**Safety Security and Emergency Management Policy – Twenty Macleay Street Limited**

This document describes the policy of Twenty Macleay Street Limited (**Twenty**) in respect of Safety, Security and in dealing with emergencies at the company’s premises in Potts Point (the **Building**). An Emergency Management Plan has been developed in light of the requirements of the *Work, Health and Safety Act 2011* and *Regulations*. It will be reviewed and updated periodically and redistributed to all shareholders and residents annually or at other frequencies considered appropriate by the board.

*General safety and security*

All residents of the Building are required to take reasonable precautions in relation to their own safety and security and that of their family, friends or other guests visiting the building including contractors or other on site workers.

*Inspections*

The Directors of Twenty will ensure that all mandatory inspections including but not limited to:

* the lift,
* electrical system,
* gas and plumbing connections,
* fire / smoke alarms and
* safety / security related equipment

are carried out within the prescribed period.

As far as possible, all defects identified in these inspections will be remedied by properly qualified personnel. The company secretary is to ensure that annual WorkCover NSW certification of the lift and the Annual Fire Safety Statement are obtained and kept with company records.

*What is an emergency?*

An emergency is any dangerous event likely to cause:

(a) physical harm to one or more people at the Building or

(b) significant damage to goods and property located there.

An emergency may arise where:

* fire, flooding, earthquake, storm damage or other natural event creates real and imminent threat or danger to people and/or property at the Building or
* failures of plant and equipment at the Building occur (including loss of service or amenity) or
* where sudden serious illness arises or injury arises (medical emergency) or
* where reckless, irresponsible or otherwise dangerous behaviour of people in or around the Building occurs.

*What is an effective response to emergencies?*

An effective response to an emergency is usually based on carrying out the actions described in a carefully researched and up to date Emergency Response Plan.

In general, the principal purpose of Twenty’s Emergency Management Plan is to describe the people involved and what steps are to be taken in relation to the various types of emergencies, so as to provide an effective response. As a guide, any event that would prompt a reasonable person to contact any of the police, ambulance or fire brigade emergency services on the 000 telephone number is considered an emergency for the purposes of the Emergency Response Plan.

**Safety, Security and Emergency Response Plan**

**Security**

Persons who are not known to residents of the Building or apparently have no good reason to be inside the Building should not be admitted by a resident if asked to do so whether the access request is made via the Building intercom or in person at an entrance to the Building.

A closed circuit television system has been installed in the vicinity of the two access doors into the Building so that, if necessary, all persons entering and leaving the Building may be identified on review of the video recording.

Twenty has also introduced a new access system into the Building using programmable cards for front and side door access. This system enables de-activation of any card held by former residents or other persons needing temporary access (for example, tradespeople carrying out work on the premises), once their permitted time at the Building has expired. This system also prevents copying of keys and is considered more secure than the previous key access technology.

**Safety**

Residents are warned to be careful when work is being undertaken in the Building and to avoid areas where work in being carried out. Special care should be taken to avoid slipping on wet surfaces including routine cleaning of hard surfaces in common areas, such as the front steps and stairwell.

Residents must observe safety signs at all times.

Residents must also warn their visitors to be careful to avoid areas in the Building in which work is being carried out and to observe safety signs at all times.

**Service Disruption – power supply**

Twenty has entered into an agreement with Advanced Fire and Electrical (**AFE**) to attend to any emergency involving a loss of electrical power to the Building, unless the cause of the power loss relates to network failures affecting the supply of power to the locality generally or other nearby buildings. In this latter case, AFE is to liaise with Ausgrid or other relevant agencies as to the reasons for the power loss and expected time to restore power. Once known, this information is then to be conveyed to Twenty’s representatives as quickly as possible.

Where the loss of power is confined to the Building, AFE is contracted to provide an emergency call out service for twenty hours each day, including weekends and public holidays, between the hours of 5am and 1am the following night. Where an emergency occurs (involving the loss of power to more than one apartment or the common areas), the Company Electrician is required to be onsite within 2 hours to investigate and restore power thereafter as soon as possible.

Loss of power to a single apartment, due to over-loading or for any other cause, is the responsibility of the relevant shareholder and any occupants in the affected apartment to resolve, and falls outside the scope of Twenty’s agreement with the Company Electrician.

The Company Electrician’s emergency contact telephone number is to be provided and may be displayed on notice boards throughout the Building.

**Service Disruption - lift**

Twenty has entered into an agreement with Schindler Lifts for ongoing servicing and preventative maintenance. A telephone connection to Schindler’s emergency call centre is available within the lift and should only be used if the lift doors fail to open and occupants are unable to exit the lift car.

**Emergency Response Plan**

*Emergency service personnel*

All directions of police, fire brigade and ambulance officers must be followed. -Wherever possible, residents should keep emergency service personnel fully informed of critical matters, such as which, if any, persons need assistance, are trapped inside the Building and/or are believed to be missing.

*Emergency access key*

All shareholders and residents are required to provide to Twenty a spare key or keys to the entry door(s) to the apartment they occupy, for emergency access. These keys will be kept in a safe located in the directors’ meeting room on the lower ground floor of the Building. The Chairman, Company Secretary, and such other persons as the directors deem appropriate will have a key to the meeting room and a key or code to unlock the safe.

*Apartment access*

In any emergency a director - may enter any apartment using the apartment keys lodged with Twenty, to provide assistance to residents incapacitated or suspected of incapacity, or assist emergency services personnel in gaining access to apartments where required.

Emergency access may also be taken by these persons in order to assist in rescues, to provide timely medical intervention or prevent or minimise property damage.

Where a shareholder or occupier has not lodged a set of keys to their apartment with Twenty or it is not practical to use the apartment key to gain entry into an apartment (for example, if the apartment key is not readily available and there is an immediate threat or danger), a director - may enter any apartment using force (which may include the breaking down of a door or lock) for the purposes of emergency access.

*Medical emergency*

When a resident, such as an elderly person or someone living alone, suffers any kind of fall, or collapses due to sudden onset of illness or injury, and requires urgent medical assistance, a director-- may exercise their discretion to enter the resident’s apartment to render such assistance as is necessary, including calling out - an ambulance or other support services (such as the resident’s own doctor).

*Recording and reporting emergency access*

On any and every occasion where use of an apartment key lodged with Twenty is used for the purposes of emergency access, the person using that key must notify the Company Secretary of the date, time and reason for the access, the number of the apartment entered, the names of all persons who entered, the main actions carried out in the apartment and the duration of the visit. The Company Secretary will keep a record of emergency entries reported and provide the directors with a copy of the details. In the Report to Shareholders at each Annual General Meeting, a summary of any instances of emergency apartment access over the prior year will be provided.

*Fire alarms and fire-fighting equipment*

All residents are -encouraged to attend training sessions on the operation of the fire extinguishers and hoses on the landing of the stairs so as to be able to use those items of equipment, if circumstances require. Twenty conducts training sessions on the proper use of this equipment for new residents and as a refresher course for existing residents from time to time. Residents over 80 years of age, or younger than 16, are exempt.

If a fire alarm sounds, residents are expected to take appropriate action. If the alarm is inside the apartment they occupy, the resident should establish if it is a genuine or false alarm and notify neighbours accordingly. If the alarm is in another part of the Building, all residents nearby should investigate (in a reasonable manner taking precautions not to expose themselves or others to harm) and if there is a reasonable belief that there is a fire, contact the fire brigade on “000” and -to the extent circumstances allow, notify other residents.

*Sprinkler system and water damage*

Twenty’s building wide sprinkler system is heat activated and once a vial breaks a deluge of water will continue to flood the affected area until the fire brigade or fire safety contractor arrive on site to shut the system down. It is more likely that property damage will arise from water than from fire in most cases. Twenty’s directors are considering a range of options to mitigate the effects of water damage should the sprinkler system be activated.

*Evacuation route and assembly point*

When an evacuation is ordered by means of the building occupant warning public address system, residents should proceed calmly but expeditiously to the fire stairs and use them to exit the Building, following the illuminated “EXIT” signs. Do not use the lifts in the event of fire or where the power supply to the Building has been interrupted.

Where an evacuation is ordered, all residents must proceed directly to the emergency assembly point, which is at the reserve on the corner of St Neot Avenue and Wylde Street, Potts Point.