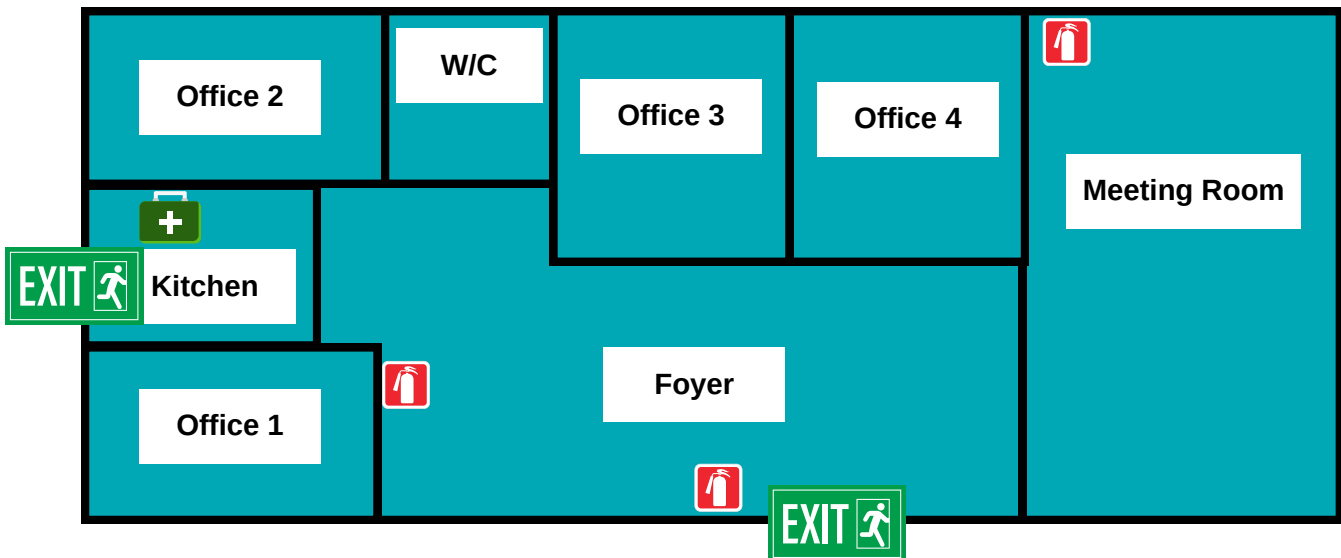


# EMERGENCY PROCEDURE

Determine what is the emergency (fire, medical, etc)

If needed:

1. Call **000** for police, fire or ambulance
2. Follow the Evacuation Steps below
3. Render first aid assistance as required
4. Advise BNC staff / office of emergency 5329 3273
5. Complete an Incident Report



## Evacuating the Building

- Clear all rooms, including the toilet
- Leave the building via the nearest exit
- Evacuation Assembly Area is ***Delacombe Henge (rock circle in Doug Dean Reserve.)***
- The secondary Evacuation Assembly Area, if required to move further away from the building, will be the ***Tennis Courts***, unless instructed otherwise.