

EVACUATION PROCEDURE ON THE DISCOVERY OF POTENTIAL EMERGENCY

- Alert people and evacuate the immediate area.
- If safe to do so, contain fire spills or leaks by closing doors.
- Ensure an alarm has been raised by
 - External** - Dial "000 to notify Fire Brigade"
 - Internal** - Activating manual call point or raise the alarm by shouting "FIRE"
- Notify your Evacuation Coordinator of the location, nature and status of the emergency. (e.g. fire, spills, gas leak).
- Follow your Evacuation Coordinator's instruction, and evacuate if necessary.
- If safe to do so, attempt to extinguish the fire, or if a gas leak, attempt to turn off gas mains.

NOTE: DO NOT stop to collect personal belongings
DO NOT use lifts
DO NOT return to the building until authorised to do so

REMOVE PEOPLE

From immediate danger, DO NOT block exits & exit routes

ALERT - RAISE THE ALARM

Advise Evacuation Coordinator/Management
Dial 000 to notify Fire Brigade

CONTAIN FIRE & SMOKE

Select and use extinguishers if safe to do so, closing windows and doors to contain smoke/fire

E VACUATE

Use fire stairs/exits. Take others with you, proceed to the main assembly area

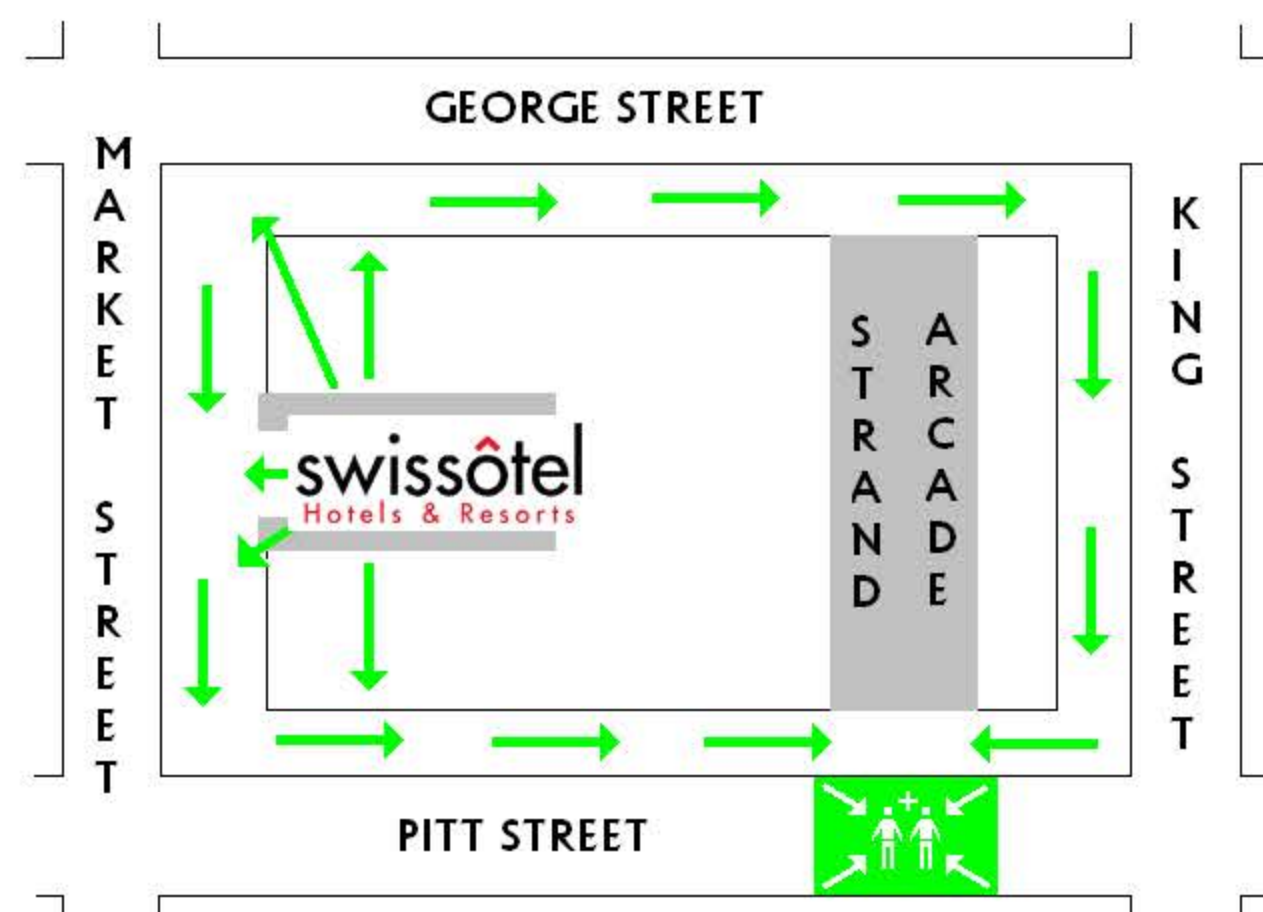
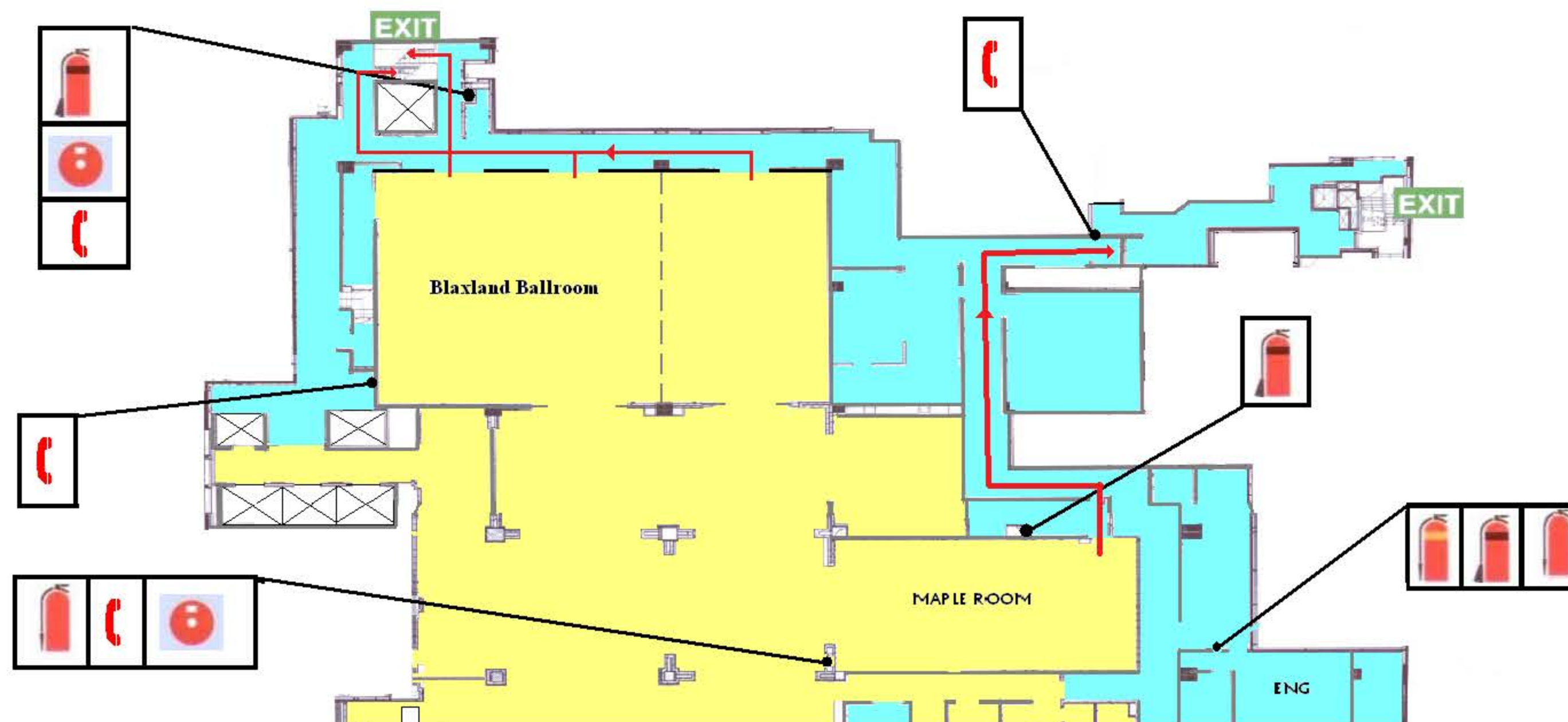
Function Room Procedures in the event of an Emergency

Please familiarise yourself with the diagram to the right hand side.

In the event of a power cut please make your way into the main Foyer level 8 and await instructions.

In the event of a fire the fire alarm will sound please exit via the Emergency Exits through the back of house corridor as outlined on the main diagram and follow the exit signs out onto Market Street. Regroup at the Muster point on Pitt Street adjacent to the Strand arcade.

FIRE EVACUATION DIAGRAM



swissôtel
Hotels & Resorts

68 MARKET STREET, SYDNEY, NSW, 2000

You are HERE ●

Date: 14 March 2012



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

It should be clearly understood that the primary duty of occupants is not to combat the fire, but to ensure as far as practical and to the best of their ability, the safety of themselves and others. Occupants with first attack fire fighting skills may attempt to extinguish the fire if safe to do so.

Safety Compliance Pty Ltd