

EVACUATION PROCEDURE – 232 ADELAIDE STREET

In the event of an emergency, it is most important that all members, tutors and office staff exit the building according to instructions.

Hefty penalties may be applied by the fire authorities to those refusing to comply.

The main Fire Warden will be wearing a **yellow hat** and other staff may be wearing a **red hat**.

Most people should use the emergency exits and stairs. Our designated emergency stairs are at the end of the corridor **near room 16**. If you are not able to use the stairs you should remain on the landing just inside the emergency stairwell near room 16. A Fire Warden (red hat) will remain with you.

Lifts will be locked and must not be used.

PROCEDURE

1. A warning signal will be heard – prepare for evacuation – you may take a small bag with you containing your wallets, keys etc. **DO NOT TAKE LARGE ITEMS** (e.g. shopping trolleys). **DO NOT TAKE DRINKS** e.g., TEA/COFFEE.

DO NOT LEAVE YOUR CLASSROOM YET

2. 3 minutes later you will hear the signal to evacuate.

3. Calmly file out of your classroom to the emergency exit. The Tutor should remain with the class until they reach the Meeting area in ANZAC Square near the horse statue and everyone has been checked by a fire warden.

4. Walk down the stairs holding the handrail on the right.

5. Those with mobility issues (wheelchairs, walker frames, those unsteady on their feet etc) should remain on the 5th floor and will be attended to by the Fire Brigade/SES.





6. Proceed immediately to the meeting point in Anzac Square near the statue of the horse (do not obstruct the main footpath). Please do not congregate at the bottom of the stairs at 232 Adelaide Street.

7. Once everyone is evacuated, the U3A Fire Warden will conduct a Roll Call of those evacuated and check this against the printout of those currently attending classes. Those missing are to be reported to the Fire Brigade

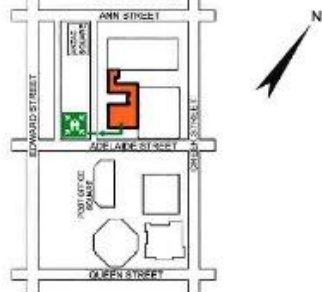
Updated: June 2021

EMERGENCY EVACUATION SIGN & DIAGRAM

SAFETY CONSIDERATIONS

-  **R** Remove persons from immediate danger
-  **A** Alert nearby staff and members of the public and call 000 (operate manual call point if applicable)
-  **C** Contain fire and smoke. Close windows and doors (if safe). Keep low, under the smoke
-  **E** Evacuate

SITE PLAN



AT THE ASSEMBLY AREA

- Account for people missing from the building
- Report any person missing to the Fire Brigade / Responding Authorities
- DO NOT re-enter the building until the "All Clear" is given by the responding Emergency Service

LEGEND

- | | | | |
|---|---------------------------|---|---------------------|
|  | Dry chemical extinguisher |  | Emergency exit |
|  | CO2 extinguisher |  | Assembly area |
|  | Fire hose reel |  | Exit path |
|  | Manual call point |  | Alternate exit path |
|  | Emergency phone (WIP) | | |

U3A BRISBANE
232 ADELAIDE ST
LEVEL 5

