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## THE FRANCIS BURT LAW EDUCATION PROGRAMME AND THE OLD COURT HOUSE LAW MUSEUM WARDEN CHECK LIST

### **DANGER**

- Direct persons to evacuate via the nearest Exit
- Put on warden helmet
- Ring 000
- Report incident to Security

### **FIRE ALARM - Beep Beep**

- Put on warden helmet
- Assess the area
- Advise persons to prepare for an evacuation

### **FIRE ALARM - Whoop Whoop Tone**

- DIRECT persons to evacuate via the nominated exit
- Persons are not to carry food, drink, cases or laptops, umbrellas, etc
- Handbags may be taken if crossed over the body or arm
- Check your area with a buddy - if available
- Check toilets, storerooms etc
- Ensure that all doors are closed after check
- Once the building is evacuated and locked, speak to a Security Officer and ask them to radio call the zone report to the Security Supervisor/Manager

### **MOBILITY IMPAIRED PERSONS:**

- Direct a suitable person to assist mobile impaired persons to exit the building and to the assembly area

### **REFUSALS:**

- Direct Persons who remain in the building to evacuate
- Inform them that if they DO NOT evacuate you will report them
- Report location of person/s who refused to evacuate to Chief Warden

When Old Court House warden/s evacuate/s the building report the location of any refusals to Security and walk to the Assembly Area unless instructed to undertake another duty

### **ASSEMBLY AREA**

- Wardens are to ensure persons assemble in front of Council House on St Georges Terrace however not on the footpath.

- Wardens MUST wait for the "ALL CLEAR" to be given at the Assembly Area before directing persons to return to the building

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## **BOMB THREAT – Phone**

Follow checklist procedures for a phone threat

## **BOMB THREAT or SUSPICIOUS DEVICE FOUND**

Ring Security

Ring 000: Ask for Police

DO NOT touch or move suspicious item

Evacuate persons from device area

DO NOT use mobile phones or electronic devices

Check stairs and exit routes for devices before evacuation

Evacuation exits and assembly area may have a device planted

Use an alternative assembly area

Takes notes - record times, names etc

## **LOCKDOWN**

### **On advice from Police or Security to Lockdown**

The entrance doors are to be locked immediately;

Normal activities are to cease immediately;

Close all blinds and curtains;

Close all windows;

No noise is to be made including no talking;

Music, videos and other media are to be turned off immediately;

Persons are not to peep out through windows and binds;

Lights are to be turned off;

Students or members of the public are to be directed to sit down on the floor;

Students or other persons are not to use their mobile phones in a lock-down.

- Use of phones may alert an intruder to their presence and may initiate parents and carers to come to the Court potentially putting them at risk and disrupting Police or Security.

## **EXITS AT THE OLD COURT HOUSE**

There are 3 exits from the Old Court House:

- The main door at the front of the building
- The kitchen exit (Note: access to the kitchen is via a keypad door lock)
- The main rear exit (Note: keys are required to use the main rear exit)

## OLD COURT HOUSE EMERGENCY EVACUATION PROCESS CHECKLIST

1. Assess the area/situation.
- If Danger:**
2. Put on warden helmet.
3. Ring 000/Sound the fire alarm.
4. Report incident to Security/Use the duress alarms
5. Direct persons on Mezzanine level to evacuate via nominated exit (*Most likely to be the main door at the front of the building*).
6. One warden, if two or more are present at the Old Court House, stands outside the main door at the front of the building and directs persons evacuating to assemble in front of Council House on St Georges Terrace. If another warden is not present (i.e. there is just one staff present) that one warden **MUST** direct persons evacuating to assemble in front of the Council House when clearing each room in the Old Court House.
7. One warden moves to the Sir Henry Parker Room and directs persons to evacuate via a nominated exit (*Most likely to be the main door at the front of the building. Other options include the two rear exits; kitchen exit and main rear exit (Note: keys are required to use the main rear exit and access to the kitchen is via a keypad door lock)*).
8. That same warden closes both doors in the Sir Henry Parker Room room.
9. That same warden moves to the Sir Lawrence Jackson Room and directs persons to evacuate via a nominated exit (*Most likely to be the main door at the front of the building. Other options include the two rear exits; kitchen exit and main rear exit (Note: keys are required to use the main rear exit and access to the kitchen is via a keypad door lock)*).
10. That same warden closes the door in the Sir Lawrence Jackson Room.
11. That same warden ensures that no persons are in the kitchen.
12. That same warden closes the door in the kitchen.
13. That same warden moves to the Judge's Chamber and directs persons to evacuate via a nominated exit (*Most likely to be the main door at the front of the building. Other options include the two rear exits; kitchen exit and main rear exit (Note: keys are required to use the main rear exit and access to the kitchen is via a keypad door lock)*).
14. That same warden moves to the Court Room and directs persons to evacuate via a nominated exit (*Most likely to be the main door at the front of the building. Other options include the two rear exits; kitchen exit and main rear exit (Note: keys are required to use the main rear exit and access to the kitchen is via a keypad door lock)*).
15. Wardens assemble outside the main door at the front of the building and make their way to the Assembly Area; in front of Council House on St Georges Terrace.
16. FBLEP tour group leaders (e.g. teachers) carry out a roll call at the Assembly Area and will need to immediately alert the warden/s if any students are missing.
17. Once the building is evacuated and locked, one warden will speak to a Security Officer and ask them to radio call the zone report to the Security Supervisor/Manager.
18. When at the Assembly Area, follow the instructions from the Supreme Court Chief Warden.
19. Do not re-enter the building until an "ALL CLEAR" is given by the Supreme Court Chief Warden.