

FIRE / SMOKE EMERGENCY

MEDICAL EMERGENCY


BOMB THREAT

This building is equipped with an Emergency Warning System that has two (2) distinct Alarm Tones...

CODE RED

STAGE 1

On Hearing the ALERT TONE

 **Beep.. Beep.. Beep..**

- Be aware of an emergency situation occurring (DO NOT Evacuate on this tone)
- Check for the signs of Smoke/Fire in your immediate area and report all incidents to your Floor Warden and / or Management.
- If safe to do so, attempt to extinguish the fire


AFTER HOURS

- On the sounding of the Alert Tone evacuate the building via the nearest safe fire exit and proceed to your nominated After Hours External Assembly Area.

CODE ORANGE

STAGE 2

On Hearing the EVACUATION TONE


 **Whoop.. Whoop.. Whoop..**

- Evacuate the building via the nearest safe fire exit, closing all doors behind.
- Assist mobility impaired persons to the Fire Stairs, where emergency services will assist with the evacuation, if safe to do so.
- Proceed to the Assembly Area located in "First Fleet Park"
- Remain at the Assembly Area with your Warden until advised by the responding authorities that it is safe to return to the building.

ALWAYS FOLLOW THE INSTRUCTION OF WARDENS AND THE RESPONDING EMERGENCY SERVICES
DO NOT USE THE LIFTS

PERSONAL THREAT

IN THE EVENT OF AN ARMED HOLD-UP OR UNARMED VIOLENCE



VIOLENT OR POTENTIALLY VIOLENT PERSON:

- Attempt to defuse the situation by quiet, understanding discussion
- If unsuccessful, summon assistance-if safe to do so
- Assess the situation and decide on appropriate action to be taken
- Comply with all demands - DO NOT take undue risks
- NO attempt should be made to apprehend the assailant(s) or to follow them out of the premises

ARMED HOLD-UP

- Remain calm and cooperate fully with offender(s)
- DO NOT make any sudden movements
- Always convey intentions to offender(s)
- Notify police, if safe to do so
- NO attempt should be made to apprehend the assailant(s) or to follow them out of the premises

- IF A MEDICAL EMERGENCY ARISES
- Render assistance to the injured and make them comfortable.
 - If the injury has resulted from a fall, DO NOT move the person(s) and where possible do not leave them unattended.
 - Dial 000 and request Ambulance attendance.
 - Contact Grosvenor Place Security so they can assist in directing medical assistance.

CONTACT FIRST AID OFFICER



DIAL 000, ASK FOR AN AMBULANCE

REMEMBER ALWAYS SEEK EXPERT ADVICE AND REPORT ALL ACCIDENTS & EMERGENCIES

OTHER EMERGENCY

INTERNAL EMERGENCY

TYPE OF EMERGENCY

- Failure of vital services
- Gas leak
- Hazardous Substance
- Building damage
- Air Conditioning contamination
- Chemical, Biological or Radiological

1. If fire is indicated, follow "Fire/Smoke Emergency" CODE RED and/or if an evacuation is indicated, follow "Evacuation" procedures CODE ORANGE.

2. Dial Grosvenor Place Security on 9256 3999 and advise of the location, status and location of emergency.

EXTERNAL EMERGENCY

Civil Disturbance

It is recommended during a demonstration or civil unrest, every effort be made to keep un-authorised personnel out of the building. External doors should be monitored and/or locked, and access to the building limited until emergency services arrive.

Dial Grosvenor Place Security on 9256 3999 and advise of the location, status and location of emergency.

EMERGENCY CONTACT NUMBERS

Grosvenor Place Security on 9256 3999

ALWAYS ADVISE GROSVENOR SECURITY OF ALL INTERNAL & EXTERNAL EMERGENCIES



BOMB THREAT GUIDE LINE

IF YOU RECEIVE A BOMB THREAT

- Don't hang up, leave the handset off the phone
- You must remain calm and endeavour to establish with the caller where the bomb has been placed, at what time it will detonate and why you are the target. (Refer Checklist)
- Advise Grosvenor Security / Emergency Services of the threat. (Use another phone, do not hang up)
- DO NOT TELL ANY OTHER PERSONS

IF YOU RECEIVE A SUSPECT OBJECT

- DO NOT TOUCH IT, advise Chief Warden, avoid panic.
- DO NOT TELL ANY OTHER PERSON.
- Advise Grosvenor Security / Emergency Services of the suspect object.
- Endeavour to prevent other people going near the suspect object and follow the instructions from emergency services.

IMPORTANT - Write Down The Exact Wording Of The Threat

CHECK LIST

QUESTIONS TO ASK

1. When is the Bomb going to explode

2. In which building

3. Where did you put the bomb

4. When did you put it there

5. What does the bomb look like

6. What kind of bomb is it

7. What will detonate the bomb

8. Did you place the bomb

9. Why did you place the bomb

10. What is your name

11. Where are you

12. What is your address

Don't hang up, leave the handset off the phone

IS THE THREAT EITHER Chemical, Biological or Radiological..?

- What kind of substance is in it
- How much of the substance is there
- How will the substance be released
- Is the substance a liquid, powder or gas

DETAILS OF CALLER

Phone

☐ STD ☐ Public Box ☐ Other

Voice

☐ Male ☐ Female ☐ Accent Estimate age

Speech

☐ Fast ☐ Slow ☐ Impeded ☐ Stutter ☐ Nasal ☐ Taped ☐ Read ☐ Uneducated ☐ Well spoken

Manner

☐ Calm ☐ Angry ☐ Emotional ☐ Loud ☐ Soft ☐ Fast ☐ Rasping ☐ Pleasant ☐ Other

Background

☐ Machinery ☐ Office Noises ☐ House Noises ☐ Music ☐ Street Noises ☐ Children ☐ Aircraft ☐ Other

Did you recognise the voice? Who?

Was the caller familiar with the area?

FILL OUT THIS BOX

Time of Phone Call

am pm

Date

/ / 20

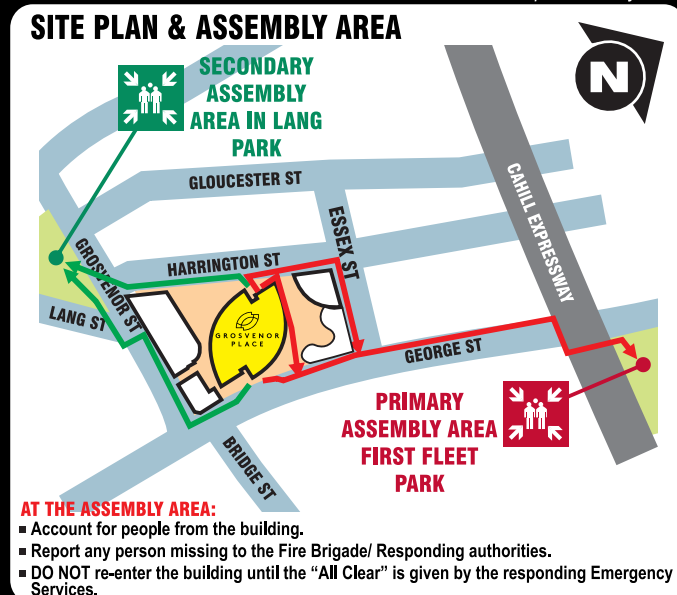
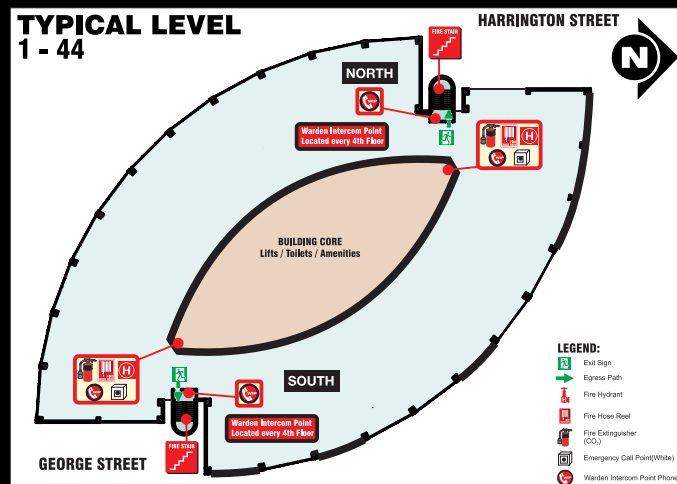
Duration of Call

Your Name (Print)

Your Telephone No.

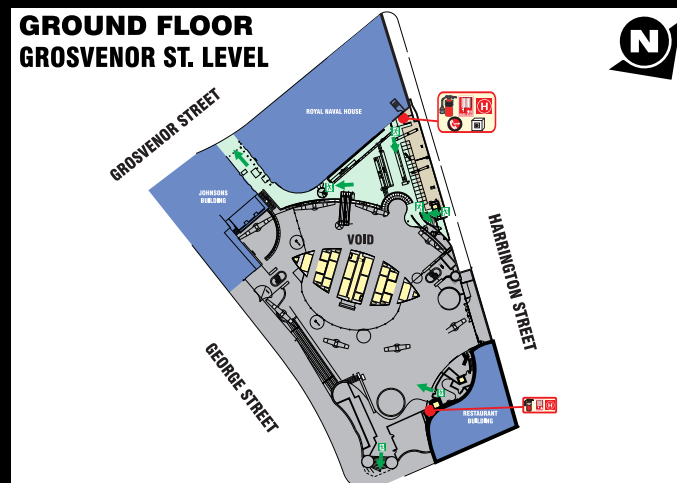
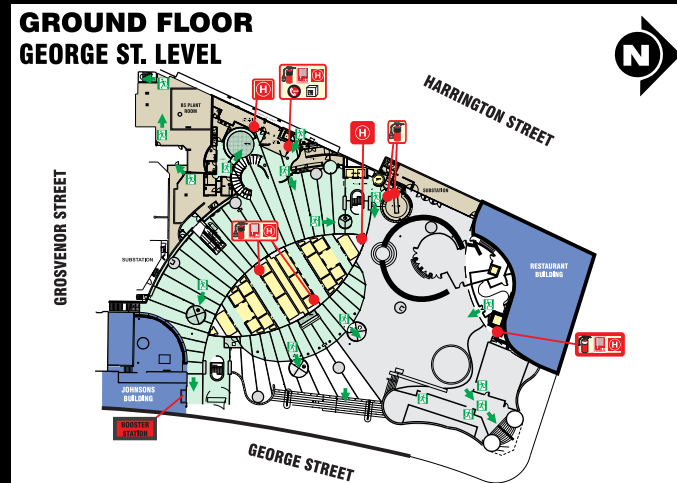
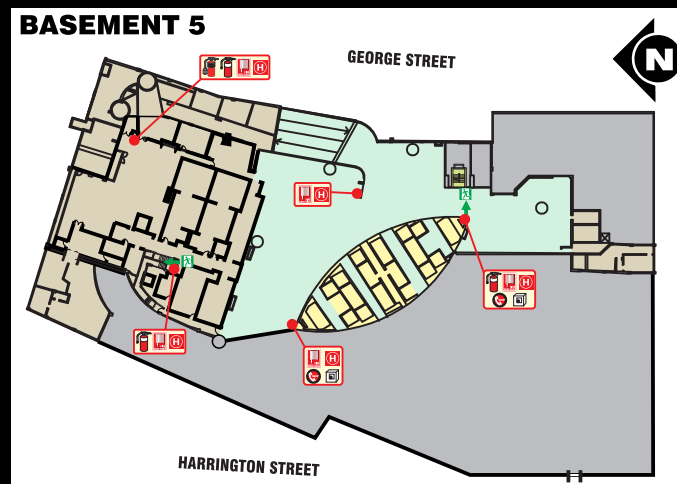
Signature





DO NOT USE THE LIFTS IN A FIRE/SMOKE EMERGENCY

HOTLINE DIAL 9256 3999	 000 EMERGENCY CALL	P POLICE
	 FIRE	+ AMBULANCE



GROSVENOR PLACE
225 GEORGE STREET, SYDNEY
emergency procedures guide



Emergency Contact Numbers
• POLICE • FIRE • AMBULANCE •

000

HOTLINE

DIAL 9256 3999

FOR ALL INCIDENTS & EMERGENCIES
(Grosvenor Place Security)

PLACE THIS UNDER YOUR TELEPHONE