

EMERGENCY EVACUATION PROCEDURES

When it is unsafe for staff, volunteers and visitors to remain inside the Maldon Neighbourhood Centre the Chief Warden on-site will take charge and activate the emergency evacuation procedure.

- Call 000 (Triple Zero) and inform emergency services of the nature of the emergency.
- Determine which of the on-site evacuation points is most appropriate to use (A, B, C or D).
- Alert all users of the Centre and assemble everyone at the nominated Emergency Assembly Point
 - A. near corner of Church and Edwards Sts
 - B. Classroom
 - C. Community Garden
 - D. Bill Woodfull Reserve – Neighbourhood Safer Place/Place of Last Resort (Off Site)
- Close all windows and doors if safe to do so
- Turn off power, gas bottles and solar panels (information on map) if safe to do so
- Take the First Aid Kit, a mobile phone and Emergency Management Plan
- Once at the assembly point, check everyone is accounted for.
- Deliver first aid treatment as required
- Ensure communications with emergency services is maintained.
- Wait for emergency services to arrive or provide further information.
- Confirm with emergency service personnel that it is safe to return to normal operations.
- Maintain a record of actions/decisions undertaken and times.