Process for covering off 'in event of an earthquake' when running a meeting/training in xxx rooms

1. The person leading the meeting/running training is responsible for all attendees.
2. Alert everyone to the process outlined on the wall for how to act in event of an earthquake.
3. Remind them in the event of an earthquake - Drop, cover, hold and do not evacuate immediately.
4. Once shaking stops check yourself, others and the surroundings
5. Floor warden will give you the evacuate message and if this happens go to ED Carpark Canning Road via the closest exit.
6. If it is a serious event and damage is severe, give assistance to the injured and if Floor Warden does not appear, give the order to evacuate once you feel it is safe to do so.

EARTHQUAKE

During an earthquake

1. Stay calm.
2. Move away from windows and external walls. Be aware of ceiling tiles, lights, audio visual equipment and portal whiteboards and video conferencing equipment – these may move or fall in an event.
3. Follow:

After an earthquake

1. The meeting organiser or person in charge of training will take charge of room and co-ordinate actions.
2. Expect to feel aftershocks.
3. Check yourself for injuries and get first aid if necessary. Help others if you can.
4. Do not evacuate immediately, wait for instructions from Floor Warden.

Evacuation

1. Stay calm.
2. Walk to the nearest safe exit.
3. Do not use lifts.
4. Go to your assembly area:

Assembly Area ED Carpark Canning Road