

PARLIAMENT OF AUSTRALIA

SECURITY

INFORMATION CIRCULAR

Security Circular No: **2011/2**

Date:

4 March 2011

TO: SENATORS, MEMBERS AND OTHER BUILDING OCCUPANTS

Emergency Evacuation Exercises—2011

1 Two emergency evacuation exercises are planned for Parliament House during 2011 as follows:

- (a) **Tuesday 5 April 2011 (non-sitting day)**: Part evacuation of the building after normal business hours to test specific evacuation procedures.
- (b) **Wednesday 31 August 2011 (non-sitting day)**: General fire evacuation to test evacuation procedures.

2 The exercise on 5 April 2010 will be conducted to evaluate after hours emergency control management and evacuation response in accordance with the Building Emergency Plan. Details of the remaining exercise will be advised in a separate Security Information Circular closer to the event.

3 Each evacuation exercise will be initiated by the **Alert** Tone being sounded through the Emergency Warning Intercommunication System (**EWIS**). Evacuation of areas will commence upon the sounding of the **Evacuation** Tone through the EWIS. Wardens and Assistant Wardens will manage the evacuation and guide participants to the required assembly areas.

4 It is essential that all occupants are familiar with the evacuation procedures. The Presiding Officers have agreed that, for the three parliamentary departments, there be no exemptions from participation in evacuation exercises other than in exceptional circumstances. In particular, staff (such as Hansard or Committee Secretariat staff supporting Parliamentary Committees) will not be exempted from participating in the exercise to support the operations of other building occupants who choose not to participate.

5 Any enquiries, or feedback on the conduct of the exercise, should be directed to the Deputy Chief Warden, Mr Brian Sankey, on extn 8127, or by email to brian.sankey@aph.gov.au.

Alan Thompson
Secretary, Department of Parliamentary Services
Chair, Parliament House Security Management Board