

# Chief fire warden evacuation procedure

In the event of an emergency:

## 1. Do not panic

- Put on WHITE hard hat.
- Pick up mobile phone and keys.

## 2. Confirmation of emergency

- Proceed to location. Confirm whether it is a false alarm or emergency situation.

## 3. If there is an emergency

1. Contact Emergency Services by dialling "000". Give clear instructions as to the location of the site.
2. Contact Floor/Area Wardens to put on their helmets and standby.
3. Deputise other Wardens to evacuate buildings.

Uniting Church Centre	Other workplaces and places of worship
<ul style="list-style-type: none"> <li>• Synod Building</li> <li>• Alcorn Lodge</li> <li>• Primmer</li> <li>• Trinity – including Library</li> </ul>	

4. Deputise a Warden to conduct a roll call and take charge of assembly areas.
5. Proceed to Assembly Points.

Uniting Church Centre	Other workplaces and places of worship
<ul style="list-style-type: none"> <li>• Students – pool area</li> <li>• Staff – Bayliss Street entrance</li> </ul>	

6. Liaise with Emergency Services on arrival and direct them to the location of the emergency.
7. Advise the emergency services of the location points to turn off electricity/gas, assembly point locations and any information on missing persons.
8. Proceed to assembly point and await "all clear" from emergency services personnel.