

Evacuation Plan 9 Binney Rd, Kings Park

Fire and Evacuation

In an emergency, phone: **000**

9 Binney Rd Kings Park NSW 2148

Location:



Nearest Cross Street: Garling Rd

Phone Number: 0430 443 694

At Front Gate

Assembly Point:



First Aiders: Jackson Bugeja

Fire Wardens: Chief Warden Jackson Bugeja

PROCEDURE in the event of Fire, Explosion, Gas Leak, Major Spill, Earthquake, Bomb Threat etc

Leave through the nearest

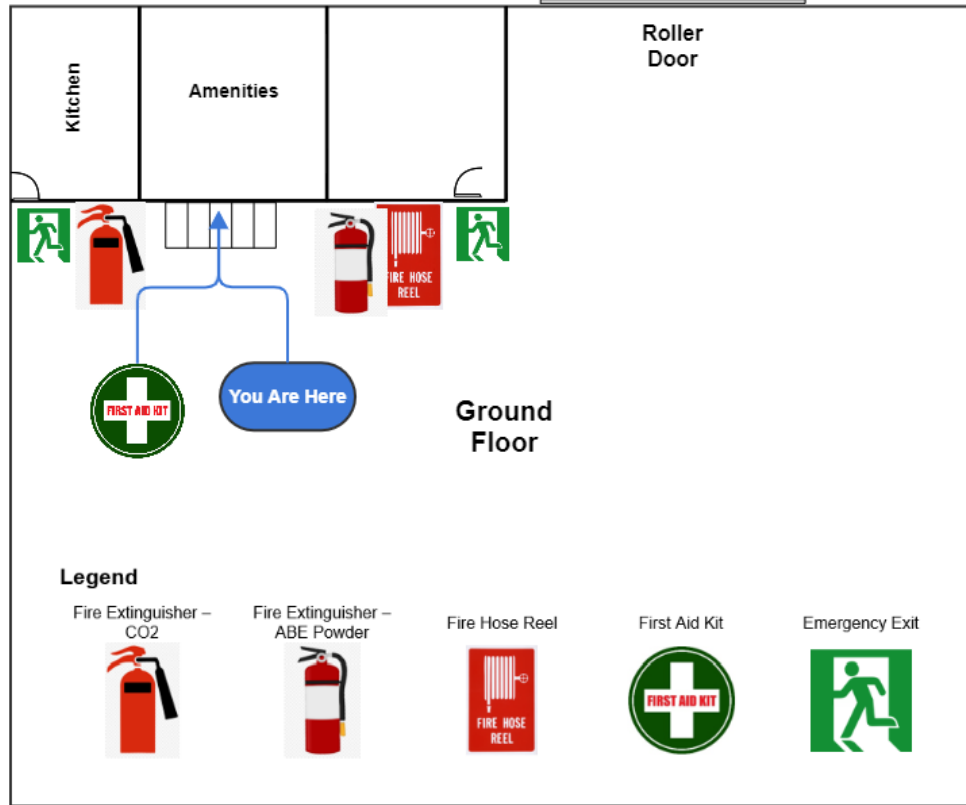


FIRE	EVACUATION
1. Remove people from immediate danger to a place of safety	Stage 1: Removal of people from the immediate danger area
2. Confine fire and smoke - close windows and doors	Stage 2: Complete evacuation of the entire building
3. Alert nearby tenants and members of the public	Stage 3: Roll Call - to be conducted as soon as possible to ensure all personnel are accounted for. Report missing persons.
4. Evacuate to the assembly area - DO NOT re-enter the building	

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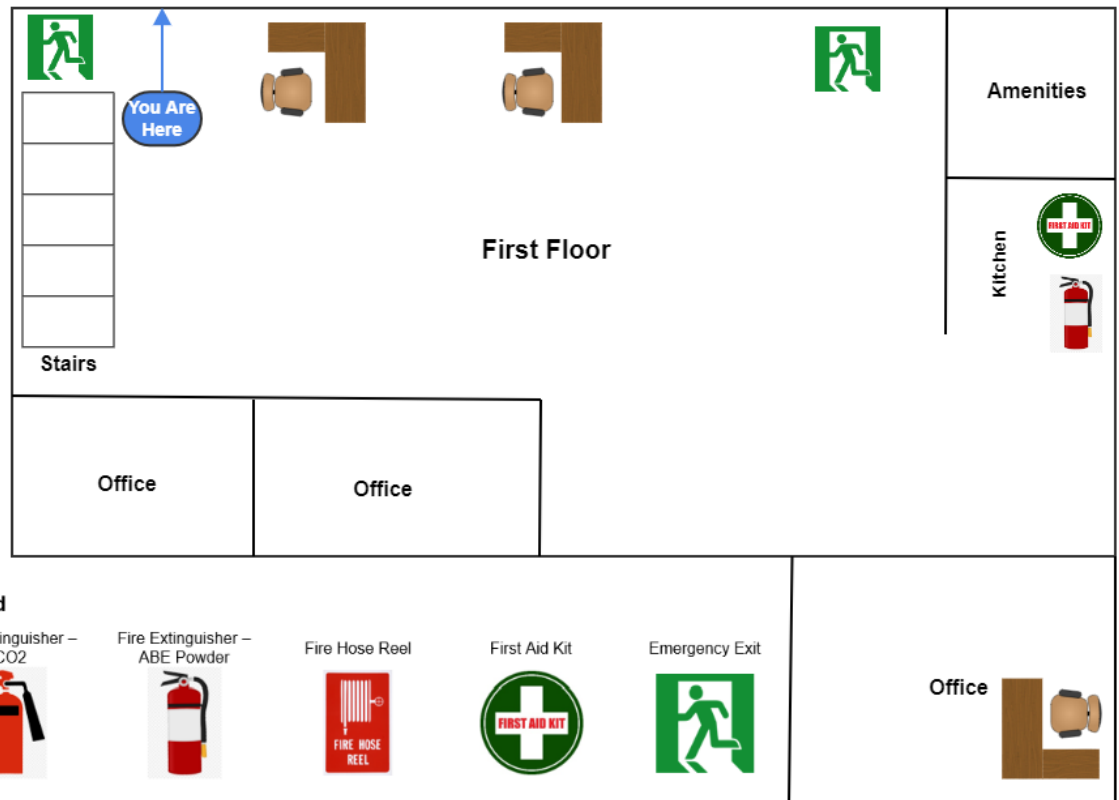
Evacuation Procedure

- R REMOVE** → REMOVE ALL OCCUPANTS AND STAFF AWAY FROM THE DANGER, DO NOT BLOCK EXIT OR EXIT ROUTES.
- A ALERT** → ALERT THE FIRE SERVICE, TELEPHONE "000", NOTIFY THE WARDEN OR CHIEF WARDEN AND PEOPLE AROUND AS SOON AS POSSIBLE, IF POSSIBLE RAISE AN ALARM TO NOTIFY OTHERS.
- C CONTAIN** → CONTAIN THE DANGER (FIRE) WHERE POSSIBLE TO DO SO, WHERE SAFE TO DO SO AND IF TRAINED TO DO SO, FOR E.G., CLOSE DOORS AND WINDOWS, SELECT AND USE CORRECT EXTINGUISHER OR IF AVAILABLE USE FIRE HOSE REEL etc.
- E EVACUATE** → FOLLOW (CHIEF) WARDEN'S INSTRUCTION, USE FIRE STAIRS WHERE AVAILABLE, TAKE NEAREST AND SAFEST EXIT, DO NOT USE LIFT, EVACUATE IMMEDIATELY, SAFELY AND DO NOT RUN, GO TO THE ASSEMBLY AREA.



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Emergency Contacts

Office	0430 443 694
Ambulance	000
Fire Brigade	(02) 9493 1063 or 000
Police	(02) 9671 9199 or 000

Medical Treatment

Blacktown Hospital (02) 9881 8000
(Emergency Unit) 18 Blacktown Rd, Blacktown

Other Contacts

HAZMAT	000
Poisons Information Service	13 11 26
SafeWork NSW	13 10 50
EPA Pollution Line	13 15 55
Energy Australia	13 13 88
AGL	13 19 09
Telstra	13 22 03
Optus	1800 505 777

Roles During an Emergency

Chief Warden

On becoming aware of a potential emergency, shall determine the nature of the emergency and decide on the appropriate action. If an emergency is declared, the Chief Warden shall initiate the emergency procedures which should include the following actions:

1. ensure that the appropriate emergency service has been notified,
2. ensure that the Wardens are advised of the situation,
3. if necessary, initiate evacuation procedure,
4. brief emergency service personnel on their arrival and thereafter act on the instructions of the emergency service's office

Warden

In the event of an emergency, Wardens may be required to carry out a number of activities, including the following:

1. check to ensure fire doors and smoke doors are properly closed,
2. communicate with the Chief Warden and act on his or her instructions,
3. search floor to ensure all persons are accounted for,
4. ensure orderly movement of occupants,
5. assist mobility-impaired persons,
6. act as leaders of groups during building evacuation,
7. operate first attack fire-fighting equipment (portable fire extinguishers, hose reels, and fire blankets).
8. report back to the Chief Warden

FIRE	NO FIRE
Assist people to evacuate to assembly area without endangering yourself	If the fire service has already been called, notify them of the situation
Fight fire if safe & you are trained	Help to reassure staff of situation
Remain in assembly area until everyone is accounted for and the manager has arrived	Allow fire service to enter building on their arrival to investigate the situation
Await arrival of fire service	Manager will attend to deal with the situation and rectify any problems or system faults
Do not re-enter building until advised by the fire service	