

## IN CASE OF FIRE

**R**EMOVE PEOPLE  
from immediate danger

**A**LERT THE FIRE SERVICE  

- break manual call point
- call 000

**C**ONFINE FIRE & SMOKE  
close doors and windows (if safe to do so)

**E**VACUATE  
to the ASSEMBLY AREA

### 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 doors 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.

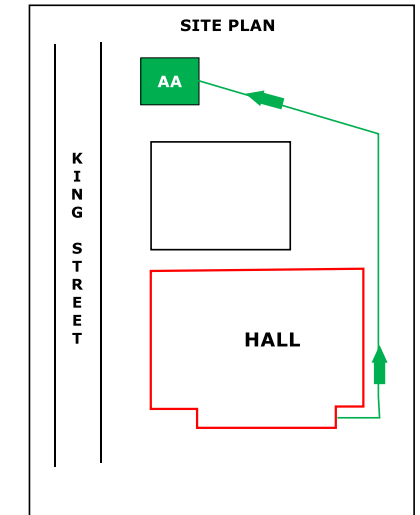
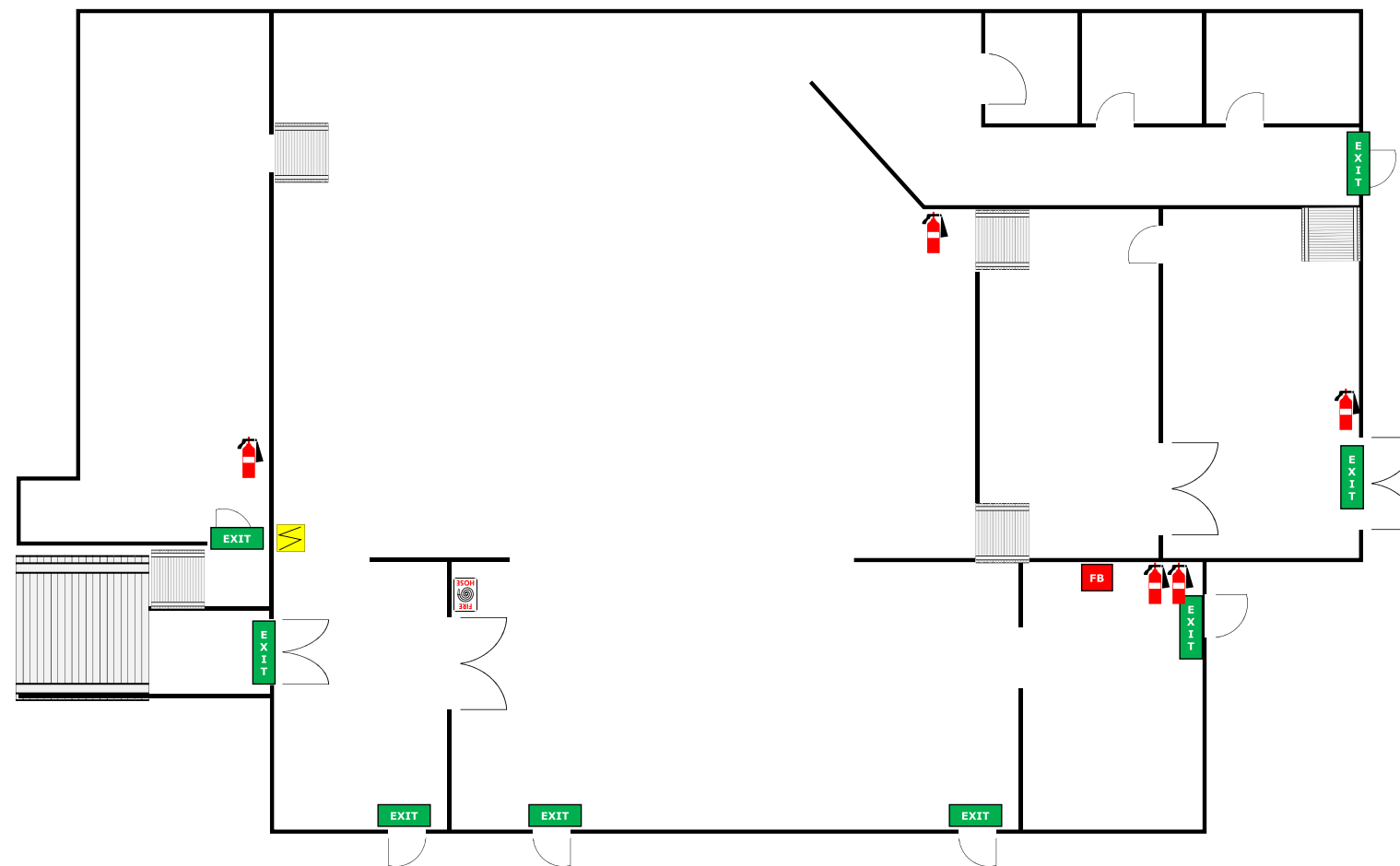
To be conducted as soon as possible and to ensure all Persons are accounted for. Report all missing persons to **FIRE OFFICERS**.

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



## EVACUATION SIGN and DIAGRAM

COORAN HALL  
14 KING ST  
COORAN 4569



### LEGEND



FCF - FIRE AND  
ELECTRICAL  
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