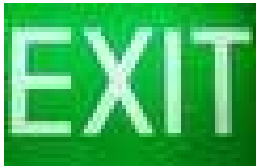


Emergency Procedures for Level 1 Conference Rooms at Rydges Melbourne; 186 Exhibition street

If a fire breaks out in your conference room:

1. **Raise the alarm.** If safe to do so, inform the conference operations manager or supervisor by dialling 2333 from your in-room conference phone. Inform them of your conference room name or number and the location of the fire.
2. The conference operations manager or supervisor will raise the fire alarm and contact the fire brigade.
3. Exit the conference room through your nearest exit which will be indicated by an 'EXIT' sign.

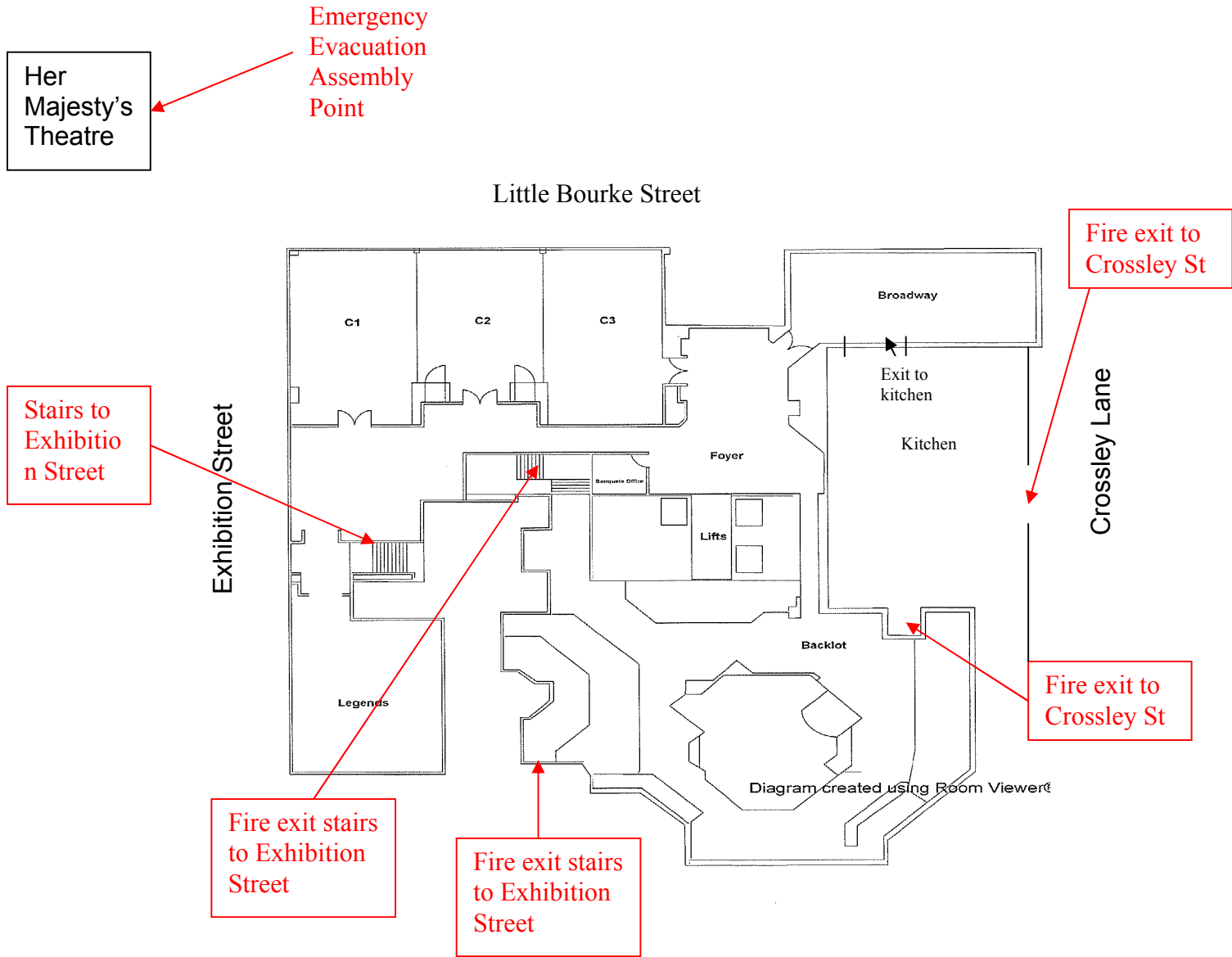


4. Evacuate the Hotel through your nearest stairs shown on the map below. Your nearest stairs will also be shown to you by the conference operations manager at the start of your conference.
5. Assemble at the Hotel's assembly point. The Hotel's assembly point is the footpath in front of '*Her Majesty's Theatre*' which is located opposite the Hotel on the corner of Exhibition and Little Bourke streets.
6. Remain at the Assembly area until the Fire Brigade or Chief warden gives authorisation to re-enter the building.

If you hear a fire alarm activated:

1. In the event that the fire alarm is activated, you will hear a 'beep, beep, beep' alarm which is the 'Alert signal'
2. This means stop what you are doing and prepare to evacuate the Hotel.
3. Listen for further instructions from the Chief Warden via the public address system.
4. If the alarm escalates to a 'Woop, woop, woop' alarm, this requires you to evacuate the Hotel via your nearest stairs shown on the map below
5. Assemble at the Hotel's Emergency Evacuation Assembly point (as above)

Location of Fire Exits on Level 1 Conference Floor at Rydges Melbourne; 186 Exhibition street



Fire Wardens

Managers and Supervisors on Duty have been trained as fire wardens have been trained as fire wardens and will take responsibility in the event of a fire or emergency evacuation. Please follow their direction if when you are directed by them. Wardens will wear a red fire hat, whilst the chief and Deputy warden will wear a white and yellow hat respectively.

Managers on Duty have also been trained in first aid. Please ask your warden if you require first aid assistance. First Aid kits are located in all areas of the Hotel and in the event of an evacuation, a portable kit will be taken to the Emergency Evacuation Assembly point.