

MLC Building 65 Murray Street HOBART

Emergency Procedures

It is stressed that each alarm must be treated as genuine and everyone in the building is to leave immediately when the audible fire alarm is activated.

Fire Detection & Alarm System

The MLC Building is fitted with sounders connected to a heat detection and alarm system which will provide early warning for the occupants in the event of a fire.

Note: There is only one Manual Call Point in the form of a break glass alarm. This is located on the ground floor at the Fire Indicator Panel public access stair and can be used to activate the general alarm system.

Occupant Warning System

Note: When the alarm system is activated an alarm is also triggered at the Tasmania Fire Service (TFS). As a follow up telephone 000 for the Tasmania Fire Service (TFS) to ensure they have received an alarm notification and are aware of an emergency situation. If you are in any doubt ring anyway, it's better to be sure.

If it is confirmed that your area has a fire or life threatening situation, commence evacuation as instructed by your Floor Warden. In the absence of a Floor Warden, all occupants must commence evacuation immediately as outlined.

Roles and Responsibilities

Once an emergency is declared, the powers of wardens shall override all normal non-emergency floor management authority.

Floor wardens and their deputies shall have the authority to marshal all staff and any visitors to the Stage 1 designated assembly point located next to the laneway outside Myer in Murray Street. The purpose of these powers is to ensure that during an emergency situation, life safety takes precedent over asset protection and production matters.

NB: General Fire Regulations; it is an offence not to evacuate and persons failing to comply can be the subject of a fine not exceeding \$1,000.

Authority

The Emergency Planning Committee (EPC) is to ensure that, during emergencies, instructions given by EPC personnel shall overrule normal management structure.

The EPC are Ash Beardwood Pitt & Sherry M: 0437 689 515; and Liam Coyle Property Manager Ph.6234 5500

Emergency Control Organisation (ECO)

The primary role of members of the Emergency Control Organisation (ECO) is to ensure that life safety takes precedence over asset protection.

If a member of the ECO has any queries or concerns about their role or responsibilities, they should not hesitate to raise these with a member of the Emergency Planning Committee.

The ECO for 65 Murray Street, Hobart consists of the following positions:

1. Chief Warden
2. Deputy Chief Wardens
3. Floor Wardens
4. Deputy Floor Wardens

Evacuation

The MLC Building is 10 levels with 2 separate levels dedicated to plant equipment located in the basement and top floors. Offices extend from level 1 through to level 10 during operating hours of 8.00am to 5.30pm. There are also three retail outlets on the ground floor.

The (only) fire isolated stair is situated to the southeast elevation of the building and services all levels as an emergency exit. Re-entry from the fire isolated stair is at present only available on the 9th floor.

Each person in the ECO shall be appointed in reference to the selection criteria defined under AS3745-2010 and are to have clearly defined duties and responsibilities as follows: (next page)

(If you wish to purchase a copy of these standards they can be found on line at various locations)

Chief Warden

On becoming aware of an emergency, the Chief Warden shall take the following actions:

1. Don the white helmet and high visibility vest.
2. Immediately go to the Fire Indicator Panel (FIP) on the ground floor to determine the location of alarm activation.
3. Via Floor Wardens, ascertain the nature of the emergency and determine appropriate action.
4. Ensure that the appropriate emergency service has been notified.
5. Ensure that floor wardens are reporting on their situation and any other issues of concern.
6. Ensure that the basement level and outbuilding is fully evacuated.
7. As necessary, initiate evacuation as well as limit entry to the building and affected areas.
8. Brief the emergency services personnel upon arrival on type, scope and location of the emergency and the status of the evacuation and, thereafter, act on the senior officer's instructions.
9. Record floor warden reports for "All Clear" or other response requirements and inform the TFS Senior Officer.
10. Record progress of the evacuation, incidents, responses, and any action taken.

Note: The Chief Warden is to notify the Deputy Chief Warden of any intended period of annual leave to allow the Deputy Chief Warden to assume the Chief Warden role in the event of an emergency.

Deputy Chief Warden

The Deputy Chief Warden shall assume the responsibilities normally carried out by the Chief Warden if the Chief Warden is unavailable. If the Chief Warden is available the Deputy Chief Warden should otherwise assist the Chief Warden as required.

Floor Wardens

On hearing an alarm or on becoming aware of an emergency, the floor wardens will take the following actions:

Note: The floor warden/s must be the last to leave the floor as they need to confidently report to the Chief Warden, before leaving the building, that the floor is all clear as well as any other issues i.e. people with disabilities unable to use the stairs etc.

1. Don the Yellow Warden Helmet (Mandatory) and high visibility vest (Optional).
2. Check your floor and area/s of responsibility for staff and any abnormal situation.
3. Alert all staff to evacuate immediately via the fireproof stairwell. (If safe to do so).
4. If an emergency situation is definitely on your floor. Ensure 000 has been rung and emergency services notified of the nature of the situation in the building and that it is on your floor. This can be delegated and done via mobile phone during the evacuation.
5. During the evacuation, take safety precautions (checking doors for heat etc). Search all areas within your floor and area/s of responsibility, and ensure all occupants are evacuating.
6. If someone flatly refuses to leave, note their details and report this to the Chief Warden on your way out along with the all clear and any other issues or concerns.
7. People with physical limitations or on crutches, in a wheelchair etc should be escorted last by a volunteer into the fireproof stairwell and stayed with until assistance arrives. Please do not block the stairwell unnecessarily and, if safe to do so, wait until the stairwell is clear.
8. Ensure all doors and windows are closed on your floor before leaving. (If safe to do so).

Assembly Points

Stage 1: Next to Laneway directly outside Myer Murray Street entrance.

Please **Do Not** assemble in the laneway. This is not a safe distance from the building.

Stage 2: If the type of emergency requires occupants to be assembled further away from the building you will be advised at the Stage 1 assembly area to relocate to the corner of Murray and Collins Streets.

Basement

Assembly Point - Stage 1

Proceed to the assembly point as instructed by your Floor Warden. In the absence of a Floor Warden evacuate via the fireproof stairwell to the foyer and then to the assembly point.

Ground Floor – The Little Watch Shop / Lush / Betts Shoes

Assembly Point - Stage 1

Proceed to your assembly point as instructed by your Floor Warden. In the absence of a Floor Warden your safest evacuation through the emergency exits nominated by illuminated exit signage.

Floors 1 to 10

Assembly Point - Stage 1

Proceed to your assembly point as instructed by your Floor Warden. In the absence of a Floor Warden commence your evacuation via either the fireproof stairwell or in the case of the fire-isolated exit being unavailable then alternatively use the public stairwell, which leads to the foyer and out through the emergency exit.

****(Plant Rooms accessible only by Tasmanian Fire Service (TFS)) ****

Staff to assemble in your work groups and wait to their Floor Warden at Evacuation Meeting point (Mandatory)

In the case of the alarm sounding all staff and visitors must proceed to the assembly point via the emergency exit and assemble along with their respective Floor Wardens. If on another floor when evacuation is required, they should adhere by that floor's evacuation procedure. Once outside the building they are to make their way to the assembly area and report to their respective Floor Warden.

General Public and Employees with Special Needs

If accompanied by a member of the public at the time of an evacuation, employees will also be responsible to assist their evacuation. Floor Wardens are to be aware of staff with special needs in the event of an evacuation and report these special needs to the Chief Warden to coordinate assistance as required.

Emergency Action Guide

An Emergency Action Guide is to be located on every floor adjacent to the lift in a location clearly visible and on staff notice boards throughout all tenancies. If you are on the ground floor then an evacuation plan should be clearly displayed.

After Hours Evacuation Procedures

Between the hours of 5.30pm and 8.00am the procedures in the Building Emergency Plan are suspended and the following is to apply:

1. On hearing the fire alarm all occupants of the building are to evacuate immediately through emergency exit. Remember, if your normal escape route is blocked, take the alternative route.
2. Call the Fire Brigade - EMERGENCY No. 000
The default assembly point is:
Stage 1 and is the area next to the laneway in front of Myer Murray Street
3. Re-entry to the building (if necessary to finish off work etc) will only be possible when the Fire Service gives the all clear. In a false alarm situation this would usually be no longer than 10 minutes after the Brigade arrives.

First Aid

A First Aid kit should be available on every level in the building. If this is not the case please notify Lim Coyle on Ph.6234 5500

EPC/ECO MEMBERS & EMERGENCY CONTACTS

Emergency Planning Committee Members

Ash Beardwood - Building Surveyor Technician M: 0437 689 515

Liam Coyle - Property Manager Ph. 6234 5500

Emergency Control Organisation Members

Chief Warden - Great South Land Minerals Ltd Level 3

Gerry Murrell Ph. 6231 3529

Deputy Chief Warden - Great South Land Minerals Ltd Level 3

Bibiana Devlin Ph 6231 3529

Building Floor Wardens

Level

G (The Little Watch Shop) Stephen Sharp & Joel Sharp	Ph. 6231 3012
G (LUSH Shop 4) Shannon Grier & Ineka Randazzo	Ph. 6231 2898
G (Betts Shoes) Sharna Reid; & Leah Denmen	M: 0409 222 514 / 0406 260 082
1 (LJ Hooker) Krystle McGuinness & Daisy	Ph. 6234 4311
2 (Jenard) Gerry Fitzgibbon & Sally	Ph. 6234 1433
3 (GSLM) Paul Heath & Nicole Chesterman	Ph. 6231 3529
4 (Anglicare) Beccy Clark Ph 6213 3609 & Josie Bestwick	Ph. 6213 3508
5 Vacant	
6 Vacant	
7 (Strategic Financial Planning) Tony Daly, Shelley Wyver, Laen Cowley	Ph. 6231 2204
8 (Eyelines Fails & McKenzie) Amelia Breadon & Shane Gorringer	Ph. 6231 9115
9 (Wakefield & Associates) David Wakefield	Ph. 6234 8777
9 (Aldanmark Pty Ltd) Daniel Frost	Ph. 6234 8666
10 (Anglicare) & (Social Action Research Centre) Nicole Adams	Ph. 6213 3562

Emergency Contacts

- TASMANIA FIRE SERVICE - 000
- Fire and Bomb Threat EMERGENCY (Including medical) 000
- HOBART POLICE 6230 2111 or 000

Emergency Action Guide

Full Evacuation Target: To complete in 9 minutes or less

Note: It takes 6 minutes slow pace to walk 10 levels down to the assembly area

As soon as the building alarm sounds or an emergency situation has been declared:

1. Immediately cease work; quickly explain reasons and terminate any telephone conversations no matter who is on the other end. You can call them back.
2. Start evacuating your floor in an orderly and timely way; DO NOT DELAY FOR ANY REASON; follow directions given by your Floor Warden. Exit via fireproof stairwell down to the stage 1 assembly area
3. DO NOT USE THE LIFTS
4. If your warden is not there leave immediately through the nearest emergency exit (Green Exit Sign) to the fireproof stairwell down to the Stage 1 assembly area
5. If this route is proven to be unsafe then use the normal public access stairwell
6. Do not re-enter the building whilst the alarm is still sounding.
7. Do not re-enter the building until instructed to do so by a TasFire Brigade Official and/or the Building Chief Warden

STAGE 1 ASSEMBLY AREA

**ALL SHOPS AND OCCUPIED LEVELS OF THE MLC BUILDING ASSEMBLE
AT THE AREA NEXT TO THE LANEWAY IN FRONT OF MYER MURRAY
STREET. DO NOT ASSEMBLE OR LINGER IN THE LANEWAY**

**** If the type of emergency requires occupants to be assembled further away from the building you will be advised at the Stage 1 assembly area.**

**THE STAGE 2 ASSEMBLY AREA WILL BE THEN USED AND IS
AT THE CORNER OF MURRAY AND COLLINS STREETS**