

**ALERT SIGNAL “BEEP, BEEP, BEEP”**

1. Respond immediately to the Internal Assembly Point located at the WIP Phone.
2. Don helmet and liaise with your Floor Warden.
3. Standby and await further instructions.
4. When instructed to do so by your Floor Warden conduct a search of your designated area for any sign of fire and/or smoke, and report the situation back to your Floor Warden.
5. If there is fire or smoke. Clear the immediate danger area; report it to your Floor Warden before evacuating the remainder of your area.
6. When the danger is not on your floor and you have been instructed by your Floor Warden to assemble all staff at the exit in preparation for an evacuation. Clear all persons from your designated area and report back to your Floor Warden.
7. Assist mobility impaired persons to the exit and report this to the Floor Warden.
8. Report your area to your Floor Warden as “CLEAR”. Report any refusals and/or mobility impaired persons.

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

1. Commence an evacuation of the floor immediately.
2. If all persons are assembled at the exit/s. Ensure one Warden leads the evacuation into the exit. All other Wardens are to slot into the line as regularly as possible.
3. Where persons have not been assembled. Wardens are to respond to their designated areas and commence an evacuation immediately.
4. Direct persons into their nearest fire stair. Do not allow any person to use the lifts.
5. Clear all persons from your designated area and report back to your Floor Warden that your area is “CLEAR”. Report any refusals and mobility impaired persons.
6. Follow any further instructions from your Floor Warden, or evacuate yourself to the External Assembly Area located at the forecourt of the **Central Park Building**.
7. 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.