

PARLIAMENT OF AUSTRALIA

SECURITY

INFORMATION CIRCULAR

security circular No	2008/1	Date:	12 March 2008
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TO: SENATORS, MEMBERS AND OTHER BUILDING OCCUPANTS

Emergency Evacuation Exercises – 2008

1 Three emergency evacuation exercises are planned for Parliament House during 2008 as follows:

- (a) Wednesday 2 April 2008 (non-sitting day): General fire evacuation of the building.
- (b) Wednesday **11** June 2008 (non-sitting day): Security evacuation of part of the building to test security-specific evacuation procedures.
- (c) Monday **15** September 2008 (sitting day): General fire evacuation of the building.

2 During the exercise on 2 April, the public and private areas are to be evacuated to the external evacuation assembly areas in accordance with the established Building Emergency Plan. Details of the **11** June and **15** September exercises will be advised in separate Security Information Circulars closer to the events.

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 been informed that no exemptions from participation in evacuation exercises will be granted to staff of the three parliamentary departments 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 exercises to support the operations of other building occupants who choose not to participate in the exercises.

5 Any enquiries or feedback on the conduct of the exercises should be directed to the Deputy Chief Warden, Mr Ian Boyd, on extn 8127, or by email to ian.boyd@aph.gov.au.

A handwritten signature in black ink, appearing to read 'DK', with a long horizontal line extending to the right and ending in a sharp downward-pointing hook.

David Kenny
Acting Secretary, Department of Parliamentary Services
Chair, Parliament House Security Management Board