Trial Evacuations Procedure
Caulfield Buildings F, G, K, N and S

1. Inform Security
Inform Security using of the trial evacuation on the number 9902 7777. Make sure you provide your name and building number.

2. Turn system to manual
Turn the key from Auto to Manual.

3. Alert building occupants
Press the All Alert button. You will hear the beep, beep alarm. Let it run for 15 seconds. Then press the All PA Speech button. Make the following announcement:

“Your attention please, an evacuation drill is about to commence. Prepare to evacuate the building on the evacuation alarm. Follow the directions of the floor wardens and proceed to the assembly point.”

Press the All Alert button to resume the alarm.

4. Wardens Intercommunication Point manned
The Floor Warden will attend their WIP and take their Red Phone off the hook, indicating their presence. Note the Call lights that are flashing.

5. Evacuate building
After the alert alarm has run for a total of 90 seconds, press the All Evacuate button. You will hear the whoop, whoop alarm. Wait 15 seconds. Then make second announcement:

“Please evacuate the building”

6. Floors cleared
When the Floor Wardens have cleared their area they will place their Red Phone back, which will turn off the Phone Light. When the light turns off from a previously manned area, press the corresponding Zone Cleared button.

7. Building cleared
Once the building has been evacuated, turn off the All Evacuate alarm by pushing the button again.

“The Building is cleared. Thank you for your assistance. You may now return to the building.”

8. Return system to auto
Turn the key from manual to auto.