



Narryna Heritage Museum Incorporated
103 Hampden Road, Battery Point, Hobart, 7004
03 6234 2791

FIRE EVACUATION GUIDE

Please take some time to familiarise yourself with your location and the location of the nearest exit to your position.

All rooms in Narryna are fitted with monitored smoke detectors.

In the unlikely event that there is a fire or emergency please:

1. Remain calm.
2. Make your way out of the nearest exit door and assemble in the front gardens near the green gates opposite the fountain to allow for a head count. The main Exit for Narryna is through the large door at the front of the building. If necessary the building can be exited through the manager's office, which is the back room off the old kitchen.
3. If you are evacuating the building, feel the edges of the door. If heat is evident, place something preferably wet under the door, stay in the room and remain close to the floor.
4. If you encounter smoke, crawl on hands and knees and make your way quickly to the stairs or the nearest outside door. Do not stop until you exit the building on the ground level.
5. If you have a physical condition that might impair your ability to either detect an alarm or evacuate via the stairway, please notify staff as soon as possible.
6. The emergency meeting area is outside the front gates on Hampden Road. Assemble here and await the arrival of the Fire Service.
7. **DO NOT ENTER THE BUILDING UNLESS DIRECTED TO DO SO BY EMERGENCY SERVICE.**
8. Please notify Museum Manager or Museum Staff **IMMEDIATELY** if they are unaware of any emergency.