



## LOP 103 Evacuation Procedure of Forster Tuncurry Base

### **If FIRE ALARM see LOP 102 Emergency Procedure Fire Alarm**

In the event of an emergency that requires immediate evacuation of the Radio Room and building then the following Procedure is to be followed:

- The Senior Person/Watchkeeper and/or member delegated will in a Loud Clear Voice alert all persons in the building by shouting “Emergency Evacuate Building” at least 3 times throughout the building and tower. NB. Call tower by phone if necessary.
- Direct and ensure that all persons evacuate the building in an orderly manner following the Fire Exit” signs to the: “fire exit” doors which are the:
  - front Entry/Exit door,
  - rear Exit Doors next to the Lift, and
  - “Theatre Exit” type doors in the training/meeting room.

Note: Exit from the Tower is via the Stairs and the Lift is not to be utilised unless required for an Immobilised person.

- If feasible, on their way down the stairs check the Mid-Level training Room and toilet, plus all areas on the Ground Floor.
- All personnel are to assemble at the “Emergency Assembly” point at the south western end of building near the weather station.
- The Watchkeeper will take the SARCC Mobile, which contains critical phone numbers, with them when leaving the Radio Room
- 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. Irrespective of this, a list of personnel is to be recorded.
- 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.
- When feasible and as early as possible, the Senior Person/Watchkeeper will notify, or direct another member, to contact emergency service (000) of the emergency.
- The Senior Person/Watchkeeper will contact Unit Commander, Deputy Unit Commander or Operations Officer (Communications), ZDOM and Port Macquarie HUB at the earliest opportunity and advise situation.
- The Senior Person/Watchkeeper will also brief the attending Emergency Services.

**Note: at all times Safety of Life is the Priority**

**Also note that incoming telephone calls will be diverted to Port Macquarie automatically if not answered after 40 seconds. Port Macquarie should also answer Radio Calls when Forster does not respond.**