

EMERGENCY PROCEDURES

LONDON COURT

HAY ST MALL- EVACUATION AREA

WARNING SIGNALS

FIRE ALARM - SIREN
EVACUATION - VOICE ANNOUNCEMENT

FIRE

Upon discovering a fire:

* Advise the Fire Brigade on 000, providing the following details:

- * Your name and designation
- * London Court, Hay Street Mall
- * Nearest cross street ■ Barrack Street
- * Nearest entrance - Hay St Mall or St George's Terrace
- * Brief details of fire.
- * Any casualties and persons unaccounted for if known

* Operate siren alarm, located in stairwells E and H and the Bin Room (Marked^A) and make announcement on the PA system to advise of fire emergency.

* Attack the fire, using appropriate fire fighting equipment if safe to do so, otherwise close doors and windows to contain fire, and leave area.

* Evacuate part or all of the building, ensuring any mobility impaired persons, children etc are given every assistance.

* Meet and liaise with responding W A. Fire Brigade, and Police* and report details of incident including location, casualties, and whether or not all personnel are accounted for.

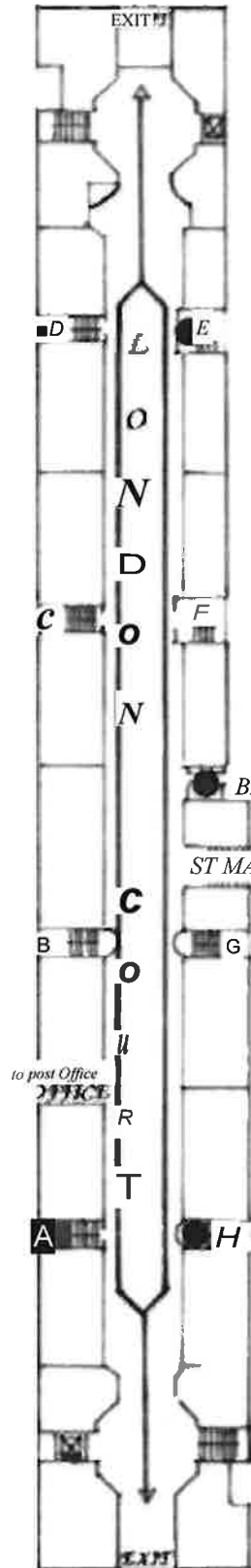
EARTHQUAKE

- * Remain indoors Stand in doorways, take shelter under tables, desks, etc, away from falling objects.
- * Keep away from mirrors, windows and glass partitions
- * Do not use lifts

After the Earthquake:

- * Don helmet
- * Care must be taken regarding damage, and if deemed unsafe do not move until assistance is available
- * Check for injuries or damage, and take appropriate actions
- * If injuries or damage in your area, notify authorities having jurisdiction as appropriate, eg fire Brigade, Police and Ambulance.
- * Meet and liaise with any responding authorities.

IN ALL EMERGENCIES, ADVISE CENTRE
MANAGEMENT 9261 6666



TO RAISE ALARM

TO OPERATE SIREN - BREAK GLASS
TO OPERATE P.A. SYSTEM - BREAK GLASS
REMOVE KEY FROM RECEPTACLE
INSERT KEY, TURN & HOLD SPEAK
INTO MICROPHONE

ARMED HOLD UP

If you are the victim of a hold up or personal threat, consider these actions

- * Stay calm
- * Obey bandit's instructions, but do only as told,
- * Do not volunteer any information or assistance.
- * Observe as much as possible about the offender, weapons, etc.
- * Raise the alarm with the Police on 000 as soon as it is safe to do so.
- * Retain any notes used by the offenders.
- * Secure the area, preserving any fingerprints, etc.

In the event of an armed hold up or personal threat directed towards any other occupant

- * Stay calm
- * Do not get involved
- * Raise the alarm with Police on 000 as soon as it is safe to do so
- * Observe as much as possible of the incident and the offender

BOMB THREAT

Stay calm

Let the caller finish without interruption and encourage caller to talk.

Ensure accuracy in recording message. Either write down or tape record

If possible, link another person into the call
Unless the caller "hangs up" after delivering the message, try to obtain the following information:

- * When is the bomb going to explode?
- * Where is the bomb?
- * What does the bomb look like?
- * Why was the bomb placed?
- * Where are you?
- * What is your name

Immediately advise Police of the bomb threat details by telephoning 222 1111. Liaise with Officer in-Charge, Police, to determine actions to be taken.

Red Ramble
Tel: 0412 148 681
Pty Ltd



ST GEORGE'S TCE-EVACUATION AREA