



# Emergency Alarm and Evacuation Procedures

## For Guests of SKYE SUITES, Parramatta

### CHIEF WARDEN COMMAND

1. On hearing an announcement over the speakers, listen for instructions and follow them.
2. At the sound of the **ALERT TONE** - (BEEP, BEEP, BEEP) - Move immediately to the nearest EMERGENCY EXIT and take everyone with you. Wait for a warden and follow all instructions given.
3. At the sound of the **EVACUATION TONE** - (WHOOOP, WHOOOP, WHOOOP) or when instructed move through the emergency exit and proceed in an orderly manner to street level.
4. On reaching the street move clear and **out of sight of your building, as instructed by the Chief Warden OR** to your default assembly area, **ALONG HUNTER STREET TO ST. JOHN'S CATHEDRAL.**
5. Ensure you advise your Suite Number to the Chief Warden at the Outside Assembly Area.



### AUTOMATIC FIRE ALARM

1. At the sound of the **ALERT TONE** - (BEEP, BEEP, BEEP) - Move immediately to the nearest EMERGENCY EXIT and take everyone with you. Wait for a warden and follow all instructions given.
2. At the sound of the **EVACUATION TONE** - (WHOOOP, WHOOOP, WHOOOP) or when instructed move through the emergency exit and proceed in an orderly manner to street level.
3. On reaching the street move clear and **out of sight of your building, as instructed by the Chief Warden OR** to your default assembly area **ALONG HUNTER STREET TO ST. JOHN'S CATHEDRAL.**
4. Ensure you advise your Suite Number to the Chief Warden at the Outside Assembly Area.



**THE STORAGE OF ANYTHING OTHER THAN FIRE FIGHTING EQUIPMENT IN HYDRANT CUPBOARDS IS ILLEGAL.**

**ENSURE PASSAGEWAYS TO EMERGENCY EXITS ARE KEPT CLEAR AT ALL TIMES - DO NOT PUT RECYCLE BINS, PHOTOCOPIERS ETC IN THE WAY.**

## ***ACTION TO BE TAKEN IF AN EMERGENCY IS ON YOUR FLOOR***

### **1. RECORD**

Location of fire/floor/Suite numbers \_\_\_\_\_  
Time of incident \_\_\_\_\_  
Name of person making report \_\_\_\_\_

Immediately call the Fire Brigade/Police on **000**.



### **2. ADVISE**

- a. Address of premises: **SKYE SUITES  
30 Hunter Street  
Parramatta**
- b. Nearest cross street: **Marsden Street**
- c. GPS Coordinates  
Latitude **-33.815505**  
Longitude **151.001184**  
what3words **scary.castle.fluid**  
([More Information: https://what3words.com/about](https://what3words.com/about))
- d. What is involved by fire and location; and
- e. Your name.
3. If a casualty is reported, in addition to calling the Fire Brigade, call the Ambulance Service by dialling **000**.
4. For All Emergencies Contact SKYE SUITES Reception on **7803-2388** available 24 Hours a day, 7 Days a week.
5. Alert other suites in your area.
6. If you have been trained in the use of portable fire extinguishers and/or hose reels, you may attempt to extinguish, or control the fire, **IF SAFE TO DO SO**.
7. If the fire is severe, or is producing quantities of smoke, try to close the doors to prevent the spread of fire and smoke. In either event doors should be closed before evacuating the area with other occupants.
8. Obey all instructions given by Staff Members.

**NOTE:** Items 1 to 6 inclusive are intended to be undertaken simultaneously by you and others in the immediate fire area.

9. If not involved with controlling the emergency **KEEP AWAY FROM THE FIRE AREA.** Your presence will be a hindrance to those persons attempting to deal with the emergency, further it could endanger you.
10. Assemble initially at a safe distance from the fire, preferably at your nearest floor Assembly Point adjacent to the fire exit door.
11. If the fire, smoke or emergency situation warrants immediate, or subsequent evacuation, proceed quickly and quietly and in an orderly manner to the nearest available emergency exit. If the situation warrants, enter the emergency exit. If last to enter close the door behind you.
12. For complete evacuation move **out of sight of your building** and to your assembly area **ALONG MACQUARIE STREET TO CENTENARY SQUARE AND ALONG HUNTER STREET TO ST. JOHN'S CATHEDRAL.**
13. Do not re-enter the facility until advised that it is safe to do so.
14. Staff should not attempt to obtain their personal effects from their desk, etc. if they are not in that location. This action would contribute to the confusion, delay and disruption of the orderly and safe evacuation of the premises. **IT COULD ALSO ENDANGER YOUR LIFE.**
15. **DO NOT USE LIFTS** as a means of escape, or for any other purpose during a fire.
16. The **EMERGENCY EXIT DOORS** should be maintained closed unless people are physically entering or leaving them.
17. Residents should be familiar with all means of escape, location of and efficient operation of fire hose reels and portable fire extinguishers.

**WHEN ORDERED TO EVACUATE; MOVE OUT OF SIGHT OF YOUR BUILDING AND DO NOT LOITER. YOU MAY BE SERIOUSLY INJURED IF THERE IS AN EXPLOSION, AND YOU WILL HINDER OTHER PEOPLE EVACUATING AS WELL AS EMERGENCY/RESCUE PERSONNEL.**

**FOR ALL EMERGENCIES CALL 000  
AND SKYE SUITES Reception on 7803-2388**

# Safe Outside Evacuation Assembly Area



**FOR ALL EMERGENCIES CALL 000  
AND SKYE SUITES Reception on 7803-2388**