



Nunawading Community Hub

96-106 Springvale Road,
Nunawading VIC 3131

User Group Emergency Procedures



All Emergencies must be reported to the relevant Emergency Services and Duty Officer. Duty Officer is point of contact and also the First Aid Officer onsite.

 **000** POLICE, FIRE BRIGADE
& AMBULANCE

Duty Officer (point of contact)	0468 576 496
Electricity - ERM	9214 9333
Water - Yarra Valley Water	1300 853 811
Gas - Origin Energy	132 461
Fire Maintenance - ADT Monitoring	131 238

These procedures have been prepared to ensure the safety of all occupants of Nunawading Community Hub during an Emergency.
Your cooperation with these procedures is crucial to enable this to occur.

Standard Fire Orders

- 1** If safe, assist anyone in immediate danger 
- 2** Close the door to isolate fire and smoke 
- 3** Operate Manual Call Point at Fire Indicator Panel
Call the Fire Brigade on 000 
- 4** If safe, extinguish fire
DO NOT PLACE YOURSELF IN DANGER! 
- 5** If required, or if the Evacuation Tones sound, evacuate to Assembly Area
Do NOT use the lift 
- 6** Remain at Assembly Area as directed
Account for all occupants 

Emergency Warning System

Should an Evacuation be required you will hear an **Evacuation Tone "Whoop . . . Whoop . . . Whoop"** and an **Automated Voice Message to Evacuate**

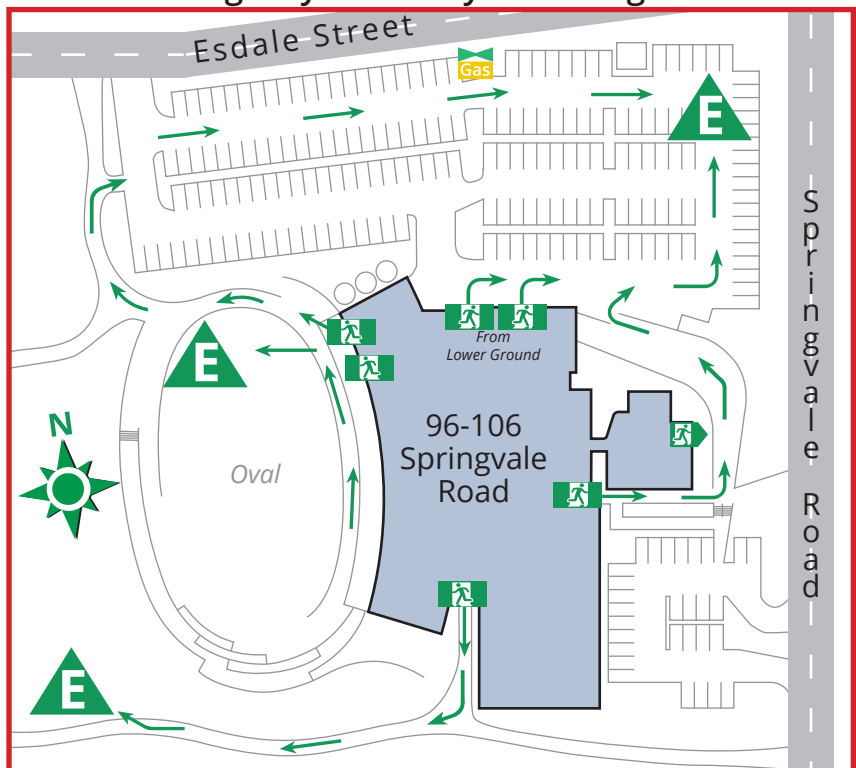
1. Evacuate via nearest safe exit
2. Do NOT use the lift
3. Proceed to Assembly Area
4. Follow all instructions given by Emergency Service

Keep all exit passages clear. No packaging material, rubbish, stock etc. to obstruct safe egress

Know the location of nearest extinguisher and hose reel, ensure equipment is easily accessible and maintained

Exit signs to be illuminated and unobstructed from view

Emergency Assembly Area Diagram



REMEMBER: SMOKE IS AS FATAL AS FLAMES

If a medical emergency arises in the premises:

1. Check for treating situation. Beware of any present danger such as electricity or toxic emission which may have caused the injury.
2. If available, contact nearest First Aid officer to attend.
3. If the injury has resulted from a fall, DO NOT move the person unless exposed to life threatening situation.
4. Dial 000 from the scene of emergency and advise Ambulance details of injured person.
5. Keep people back to allow access by the responding Ambulance service.
6. Designate someone to meet responding Ambulance service.
7. Remain with injured person where possible and provide appropriate support and assistance.