

La Trobe University

ADVANCE NOTICE OF EMERGENCY EVACUATION DRILL

Strictly confidential until time of emergency evacuation drill

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- Memo to:
1. Security Office **Fax 1557**
 2. Wormald **Fax 5003**
 3. Maintenance Superintendent (Buildings and Grounds) for attention of Plant Room Attendant. **Fax 3551**
 4. Switchboard supervisor. **Fax 3090**
 5. Building Warden(s) of adjacent building(s) if appropriate
 6. OH&S Section **Fax 1487**

BUILDING

PROPOSED DATE/...../..... TIMEa.m/p.m.

BUILDING WARDEN PHONE

OBSERVERS
.....
.....

DE BRIEFING LOCATION:
(Attendance requested by Wardens, Deputies and observers)

I request security to activate the fire alarm at the above time and place.

Signed Date .../.... /....

Wormald Staff use only

Return form to OH&S Section when complete

Board isolated hrs. initials

Board reconnected hrs. initials

A/U Tested & OK

Comments.....
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