

# Emergency Procedures

In addition to following the procedures below, please always call the building manager on 9418 6555 so that we can assist you.

## **FIRE:**

In the event of a fire, please follow the emergency evacuation plan as instructed by your nominated fire warden(s). There is information near the lift on your floor outlining the procedure. If a fire alarm has not been activated then call 000.

Extinguishers and hose reels are located throughout the building.  
If a fire alarm has been activated the fire brigade will attend automatically.  
Please do not attempt to deactivate any fire alarms. The fire brigade will do this.

## **BREAK AND ENTER:**

If you fear an immediate security threat please call 000.

## **FLOOD:**

In the event of a major flooding emergency that is a significant threat to life or property please call 000.  
In the event of smaller flooding issues, please contact the building managers on 9418 6555 or if unreachable please call TJ Mathews Plumbing 0412 552 367.

## **BLACKOUT:**

In the event of a power outage please call the building managers on 9418 6555 or if unreachable please call Ausgrid on 131388 in order to report the issue. If the power outage is a building problem rather than Ausgrid and the building managers are not contactable then please call Kim from Kim Kong Electrical on 043 999 4574.

## **PERSON STUCK IN THE LIFT:**

In the event of the lift getting stuck with persons in it, please contact Otis on 8338 2700. The building managers cannot unlock the lifts. The person in the lift will have the ability to contact Otis themselves using the lift's own intercom system linked to Otis staff.

## **GARAGE DOORS NOT OPENING:**

If there is no electricity to the building or the doors will not open please call the building managers on 9418 6555 or 0409 326 266. There are also instructions next to each door.

For Non Emergency Issues- Please go to [www.32delhi.info](http://www.32delhi.info) where you can report issues or find information on building rules and procedures.