



LOP 103 Evacuation Procedure of Forster Tuncurry Base

If an emergency is determined by the Watchkeeper that requires evacuation of the building then:

The Watchkeeper will notify appropriate emergency service (000) of the emergency.

The Watchkeeper and/or member delegated will ensure that all persons in the building evacuate the building in an orderly manner via the “fire exit” doors which are the front door and the “Theatre Exit” type doors in the training/meeting room.

All personnel must assemble at the “Emergency Assembly” point at the south western end of building near the weather station.

If there are persons, other than those in the radio room, in the building the Watchkeeper will, if it can be done with safety, collect the attendance/visitors book/s and check that all persons are accounted for.

Once the building is evacuated then no one is to re-enter the building until the situation has been declared safe by the OIC of attending emergency service.

The Watchkeeper will contact Unit Commander, Deputy Unit Commander or Operations Officer, ROM at the earliest opportunity and advise situation.