

VISITOR SITE SAFETY INDUCTION

Welcome to

Southern Response Earthquake Services #10 Show Place

In the interests of your safety and the safety of others, we would request you take a minute to thoroughly read this information. If there is anything unclear, please ask a staff member.

- **All visitors are required to sign the Visitor's Register and to obtain a Visitor's Pass.**
We request that you sign out before departing the site.
- **Signing in and out is important**, as it facilitates speedy evacuation of visitors, should an emergency arise which requires the site to be evacuated.
- **Please wear your Visitor's Pass so that it is visible at all times.**

SITE EVACUATION INSTRUCTIONS

The chance of site evacuation occurring during your visit is remote. However, should an emergency situation arise, which requires the evacuation of the building, evacuation alarms will sound across the entire site.

Should this happen, please remain calm and follow the instructions of the staff member with you and accompanying floor wardens. Floor Wardens are identified by high visibility arm bands. If you need assistance to evacuate the building, please let the staff member accompanying you know. Do not take food, drink or large bags down the stairs.

You should proceed to the Emergency Assembly Point located at the end of Show Place. (Southern Response staff will advise) **It is important that you wait until you are accounted for.**

FIRST AID KITS

Any injuries sustained on site, no matter how minor, must be reported immediately to a member of staff. A First Aid kit is located in the kitchen on this floor. First Aiders are also located on this floor; their indentifying photographs are on the wall next to the office entry door.

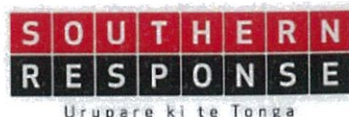
FIRE EXTINGUISHERS

These are located in the kitchen area, office area and back hallway.

TOILETS

Men and women's toilets are located on this floor.

PLEASE REFER TO FURTHER EVACUATION PROCEDURES ON BACK



Evacuation Procedures

Fire

- Operate the manual alarm immediately
- OR
- Dial 1-111 and ask for the fire brigade
- Extinguish the fire only if safe to do so

- Follow floor wardens instructions
- Close all doors and windows nearby

Earthquake

- Do not attempt to leave the building
- Position yourself under a solid doorway, desk or firmly fixed furniture or with your back to the wall
- Wait until shaking has stopped

- Assess immediate dangers e.g. electrical appliances, glass or unstable furniture
- Follow floor wardens instructions
- Only evacuate building if instructed

- Use the stairs to exit the building – DO NOT use lifts
- Remain calm and walk quickly
- Proceed to assigned assembly point