



# Emergency Briefing & Procedures

## What to do when you arrive at the building :

- Familiarize yourself with emergency exits and egresses on the evacuation diagrams. (Displayed in meeting areas)
- Please advise our Nominated Warden if you require special assistance getting in and out of the building.

## Evacuate when :

- You hear the Fire Alarm and/or automated message (Evacuate) Or,
  - As Instructed by the Chief Warden via the PA System and/or your Nominated Warden.
- Please note that there are no planned Evacuation Drills for the period of these meetings.*

## What to do during an Evacuation :

- Follow instructions of Nominated Warden and Floor Area Warden to evacuate safely.
- Note that certain usable emergency exits can be determined by the Chief Warden during the evacuation.
- Once you are at the Assembly Area, please remain there till instructed otherwise.



Assembly Area 1 - 291 Maroondah Hwy



Assembly Area 2 - Corner of Maroondah Hwy & Bardia St

**Wardens:** The Nominated Warden will be the Director of the meeting .



Building Chief Warden: **Andrew Lewis**



Floor/Area Warden 287 (Level 1) : **Grace Stevenson**



Floor/Area Warden 289 (Level 2) : **Mack Molloy**