

EMERGENCY EVACUATION PROCEDURE

ON DISCOVERY OF AN EMERGENCY REQUIRING EVACUATION TAKE THE FOLLOWING ACTIONS:

1. Ask another person to (a) activate the **Emergency Evacuation Alarm** (b) then proceed to the **Emergency Control Point (Production Office)** and advise the Chief Warden of :
 - i The location of the emergency / type of emergency
 - ii Who is at the location of the emergency & if anyone is injured.
2. In the case of fire, if you are trained approach the fire with the correct fire extinguisher / hose and attempt to put out or control the fire until the Emergency Response Team or fire brigade arrives.
3. If the situation cannot be contained evacuate the building & report to the **Emergency Assembly Area**.

ON HEARING THE EVACUATION ALARM: (i.e. continuous siren.)

1. All personnel are to shut down their equipment, park forklifts out of the way and walk via the nearest safe exit to the assembly point at Gate 2 and remain there until further notice. Area wardens are to check their assigned area as they leave.
2. The alternate assembly point is Gate 1 should Gate 2 be unsafe.
3. The Emergency Response Team & Deputy Warden are to report to the Chief Warden in the office.

	<u>Name</u>	<u>Phone Number</u>
<u>EMERGENCY COMMANDER / CHIEF WARDEN:</u>	Graeme Probert	311
<u>DEPUTY WARDEN 1:</u>	Brooke Jennings	307
<u>DEPUTY WARDEN 2:</u>	Chris Hoffmann	306
<u>AREA WARDEN –</u>		
<u>QC / R&D LABORATORIES:</u>	Trevor Glasbey	316
<u>MANUFACTURING / CLASS 3 DG / No 17 WAREHOUSE:</u>	Kurt Stuart	401
<u>AREA WARDEN – OFFICE:</u>	Chris Hoffmann	306
<u>AREA WARDEN – FILLING/ PAA / DISPATCH:</u>	Aarron Sutherland	318

EMERGENCY RESPONSE TEAM: Graeme Probert, Chris Dean-Jones, Ray Bellears & Dean Frerk

FIRST AID OFFICERS:	<u>Name</u>	<u>Phone Number / Location</u>
	Graeme Probert	311/ Production Office
	Paul Eviston	317/ R&D Laboratory
	Raymond Bellears	401 / Production Floor
	Kurt Stuart	401 / Production Floor
	Dean Frerk	313 / Production Office
	Chris Dean-Jones	310 / Production Office

EMERGENCY PHONE NUMBERS:

Police:	000	Police (Raymond Terrace):	49830599
Ambulance:	000	Ambulance (Beresfield):	131233
Fire Brigade:	000	Fire Brigade (Tarro):	49661033

EPA: 131555 (Notifiable Pollution Incidents Only) Ministry of Health: 0293919000 (Notifiable Pollution Incidents Only)
 SafeWork NSW: 131050 Port Stephens Council: 49800255

Hunter Water: 1300657000 (Emergency and Service Faults)
 Energy Australia: 131388 (Emergency Services)

Neighboring Companies:	Newcastle Pallets	49648703
	Castle Railing & Gates	49649688
	Mr Diggitt / Mr Ashpalt	0427004213

National Operations Manager:	Graeme Probert	0419987561
Managing Director:	Darran Leyden	0402140000
Chief Financial Officer:	Brooke Jennings	0412941674