1. **DELEGATE** action plans to area wardens

2. **ASSIGN** a staff member to put out **DO NOT ENTER** sign at front entrance to ensure public do not enter

3. **ASSIGN** a staff member with a swipe card to ensure workroom/public area door kept open to facilitate evacuation

4. Make following **ANNOUNCEMENT** via loud hailer:
   “Attention please. This is the Chief Warden. There is an emergency in the building. All wardens please commence evacuating the building immediately. Use the (Main Entrance Doors) or (Staff Workroom Doors)”

5. Turn off air-conditioning and fans

6. Evacuate to assembly point

7. Check staff head count has been done and liaise with wardens and authorities

8. **DO NOT RE-ENTER THE BUILDING UNTIL OFFICIALLY DIRECTED TO DO SO.**

9. All clear – notify Manager Community Development and Library Services.

10. Re-open
Put on Yellow Warden’s hat and take checklist to designated area.

Check:
1. Junior Area
2. Adult Fiction and Junior Area
3. Adult Non-Fiction
4. Internet and Magazines
5. Public Toilets – male and female
6. Large Print and Audio

Evacuate to assembly point:
Ensure you have a building key with you then evacuate to the assembly point.
1. Rear entrance – Leisure Centre carpark area
2. Front entrance – follow railing to top of carpark
3. Do a staff head count
Put on Yellow Warden’s hat and take checklist to designated area.

**Check:**
1. Workroom
2. Staff kitchen
3. Staff toilets – male and female
4. Senior Librarian’s Office – collects WORK DIARY (staff roster is in back of diary)

Ensure you have a building key with you then evacuate to assembly point:
1. Rear entrance – Leisure Centre carpark area
2. Front entrance – follow railing to top of carpark
3. Do a staff head count

**Exit routes:**
1. Exit route 1
2. Exit route 2

**Fire Extinguishers**

**Fire Hose**
Put on Yellow Warden's hat and take checklist to designated area.

1. **EMERGENCY 000**
   (fire, life threatening incident)
2. Police 131 444
3. CityWatch 1300 655 860

**CONTACT** the following and advise as necessary.

Manager Community Development and Library Services
0408 096 452 or 9400 4233

Library Operations Coordinator
0419 650 505 or 9400 4724

Senior Librarian or Librarian
Duncraig Leisure Centre
Coordinator 9246 4722

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**Exit route 1**

**Exit route 2**

**Fire Extinguishers**

**Fire Hose**