EMERGENCY PROCEDURES

Bunbury Regional Art Galleries
WESTERN AUSTRALIA

FIRE EMERGENCY

* Call the Fire Service on 000 from any phone
* If the fire is small, attempt to use a fire extinguisher. If the fire does not extinguish, EVACUATE THE BUILDING IMMEDIATELY.
* Evacuate the building; move away from fire and smoke
* Use stairs only, not the elevator
* Feel closed doors with the back of your hand. Do not open if doors are hot.
* If alarms are not sounding, activate the manual alarm as you leave the building
* DO NOT re-enter the building until it has been inspected
* Assemble at the Emergency Assembly Area noted below
* Follow the instructions of emergency personnel. Do not attempt to re-enter the building until the all clear has been given.

BOMB THREAT/SUSPICIOUS OBJECT

* When a bomb threat is received, or a suspicious object discovered, it must be treated as genuine until proven otherwise.
* If you receive a call about a bomb threat, obtain the maximum information for use by Police. Staff receiving and distributing phone calls must keep a copy of all the information.
* Notify the Police by calling 000
* Do not activate the evacuation alarm. Initiate evacuation by giving verbal instructions to the occupants.
* Do not operate the manual alarm points, electrical switches, or use a mobile telephone as this may activate the device.
* DO NOT touch or move any suspicious object but report the object to the police. Treat unusual or suspicious objects as a bomb threat as they can be made to resemble almost anything. The Police will determine the action to take with the object.

Suspicious/Threatening Visitor

* Do not physically confront the person
* Do not let the person into a locked building/office
* If the person is inside, do not block the person's access to an exit
* Telephone the police on 000. Provide as much information as possible about the person, their location and direction of travel.

SEVERE WEATHER

* Move to an interior room or hallway on the lowest floor and get beside (not under) a sturdy piece of furniture
* STAY AWAY from windows. DO NOT open windows. Close any doors.
* Remain in the safe area until the danger has passed
* If the building is damaged, evacuate after the weather danger has passed and stay clear of the damaged area. Be aware of debris, power lines and gas leaks.
* Follow directions of staff or emergency personnel. Do not return to the building or move to another location until told to do so by officials.

HOSTILE INTRUDER

* Remain calm, do not engage the intruder.
* If it is possible to escape the area safely, do so quietly.
* If attempting to escape, do not carry phones or other objects in your hands. As you move through open areas keep your **HANDS ELEVATED** with **OPEN PALMS** visible, especially if encountering responding Police. Follow all the instructions police may give you.
* If you **CANNOT SAFELY EXIT** the building, seek shelter in a room where the doors can be locked or barricaded securely, turn off cell phone ringers and remain quiet.
* Once secured inside, take cover behind concrete walls, thick desks, filing cabinets, away from windows and doors.
* **ONLY ONE PERSON** from the room should **call police at 000** and tell them where you are, where the intruder is and the condition of the others with you. Follow their instructions. If you cannot speak, leave the line open so the dispatcher can hear what is happening.
* If it can be accomplished safely, assist injured persons.
* Do not respond to any unfamiliar voice commands until you can be sure that they are coming from a police officer.

EVACUATION PROCEDURE

If asked by staff or emergency personnel to evacuate:-

* **DO NOT run, remain calm and walk,**
* **Evacuate the building using your nearest exit, or an alternative exit if the nearest is blocked**
* **DO NOT use the elevator**
* **Assist individuals with disabilities**

Your Emergency Evacuation Assembly Point is:

CITY OF BUNBURY – COUNCIL OFFICE GARDENS (CIVIC PARK)