



Aitken & Partners

Emergency Procedure

J.J. Aitken & Partners Pty Ltd provides a healthy and safe work environment for employees and visitors. In the event of an emergency you must comply with this procedure.

The Area Warden for the Aitken & Partners office is the person who has the responsibility and authority to do the following when notified of an emergency:

1. Ensure emergency services have been contacted, contact other relevant personnel and services.
2. Put on an identifying yellow safety helmet.
3. Search all rooms, if it is safe to do so.
4. If evacuation is required, ensure all staff, visitors and contactors are directed and escorted to the assembly area.
5. Upon arrival of Emergency Services, relay the nature of the Emergency, and thereafter act on the Senior Officer's instructions.
6. Ensure that no one leaves the assembly area until the all clear is given or they are directed elsewhere by the Emergency Services.

Your responsibilities are:

1. If directed to evacuate the building, shut down equipment if safe to do so.
2. Evacuate to the designated Assembly Area by the safest and most direct route. Do not pick up personal belongings. Walk, do not run, unless there is a threat to life.
3. If smoke or vapours are present, keep low. In the case of a fire, do not open the door prior to checking the temperature of the door (indicative of a fire behind the door).

John Aitken
Director
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