


EMERGENCY ALARM RESPONSE DURING COVID-19

SELBORNE & WENTWORTH CHAMBERS

NORMAL HOURS OF OPERATION: 8am to 6pm Monday – Friday

ALARM SYSTEM: The alarm system is a two-stage tonal alarm.

 **ALERT - beep, beep**

 **EVACUATE - whoop, whoop**

EMERGENCY RESPONSE:

This Alarm response is to allow for the absence of Area Wardens on floors closed during the COVID-19 crisis.

Floors with an Area Warden (normal response procedures apply) - During normal hours of operation and after activation of the ALERT tone, initial directions will be given via the Public Address System by the Chief Warden, followed by communication between the Chief Warden and Floor Wardens via the Warden Intercommunication Point (WIP) (red phone) located on each floor.

The Chief Warden will identify the location of the alarm activation from the Fire Indicator Panel. If the area of activation is a closed floor the Chief Warden will activate the Evacuation tone.

When the Floor's two Fire Wardens are not present on the Floor during business hours, the door to each Chamber that is occupied cannot be completely closed, it is necessary for the door to be partly ajar - not closed. In the event of an alarm or emergency, this will enable the tones, alerts and instructions to be clearly heard over the alarm and PA system.

All occupants working on floors where there is NO AREA WARDEN, i.e. Clerk or designated person, **MUST EVACUATE THE BUILDING** on hearing any Alarm unless directed otherwise by the Chief Warden via the Public Address System.

ALTERNATE EVACUATION ROUTE: You may be directed to the northern fire stairs of Selborne Chambers and instructed to exit at Level 1. The alarm activation also releases the locks within each fire stair at that level allowing occupants to evacuate the building via the connection to Lockhart Chambers fire stair. That will take you to Macquarie Street.

Social distancing should be practiced wherever possible during evacuations, including when leaving the building via the fire stairs, while waiting for directions and the all clear from CCL or emergency services and when returning to the building.

SELBORNE & WENTWORTH CHAMBERS

AFTER HOURS: Any time outside normal hours of operation.

ALARM SYSTEM: The alarm system is a two-stage tonal alarm.



ALERT - beep, beep



EVACUATE - whoop, whoop

At all times outside of business hours, the door to each Chamber that is occupied cannot be completely closed, it is necessary for the door to be partly ajar - not closed. In the event of an alarm or emergency, this will enable the tones, alerts and instructions to be clearly heard over the alarm and PA system.

EMERGENCY RESPONSE:

If the ALERT tone is activated all occupants **MUST EVACUATE THE BUILDING**. Occupants **MUST** –


- Check their immediate work area.
- If a fire exists, remove any person from danger.
- Raise the alarm and call 000 if the fire is unmanageable.
- Confine the fire/smoke by closing doors.
- Extinguish the fire if safe to do so, keeping yourself between the fire and a safe exit.
- If unable to extinguish the fire, evacuate via the nearest fire stair, helping others requiring assistance.
- Be aware that the alternate evacuation route via the northern fire stairs of Selborne Chambers, exiting at Level 1 and crossing to Lockhart Chambers will be available.
- Proceed to the Assembly Area at Queens Square and account for everyone who may have been in the building.
- Advise Fire & Rescue if any person is missing and their last known location.

Social distancing should be practiced wherever possible during evacuations, including when leaving the building via the fire stairs, while waiting for directions and the all clear from CCL or emergency services and when returning to the building.

LOCKHART CHAMBERS

AT ALL TIMES – DURING BUSINESS HOURS AND OUTSIDE OF BUSINESS HOURS

ALARM SYSTEM: The alarm system is a two-stage tonal alarm.

 **ALERT - beep, beep**

 **EVACUATE - whoop, whoop**

EMERGENCY RESPONSE:

If the ALERT tone is activated all occupants **MUST EVACUATE THE BUILDING**. Occupants **MUST –**

- Check their immediate work area.
- If a fire exists, remove any person from danger.
- Raise the alarm and call 000 if the fire is unmanageable.
- Confine the fire/smoke by closing doors.
- Extinguish the fire if safe to do so, keeping yourself between the fire and a safe exit.
- If unable to extinguish the fire, evacuate via the nearest fire stair, helping others requiring assistance.
- Be aware that the alternate evacuation route via the Level 1 crossing to Selborne Chambers will be available.
- Proceed to the Assembly Area at Queens Square and account for everyone who may have been in the building.
- Advise Fire & Rescue if any person is missing and their last known location.

Social distancing should be practiced wherever possible during evacuations, including when leaving the building via the fire stairs, while waiting for directions and the all clear from CCL or emergency services and when returning to the building.