

EVACUATION PLAN

1. Stay calm and proceed with caution.
2. Begin raising the alarm by dialing 000 and proceed to begin evacuation procedure, remove people from immediate danger.
3. If no alarm, blow whistle 3 times throughout the building and proceed to check off the Sign-In Register and Room Hire Calendar. (Notify Emergency Services for those who may still be inside the building)
4. Await instructions of Emergency Services Coordinator to return to building if deemed safe.

LOCATION OF EMERGENCY EQUIPMENT



FIRST AID KIT



FIRE EXTINGUISHER



SMOKE ALARMS



EXIT SIGNS

