

### **ALERT SIGNAL “BEEP, BEEP, BEEP”**

1. Respond immediately to the Internal Assembly Point located at the WIP Phone.
2. Don yellow helmet. Liaise with and ensure you have adequate numbers of Wardens to cover your floor. If you do not. Recruit a Warden for the area lacking a Warden.
3. Standby for further instructions from the Chief Warden.
4. If instructed to do so by the Chief Warden. Instruct Wardens to conduct a search of their designated area for any sign of fire and/or smoke, and then to report back to you. Report the situation on your floor back to the Chief Warden.
5. If instructed by the Chief Warden to assemble all staff at the exit in preparation for an evacuation. Pass this instruction on to the Wardens. Ensure the toilets get cleared.
6. Standby at the WIP Phone. Do not leave this point at any stage before an evacuation is complete.
7. When all persons are assembled and all Wardens have reported back to you; pick up the WIP Phone and report to the Chief Warden that all persons are assembled and ready to go. Report any refusals & mobility impaired.
8. Follow any further instructions from the Chief Warden. Evacuate all persons on the Chief Wardens instructions, if the situation on your floor worsens, or the Evacuation Signal sounds.

### **EVACUATION SIGNAL “WHOO, WHOO, WHOO”**

1. Commence an evacuation of your floor immediately.
2. If all persons are assembled at the exits. Instruct one Warden to lead the evacuation into the exit. Slot a Warden in as regularly as possible. Ring the Chief on the WIP and report your floor as “CLEAR” when all persons have vacated the floor.
3. Where persons have not been assembled. Instruct all Wardens to respond to their designated areas and commence an evacuation immediately. Ensure the toilets get checked.
4. Standby at the WIP Phone. Do not leave this point at any stage until the evacuation is complete.
5. Direct persons into their nearest fire stair. Do not allow any person to use the lifts.
6. When all Wardens have reported back to you that their area is “CLEAR”. Pick up the WIP Phone and report to the Chief Warden that your floor is “CLEAR”. Report any refusals or mobility impaired persons, and Wardens that will be remaining with them in the fire stair at this time.
7. Mobility impaired persons are moved inside the fire stairs after all other persons have evacuated the floor. Mobility impaired persons are to be placed on the landing inside the fire stair towards the outside with a Warden.
8. You may then follow the evacuation down the fire stairs.
9. Maintain control of all persons to the External Assembly Area located at **Central Park forecourt**.
10. Assist with the reoccupation of the building when given the “ALL CLEAR” to re-enter the building by the Chief Warden or the Emergency Services.

### **EVACUATION MODE B**

If egress through the ground floor is not possible due to danger being present, a gate will automatically shut the Eastern stairwell at level 1 and all occupants will be redirected through level 1 and into the Western stairwell. All occupants will proceed down to the lower ground level where you will lead them out of the Western stair exit and onto St Georges Terrace and to the Central Park forecourt.