



HELEN & JOEY
— ESTATE —
YARRA VALLEY

Emergency, Safety and Evacuation Policy July 2023

POLICY STATEMENT:

Helen & Joey Estate and Re'em Yarra Valley are committed to providing a safe workplace and to having clear and responsible processes in place to ensure the safety of all team members and visitors in the event of an emergency.

PROCEDURES:

- a. Team members should familiarise themselves with the building layout, evacuation procedure, and assembly points. Evacuation plans with necessary information are placed throughout Helen & Joey Estate and Re'em Yarra Valley offices in visible positions.
- b. Helen & Joey Estate and Re'em Yarra Valley have a number of designated fire wardens covering the Cellar Door, Restaurant, Hotel, and Vinyard. It is a legal requirement for all team members and visitors to follow the directions of a warden or management in case of an emergency and/or evacuation.
- c. A warden or manager will advise team members and visitors of an emergency and/or evacuation through the use of a fire panel that sounds air horns throughout the entire venue premises and is connected to emergency services. When the air horn is activated, this indicates the need to immediately move towards the closest exit and make your way to the primary assembly point. No personal or work items should be taken to avoid trip hazards and to maximise time to evacuate.
- d. No team member or visitor is to return to their car, the Helen & Joey Estate and Re'em Yarra Valley premises, or leave the assembly point without receiving permission to do so from a warden or Management.
- f. It is the policy of Helen & Joey Estate and Re'em Yarra Valley that all team members follow the directions provided to them in case of emergency or evacuation at all locations, including the Helen & Joey and Re'em venue, the warehouse, and suppliers' sites. When working off-site to the main location in Gruyere, and an emergency occurs, as soon as it is safe to do so, a team member of Helen & Joey Estate and Re'em Yarra Valley should contact Helen & Joey Estate and Re'em Yarra Valley to advise of the situation and to advise of the status of all present Helen & Joey



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Estate and Re'em Yarra Valley team members. In the event that a Helen & Joey Estate and Re'em Yarra Valley team member is injured or missing during an evacuation, Helen & Joey Estate and Re'em Yarra Valley management should be advised immediately.

- g. It is considered gross misconduct for any team member to play or tamper with any fire extinguisher, exit light, alarm system, or any other safety equipment. These actions put the safety of team members and visitors at risk, and as such, any person engaging in this type of behaviour will be terminated.
- h. It is forbidden for any team member, or other person with the encouragement of a team member, to make 'prank' calls to Helen & Joey Estate and Re'em Yarra Valley or any of their clients, regarding bomb threats, emergencies, or other reasons requiring evacuation. This behaviour is considered gross misconduct and will result in termination.
- i. All team members are expected to behave in a responsible and considerate manner in the event of any emergency and/or evacuation and provide assistance to any person who has difficulty in removing themselves from the building. However, it is also the policy of Helen & Joey Estate and Re'em Yarra Valley that no person puts their own lives at risk in order to assist another person.