominated closest evacuation assembly area, and stay there until the **All Clear** has been given.

- Follow closely the instructions of emergency services personnel and campus wardens.

MEDICAL EMERGENCY

Assess the situation:

- Do not move a casualty unless they are exposed to a life threatening situation.
- In extreme emergency situations contact the ambulance service by dialling 000 and advise location on the site.
- Arrange for the ambulance to be met at the front gate or other nominated area.
- Remain with the casualty and administer first aid as appropriate until assistance arrives.
- Follow closely the instructions of emergency services personnel and campus wardens.

CIVIL DISTURBANCE

- Keep well clear of the disturbance and do not say or do anything that may encourage irrational behaviour.
- Consider “locking down” the building to prevent unauthorised entry.
- Follow closely the instructions of emergency services personnel or police.
- Evacuate the building only if instructed to do so by emergency services personnel or police.

ATTACK OR ARMED THREAT

- Keep well clear of the intruder and do not say or do anything that may encourage irrational behaviour.
- Notify police on 000.
- Note as many details as possible.
- Follow closely the instructions of emergency services personnel and police.
- Evacuate the building only if instructed to do so by emergency services personnel or campus wardens.
- Stay clear of windows.

PERSONAL PREPARATION

- Know the location of emergency exits in your building.
- Plan an escape route from your unit to each exit, share this with other occupants.
- Familiarise yourself with the location of any break glass fire alarms in your building.
- Note the location of fire extinguishers.
- Familiarise yourself with the identity and location of the first aid kits.

FIRST AID KITS are located:

Building/Room No/Area
Main Office
Caretakers Shed

Assembly Points
Fire – As per Evacuation Diagrams Other incidents – As per Evacuation Diagrams Or follow the instructions of emergency services personnel or police

Your personal safety is the most important factor in an emergency

Date of preparation 1st of October 2016

EVACUATION DIAGRAM FOR WILLSMERE

IN ANY EMERGENCY DIAL
000
AND ASK FOR FIRE BRIGADE, POLICE
OR AMBULANCE

- FIRE ORDERS**
1. **Assist** any person in immediate danger, only if safe to do so
 2. **Close the door** to help contain the spread of fire and smoke
 3. **Notify a Warden and Phone the Fire Brigade on 000**
 4. **If safe, attack** the fire using the appropriate fire extinguisher or fire blanket
 5. **Evacuate** to the Assembly Area and ensure everyone is accounted for
 6. **Remain** at the Assembly Area until advised by Emergency Services

LEGEND

-  Exit Sign
-  Fire Indicator Panel
-  Dry Powder Extinguisher
-  Fire Hose Reel
-  Fire Hydrant
-  Sprinkler Control Valves
-  Assembly Area

ISSUED: MARCH 2016
VALID TO: FEBRUARY 2021

