

Emergency Evacuation Checklist: Perron Centre

Coordinator / Chief Warden Mark Druvins (White Helmet)
Communications / Deputy Chief Warden David Vosnacos (White Helmet)
Second Deputy Chief Warden/Reception Cystal Chan (White Helmet)

DATE: / /

Area/Warden	Clear	Refusal	NB
Reception Zone: offices behind reception, front entrance meeting room & Resource Centre, Wardens – Ivani Roque, Josef Hayward.			
Handa Hall: Adjoining offices, gym & adjoining toilets Wardens – Katie Vuleta, Madison Gresele, Lily Forbes			
CaYS: Theatrette, toilets, Theatrette Kitchen, CaYS offices, playground, CaYS kitchen Wardens – Eamonn Costello, Paisha Cook			
DES Offices, Conference Rooms and tenanted office space Wardens – Mala Padmanathan, Michelle Oates			
Client Services: CET offices, Meeting Room 2 and all offices in Assistive Tech/Ophthalmologist passage Wardens – Stephanie Smales, Samantha Chitty-Sweet			
CAC (incl: Toilets), Woodwork Shed and Hub Wardens - Amy Withnell, Francis Ryle			
Library Area: Library Studios, work areas, kitchenette & offices Wardens – Lee-Ann Khoh, Vithya Vijayakumare, Karen Titheridge (reserve)			
Finance, Marketing & Fundraising: Staff room / kitchen, toilet and CEO office passageway Wardens – Sara Newby, Peter Benjamin, Natasha Allchurch			
Lower Ground Floor Wardens – Megan Palandri, Handy Kurnia			
First Floor Area Wardens – Wendy Bennett, Aisling Gaffney, Sharon Harvey.			

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Defibrillator is located in cabinet on reception entryway fence.

Code to open is C2014, turn handle **clockwise**.

- Confirm defib has been taken to evacuation point
- Remove First Aid Kit from reception office and take to evac point
- Contact Sunbury Road to advise to/not to evacuate

First Aider List

Katie Vuleta	Mon-Fri (Gym)	0402 834 010
Madison Gresele	Mon-Fri (Gym)	0478 770 165
Francis Ryle	Mon – Fri (Wood Shop)	9311 8627
Leigh Ann Ryan	Mon-Fri (Advocare)	9479 7566
David Thompson	Mon-Fri (Advocare)	9479 7566

In a medical emergency call an ambulance 000

Post Evacuation Recap: Perron Place

Refusals	
Issues	
Comments	
Future Improvements	