

# Emergency and Safety Information for Meeting Delegates

RYDGES

RESORT • HUNTER VALLEY

Before you begin your meeting today, please take a few moments to familiarise yourself with the hotel's safety features and emergency procedures.

## PREPAREDNESS



- Identify your nearest exit points and fire equipment
- Seek advice from hotel staff



## REPORTING AN EMERGENCY



- Report emergencies to hotel staff
- Dial '777' for hotel operator
- Dial '000' for Police/Fire/Ambulance
- Use manual call points (Break glass switches) to trigger the hotel's alarm



## EMERGENCY ALARM



- This hotel has a dual tone emergency alarm system
  1. "BEEP-BEEP-BEEP!"- 'Alert tone', prepare to evacuate
  2. "WHOOOP-WHOOOP-WHOOOP!"- 'Evacuate tone'; begin evacuation
- Be alert, listen for announcements and follow the instructions of hotel staff
- If unsure; seek advice from staff and/or evacuate yourself
- Remain calm



## EVACUATION



- Evacuate only when-
  1. you are instructed to do so, or
  2. you hear the 'evacuate tone', or
  3. you feel you are in danger
- Remain calm and exit via the nearest/safest exit. Do not use lifts
- Proceed to ground level
- Go immediately to either of the 2 emergency assembly points (indicated below)
- Hotel staff will be on hand at the assembly points to keep you informed

