



Emergency Evacuation Plan

Information for Residents

Contents

Important Information about Macleay Tower & Villas	2
What to do in an Emergency	3
Assembly Area.....	4

Important Information about Macleay Tower & Villas

Fire Stairs

If the fire alarm is activated you should evacuate the building using the Fire Stairs in an orderly fashion and assist any person needing help. Fire Stairs are usually the safest place when a fire occurs. Please remember you can only exit the fire stairwell at ground level, then make your way to the assembly area in front of the waterfall in Goodwin Street.

Smoke Detectors

Smoke detectors are located in common areas as well as all apartments and villas. These are linked to the building Fire Panel and when activated by smoke, the alarm will sound. The Qld Fire and Rescue Service is automatically alerted and will attend swiftly.

Fire Alarm

The fire alarm has 2 distinct tones. The first is the alert tone which changes after several seconds to the evacuation tone with instructions spoken in several different languages. Initially the fire alarm will sound only on the level of activation plus one (1) level below and two (2) levels above. Unless the QFRS arrive and determine it is a false alarm, after several minutes the alarm sound will expand up and down the building in a timed pattern until the entire building is in alarm. When you hear this alarm, you should evacuate the building immediately via the fire stairwell and gather at the designated Assembly Area. DO NOT USE THE LIFTS.

Manual Call Point (MCP) – to activate a Fire Alarm in an Emergency

Manual Call Points are linked to the fire panel and are located on each level next to the Fire Stairs as well as in common areas throughout the building. They are small red coloured boxes with perspex covers. In an emergency, activate the alarm by lifting the Perspex cover and pressing the button.

Fire Extinguishers & Fire Hoses

Fire Extinguishers and Fire Hoses are located on every level of the tower and villas in clearly marked cupboards. You should familiarise yourself with these locations. In the event of a fire, and if you have been trained to do so, residents should attempt to extinguish the fire using this equipment.

Elderly People or People with Special Needs

If you have any special requirements which may hinder your ability to evacuate the building quickly, you may register with the building manager. Your details will be added to a list located in the Fire Panel Room for the attention of the Fire Brigade.

Evacuation Plan

An Evacuation Plan is located next to the lift on each level in the tower and villas. You should familiarise yourself with this plan. It shows the location of fire stairs, assembly area and the Fire Extinguisher & Fire Hose location on your level.

What to do in an Emergency

The RACE procedure below offers a set of easily memorised generic responses which are appropriate in most emergency circumstances, whether a fire or another emergency.

All residents should familiarise themselves with this procedure -

R	REMOVE	If safe to do, <u>Remove</u> any persons in immediate danger.
A	ALERT	If alarms are not already sounding, <u>notify the fire authority</u> by calling “000” or operating the nearest fire alarm (MCP).
C	CONTAIN or CONTROL	<u>Close doors</u> where any fire may be active so it can be contained to one area.
E	EXTINGUISH or EVACUATE	Attempt to <u>Extinguish</u> the fire ONLY if you have been trained to do so. Otherwise immediately <u>Evacuate</u> to the Assembly Area via the stairwell by exiting at ground level. DO NOT USE THE LIFT in an emergency.

Assembly Area

Below is a general plan showing the location of the **Assembly Area located on Goodwin Street between Macleay Tower & Villas and Stradbroke Tower & Villas**, in front of the waterfall.

