

# Emergency response checklist



## Know your local emergency procedures

- alarm tones
- closest emergency exits
- local emergency personnel
- assembly areas for your building.

## Respond to emergency alarms

1. Check for any sign of immediate danger
2. Follow instructions from wardens
3. Follow the EXIT signs (if you are required to evacuate)
4. Escort visitors and those who require assistance
5. Do not use lifts
6. Proceed to assembly area
7. Do not re-enter the building until it has been declared safe by Emergency Services or TfNSW personnel.

## Emergencies without evacuation

Not all emergencies require an evacuation, sometimes it is safer to remain inside the building. This is often referred to as 'shelter in place'. Listen for instructions over the PA system and follow the direction of your wardens.

## Emergencies without an alarm

Not all emergencies will start with an alarm. If you identify a potential threat follow these instructions:

1. Warn anyone in immediate danger
2. Fight the fire or contain the emergency, if it's safe and you are trained to do so
3. Notify the wardens

You may also need to:

- Isolate the area and shut doors
- Activate an alarm
- Leave the area via your closest safe exit
- Refer to the emergency contacts on your local emergency plan and wardens list and report the emergency to 000.

## People with disabilities

Some people with disabilities may need assistance in an emergency.

If you expect to have difficulties discuss this with your manager/supervisor and the chief wardens of the buildings you regularly use. They will help you to develop a Personal Emergency Evacuation Plan (PEEP), if required.