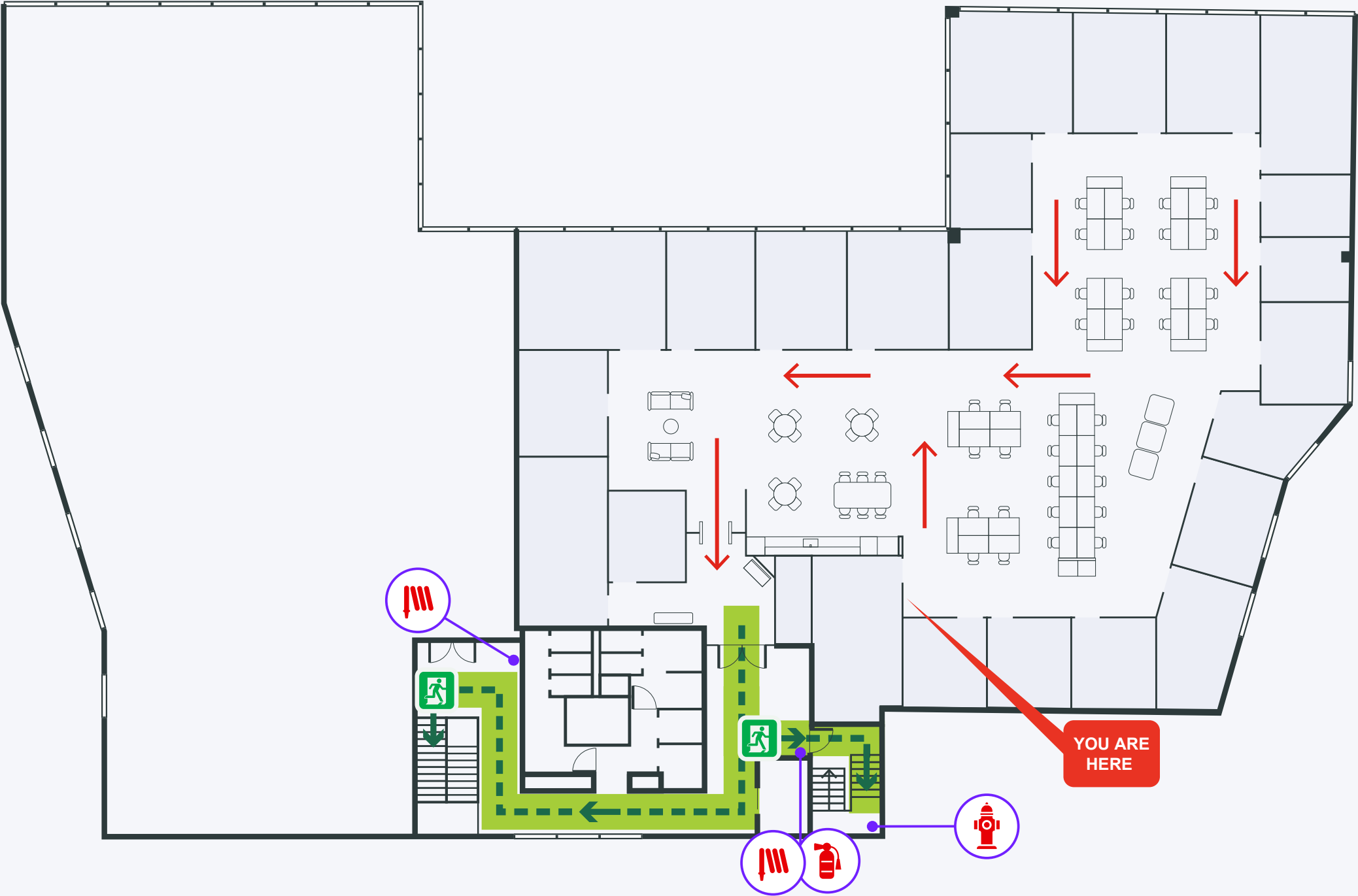






Evacuation Diagram

Waterman Moonee Ponds

Level 1, 21-31 Hall Street,
Moonee Ponds 3039



LEGEND

-  Fire Extinguisher
-  Fire Hydrant
-  Hose Reel
-  Emergency Exit

EMERGENCY NUMBERS

EMERGENCY SERVICES



EMERGENCY PROCEDURES

ON SOUNDING OF THE ALERT TONE "BEEP...BP...BEEP"

- Be aware of a possible emergency situation occurring. DO NOT EVACUATE ON THIS TONE.
- Occupants prepare for a possible evacuation and follow work shut down procedures. Secure your area (lock away confidential files etc.)
- Take personal items i.e. keys/wallet, phone & appropriate attire (jacket if cold etc. no bulky items).
- Wardens to report to the internal Warden Assembly Point.
- Wardens to check for signs of smoke, fire and/or danger, emergency.
- In an actual fire, commence evacuation of your floor and report this immediately to the Floor Warden/Chief Warden.
- If safe and if trained to do so, attempt to extinguish the fire.
- Familiarise yourself with evacuation plans.

ON SOUNDING OF THE EVACUATION TONE "WHOOOP...WHOOOP...WHOOOP"

- Wardens will order an evacuation of the floor. On evacuation tone, evacuate...
- Evacuate the building via the designated fire/emergency exit and proceed to the External Assembly Area.
- DO NOT USE THE LIFT
- Wardens are to conduct a sweep of the floor to ensure all occupants are clear and report this to the Chief Warden.
- Proceed to your External Assembly Area.
- Wardens evacuate and remain with occupants at the External Assembly Area.
- Do not re-enter the building until advised by the Chief Warden and/or the Emergency Services.

ASSEMBLY AREA

