

EVACUATION DIAGRAM

Level 14, 123 Queen Street Melbourne



LIFT



TOILET



RECEPTION



EXIT



YOUR
LOCATION



EMERGENCY
PHONE



FIRE
EXTINGUISHER

EMERGENCY RESPONSE PROCEDURES



ON DISCOVERING A FIRE OR OTHER EMERGENCY

- Contact authorized designated staff member immediately.
- Press Break Glass Alarm next to “RED WIP Phones”.
- Attempt to extinguish the fire **ONLY IF SAFE TO DO SO**.



EVACUATION PROCEDURE

- Act on instructions from the PA system or floor wardens (identified by Yellow hard hats).
- Once given the order to evacuate please evacuate the building by the shortest, practical and safest route.
- **DO NOT** use lifts
- Proceed to the designated assembly area and remain there until the all-clear is given by the chief warden or Fire Brigade only.



EMERGENCY ASSEMBLY AREA

- Corner, Little Collins Street & Bank Place

C	CLASSROOM
K	KITCHEN
L	LIBRARY
M	METTING ROOM
O	OFFICE
T	TOILET

ASSEMBLY AREA MAP

