



## **Facility Management Victoria Pty Ltd External Emergency Procedures Policy**

### **An External Emergency that could affect the building, may include:**

- Toxic emission or gas leak.
- Fire threat.
- Severe weather conditions.

The emergency can occur on the roadway bordering the property, or it can occur in a neighbouring building.

### **When notified of an emergency, obtain Details and Report:**

- Who is calling?
- Type of emergency
- Time of emergency
- Location of emergency
- Notify Facility Manager

### **The Facility Manager may direct that staff respond to:**

- Monitor the wind direction, to avoid smoke and fumes
- Monitor occupants/staff for any health effects, i.e. coughing, dizziness, etc
- Turn off air conditioners
- Evacuate occupants and staff upwind