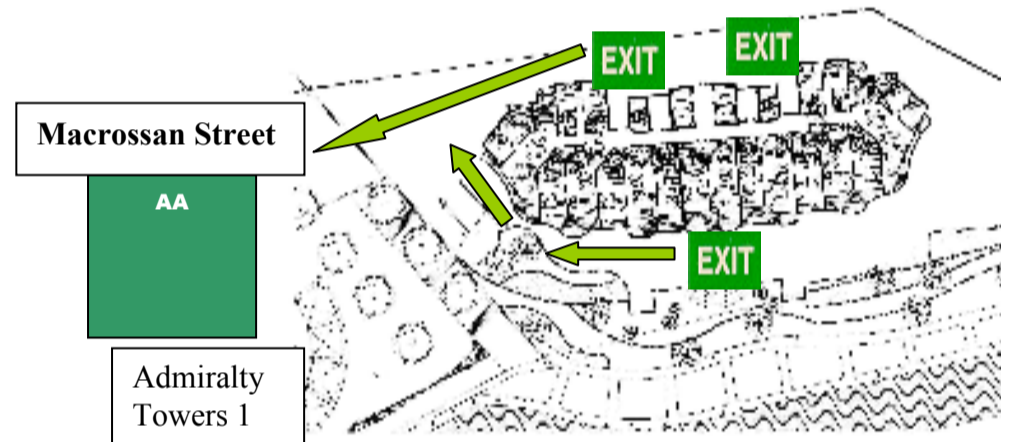
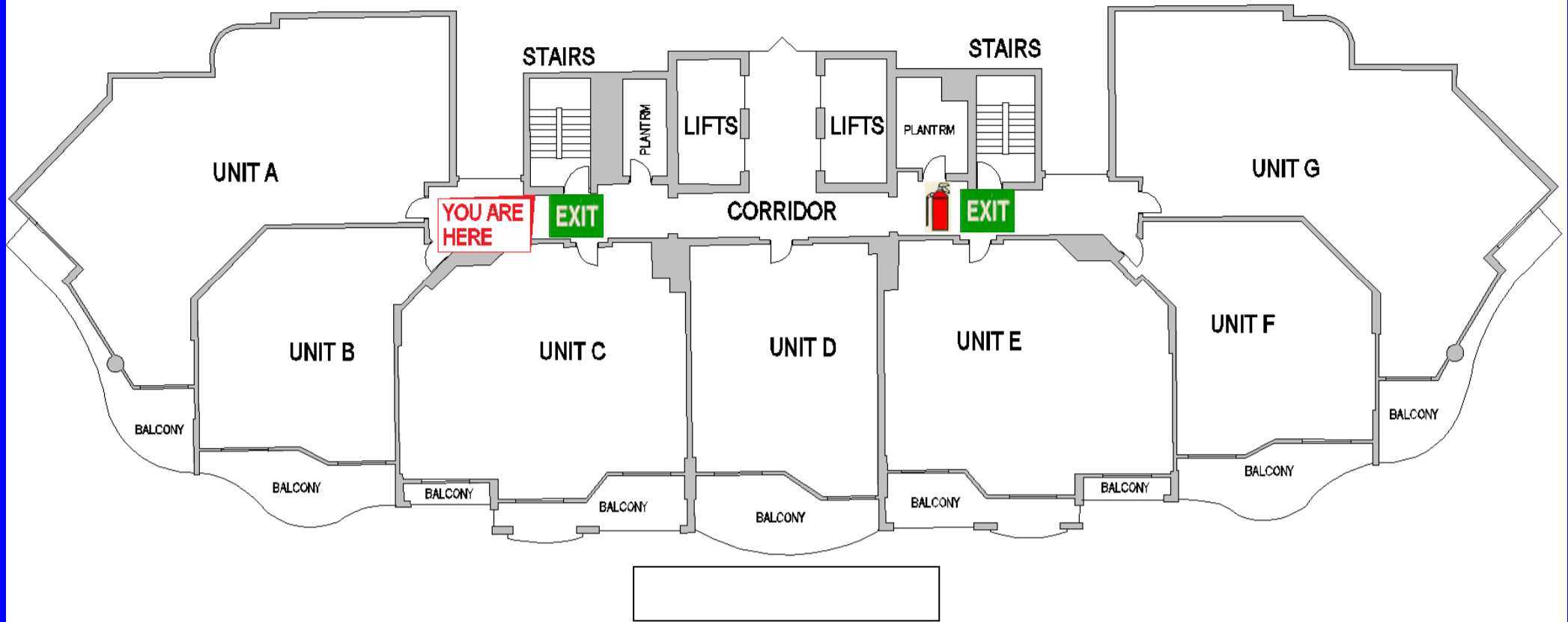


EVACUATION SIGN & DIAGRAM

ADMIRALTY QUAYS

32 Macrossan Street, Brisbane, Queensland, 4000



EVACUATION PROCEDURES

STAGE 1:- Removal of people from the immediate Danger Area

Occupants and staff in the immediate danger area are to assemble a safe distance away from the fire and smoke. When the area has been evacuated all doors and windows should be closed to contain fire.

STAGE 2:- Removal to a Safe Area

If the severity of the smoke or fire warrants further evacuation, occupants should be moved through fire / smoke to a safe area.

STAGE 3:- Complete Evacuation of Entire Complex

Should the emergency necessitate evacuation of the whole building, the Manager or the Fire Service will direct occupants from the safe place to the **ASSEMBLY AREA**.

STAGE 4:- Roll Call.

To be conducted as soon as possible and to ensure all Persons are accounted for. Report all missing persons to **FIRE OFFICERS**.

STAGE 5:- **ASSEMBLY AREA**

SAFETY MEASURES

- Always turn off all electrical appliances and shut all doors.
- Your first role is life safety, only attempt to extinguish fire **IF SAFE TO DO SO**.

Mobility impaired persons should evacuate immediately on hearing the fire alarm assisted by a nominated person.



FIRE EXTINGUISHER OPERATION

- Stand well back from fire (3 M)
- Always face the fire with your back to a clear doorway
- Always be in pairs
- Use the PASS method
 - P - pull the pin
 - A - aim at edge of fire
 - S - squeeze the handle
 - S - sweep the fire

As the fire diminishes, slowly move closer towards the FIRE staving 1 m

FIRE FIGHTING EQUIPMENT

Installed in this building are:

Dry Powder Extinguishers (red with white band)

Check the Extinguisher label for instructions.

Under no circumstances should you use water on or near live electrical equipment.

	HOSEREEL
	FIRE INDICATOR PANEL
	MANUAL CALL POINT
	EXTINGUISHER
	FIRE BLANKET
	FIRST AID
	EXIT SIGN
	PATH OF EXIT
	MAIN PATH
	ALTERNATE PATH
	ASSEMBLY AREA

IN CASE OF FIRE

FIRE/ EVACUATION PROCEDURES

REMOVE PEOPLE

IF IN DANGER TO THE **ASSEMBLY POINT**

ALERT THE FIRE SERVICE

NEARBY RESIDENCE AND MEMBERS OF THE PUBLIC

CONFINE FIRE & SMOKE

CLOSE ALL WINDOWS & DOORS (IF SAFE TO DO SO)

EXTINGUISH

AND CONTROL THE FIRE (IF SAFE TO DO SO)