Boardroom, Dunedin House
Evacuation Procedure

Entry

In the event of an emergency alarm activation, everyone should immediately start to leave their workspace by the nearest available signed exit route.

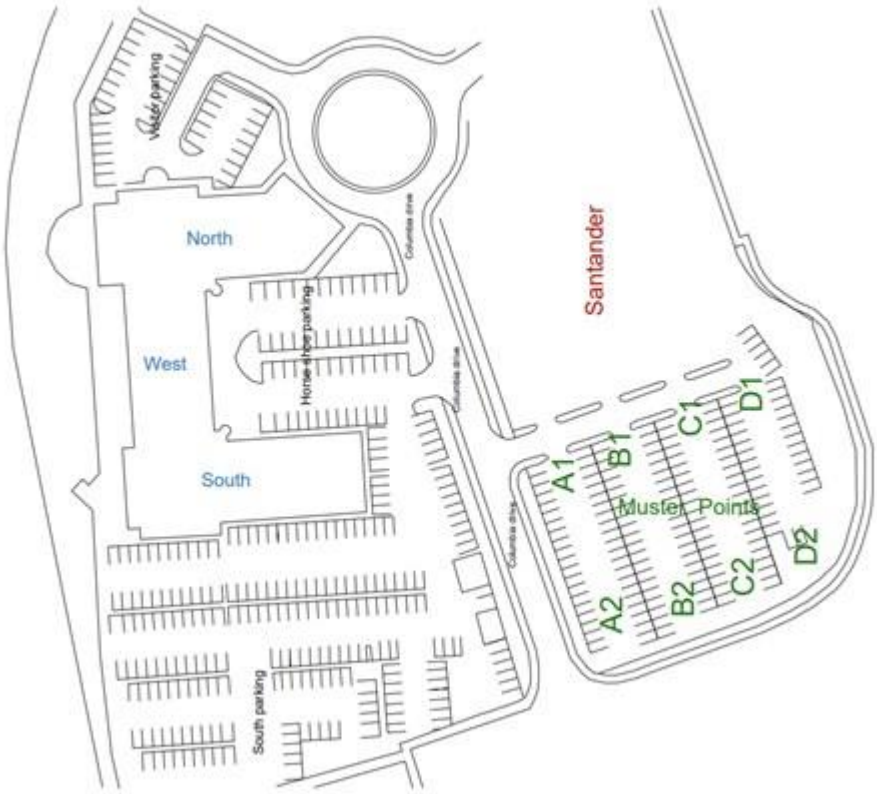
Fires, explosions, and bomb threats are among the occurrences that may require the emergency evacuation of Dunedin House. You should familiarise yourself with all available Emergency Exits available within each floor.

Continuous sounding and flashing of the Fire Alarm is the signal to evacuate the building or upon instruction from a Fire Warden or a Manager.

The Emergency Evacuation Assembly Point is in the overflow car park located across the road from Dunedin House.

The allocated assembly point for the Boardroom is: A2

Map of the Emergency Evacuation Assembly Point - the overflow car park:



All occupants must respond to the alarm signal by immediately initiating the evacuation procedure.

When the Alarm sounds:

1. Stop all activities immediately. Even if you believe it is a false alarm or practice drill, you must follow procedures to evacuate the building fully.
2. Assess that all persons are aware and can evacuate the area. Fire Wardens and Managers are required to ensure that everyone has evacuated their Neighbourhood area and or meeting space.

   It is important to remember:
   - to check colleagues on headsets who may not be aware of the alarm activation
   - Personal Emergency Evacuation Plans (PEEPs) should be in place and followed for those with mobility limitations to ensure everyone can exit the building safely

3. Follow directional exit signs to evacuate via the nearest safe exit in a calm and orderly manner. Do not stop to collect your belongings and close all doors as you leave
4. Use the stairs only, do not use the lifts. Walk and do not run. Allow others to enter the stairwells. If descending from upper floors, as you approach the landing of each floor, in an orderly manner - allow others from that level to enter the stairwell to assist with crowd flow.
5. Steer clear of hazards. If evacuation becomes difficult via a chosen route because of smoke, flames or a blockage, re-enter the building via another floor (if safe to do so). Continue the evacuation via the nearest safe exit route.
6. Proceed to the Evacuation Assembly Point. Move away from the building. Once you have exited the building, proceed to the main Evacuation Assembly Point immediately - located in the East Overflow Car Park. Do not assemble directly outside the building or on any main roadway, to ensure access for Emergency Services.
7. Await further instructions.

It's important to remember:

- do not re-enter the building under any circumstances without an "all clear" which should only be given by the Incident Control Officer or Chief Fire Warden, Fire Warden or Manager
- do not leave the area without permission
- ensure all colleagues and visitors are accounted for - notify a Fire Warden or Manager immediately if you have any concerns