

Evacuation Plan

EMERGENCY EVACUATION PLAN

IN AN EMERGENCY PHONE 000

Location:	3 Seymour St Laurieton NSW
Nearest Cross St	McDonald Lane
Telephone Number	1300 969 683
First Aider	Jody Harvey
Fire Wardens	Jody Harvey Ryan Martin
Assembly Point	Park on McDonald Lane

PROCEDURE in the event of Fire, Explosion, Gas Leak, Major Spill, Earthquake, Bomb Threat etc

FIRE	EVACUATION
1. Remove people from immediate danger to a place of safety	Stage 1: Removal of people from the immediate danger area
2. Confine fire and smoke - close windows and doors	Stage 2: Complete evacuation of the entire building
3. Alert nearby tenants and members of the public	Stage 3: Roll Call - to be conducted as soon as possible to ensure all personnel are accounted for. Report missing persons.
4. Evacuate to the assembly area - DO NOT re-enter the building	

Evacuation Drill

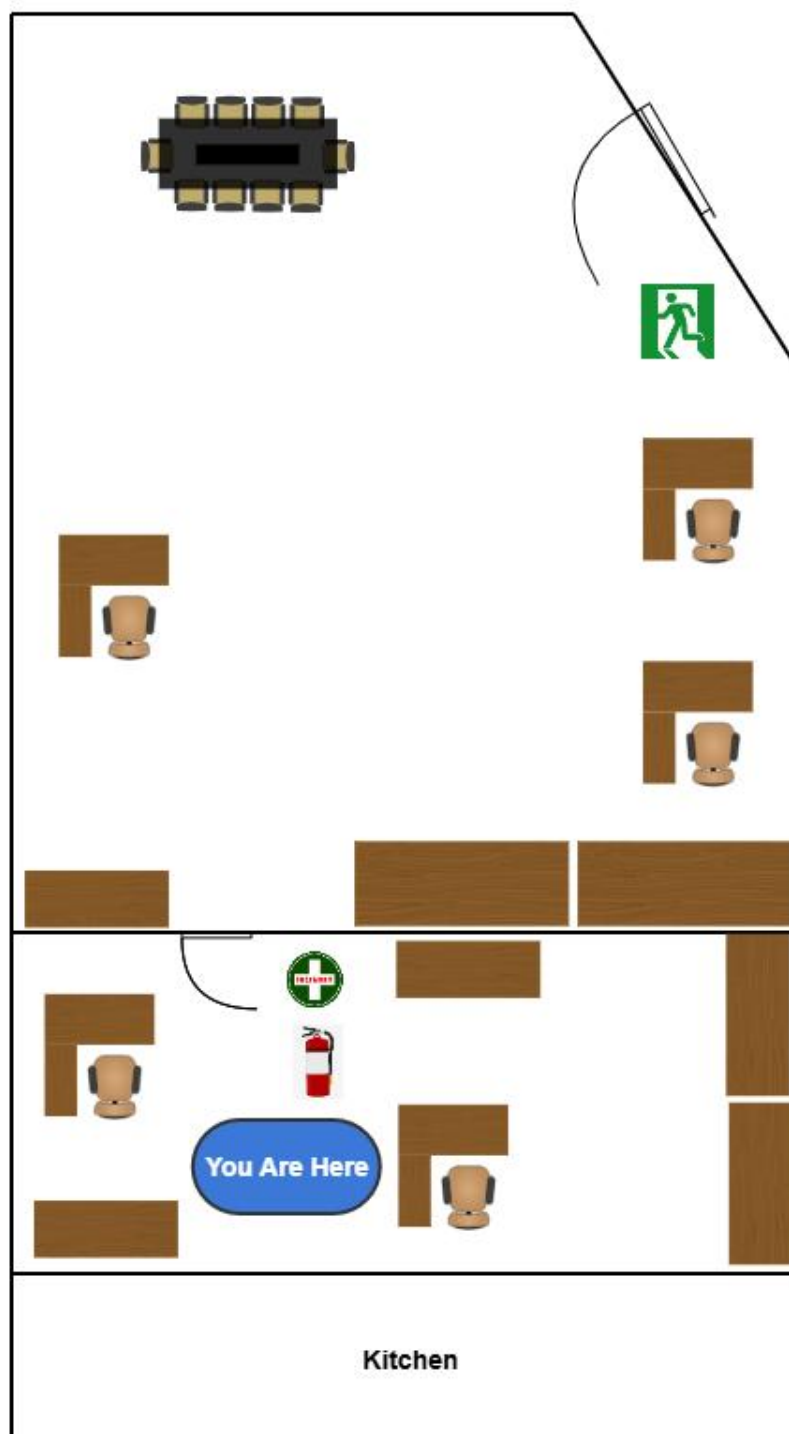
Evacuation Drills are recorded the **Evacuation Drill Record**

Evacuation Plan

3 Seymour St
Laurieton NSW 2113

Evacuation Procedure

- R REMOVE** → REMOVE ALL OCCUPANTS AND STAFF AWAY FROM THE DANGER. DO NOT BLOCK EXIT OR EXIT ROUTES.
- A ALERT** → ALERT THE FIRE SERVICE. TELEPHONE "000". NOTIFY THE WARDEN OR CHIEF WARDEN AND PEOPLE AROUND AS SOON AS POSSIBLE. IF POSSIBLE RAISE AN ALARM TO NOTIFY OTHERS.
- C CONTAIN** → CONTAIN THE DANGER (FIRE) WHERE POSSIBLE TO DO SO, WHERE SAFE TO DO SO AND IF TRAINED TO DO SO. FOR e.g., CLOSE DOORS AND WINDOWS. SELECT AND USE CORRECT EXTINGUISHER OR IF AVAILABLE USE FIRE HOSE REEL etc.
- E EVACUATE** → FOLLOW (CHIEF) WARDEN'S INSTRUCTION. USE FIRE STAIRS WHERE AVAILABLE, TAKE NEAREST AND SAFEST EXIT. DO NOT USE LIFT. EVACUATE IMMEDIATELY, SAFELY AND DO NOT RUN. GO TO THE ASSEMBLY AREA.



Legend

Fire Extinguisher – CO2



Fire Extinguisher – ABE Powder



Fire Hose Reel



First Aid Kit



Emergency Exit



