

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 outside our rooms at the time of the warning you may use the main staircase. If you are not able to use the stairs you should remain on the landing just inside the emergency stairwell near room 16.

Lifts will be locked and must not be used.





PROCEDURE

- 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 LEAVE YOUR CLASSROOM YET**
- 3 minutes later you will hear the signal to evacuate.
- Calmly file out of your classroom to the emergency exit.
- Walk down the stairs holding the handrail on the right.
- Proceed to the meeting venue in Anzac Square near the statue (do not obstruct the main footpath).
- Please do not congregate at the bottom of the stairs at 232 Adelaide Street.

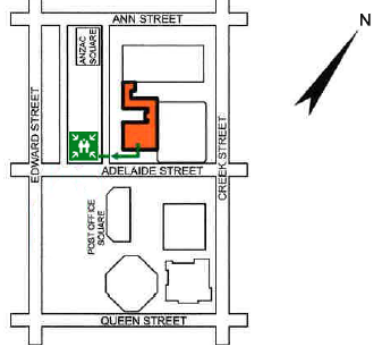
Updated: Jan-2018

EMERGENCY EVACUATION SIGN & DIAGRAM

SAFETY CONSIDERATIONS

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










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

