

ALERT SIGNAL “BEEP, BEEP, BEEP”

1. Remain where you are and await further instructions from your Wardens.
2. Secure vital documents/cash/computer as directed.
3. Collect personal belongings only if you are at your work area. Do not collect too many or anything unsafe to carry in the stairs.
4. Keep one hand available to use on the hand rail when evacuating.
5. Stand by for further instructions.
6. Evacuate immediately when you are instructed to do so, if the evacuation signal sounds, or it is no longer safe to remain where you are.

EVACUATION SIGNAL “WHOO, WHOO, WHOO”

1. Evacuate via the nearest safe emergency exit.
2. Do not use the lifts.
3. Follow any further instructions from your Wardens.
4. Maintain an orderly evacuation to the External Assembly Area located at the forecourt of the Central Park Building – or – at an alternative Assembly Area when instructed to do so.
5. Report any persons missing to your Floor Warden (yellow helmet) or the Assembly Area Warden (white helmet).
6. Do not re-enter the building until you are told to do so by the Assembly Area Warden, Chief Warden or the Emergency Services.

EVACUATION MODE B

If egress through the ground floor is not possible, all occupants will be directed to the Western stairwell on level 1 and proceed to exit at lower ground level.