

FIRE & EVACUATION INFORMATION SHEET

This document outlines action to be taken in the event of an emergency situation.

The following incidents may be classed as an emergency situation:

- Fire
- Chemical spillage
- Building instability
- Flood
- Armed robbery

In the unlikely event of an 'Emergency Situation'

The emergency warning intercommunication system has two audible tones

The ***Alert tone*** and ***The Evacuation tone***.

The Alert Tone:

Sound : BEEP BEEP BEEP

The alert tone should commence to sound immediately on activation of a smoke detector/sprinkler system and be supplemented with verbal PA messages

Alert tone will sound for a **maximum** of five (5) minutes before the **evacuation** tone.

Alert tone only means **prepare to evacuate** the compartment.

The Safety & Security department are trained to respond to all alarms and will attend the location of the alarm.

The Security Officer will evaluate the situation.

If the situation is an emergency the **alert** tone will be sounded.

The Alert Tone can be over-ridden at any time and go straight to the Evacuation tone

As soon as it is evident that **evacuation** is required, the **evacuation** tone will be sounded.

Evacuation Tone:

Sound : WHOOP WHOOP WHOOP

The evacuation tone means evacuation of that compartment immediately.

- **Go to the nearest exit**
- **Make your way out of the building following the exit signs**
- **Assist others who do not know the evacuation procedure**
- **Close doors behind you**
- **Do NOT use lifts, use the fire stairs**
- **Do NOT run**
- **Go to the assembly point (Primary Location: Bulletin Park & Secondary Location: Victoria Park)**
- **Do not return to the building until advised to do so by Queensland Fire Service.**

Assembly point:

The Assembly point is in '**Primary: Bulletin Park**' and '**Secondary: Victoria Park**' (see map attached), located on the corner of the Gold Coast highway and T.E Peters Drive.

If you have any queries regarding this information you can contact the following people:

If you have any safety concerns, please contact Security Control on 07 5592 8212 or Safety & Security Manager on 07 5592 8202.