Lendlease

Site Orientation and Access Management

Mobile App Emergency Evacuation User Guide
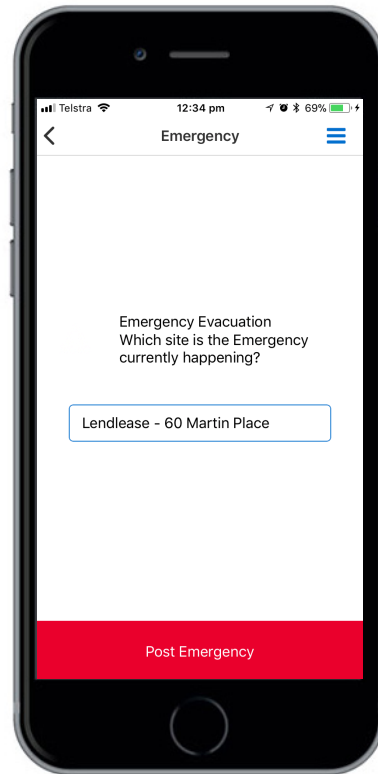
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Lendlease Site Orientation and Access Management

Please follow this step-by-step guide to use the Lendlease Mobile App. This guide will step you through the emergency evacuation functionality and process.
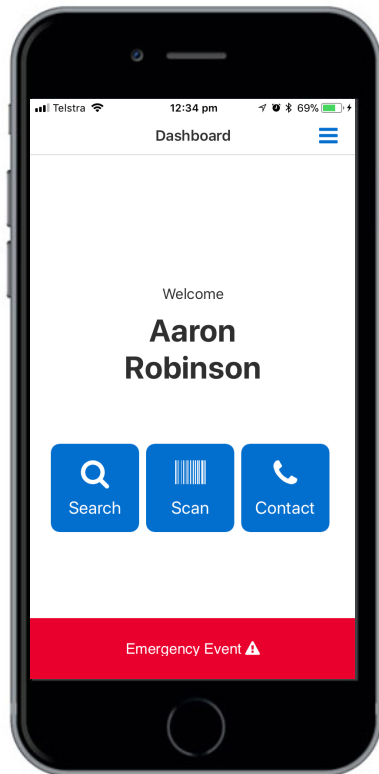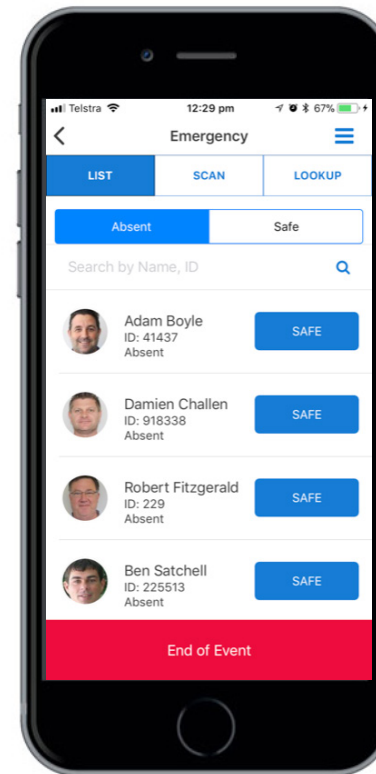
Step 1

To call an emergency evacuation roll call, select "Emergency Event."
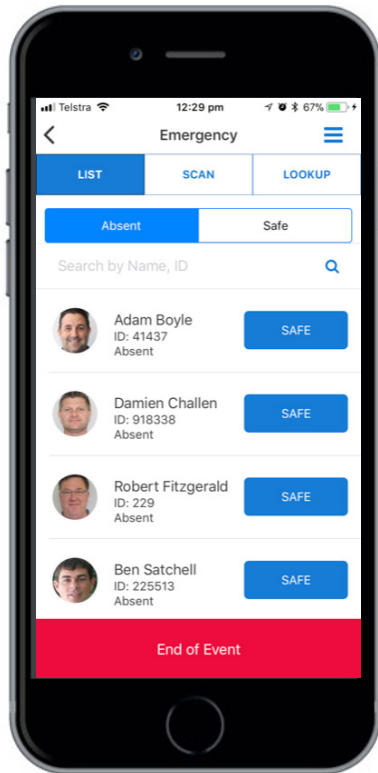
Step 2

Select the site of the emergency evacuation, then select "Post Emergency."

Step 3

There are three ways to view and mark the evacuation roll; list, lookup or scan. Change to your preferred view by selecting the "List," "Scan" or "Lookup" button at the top of the app page.
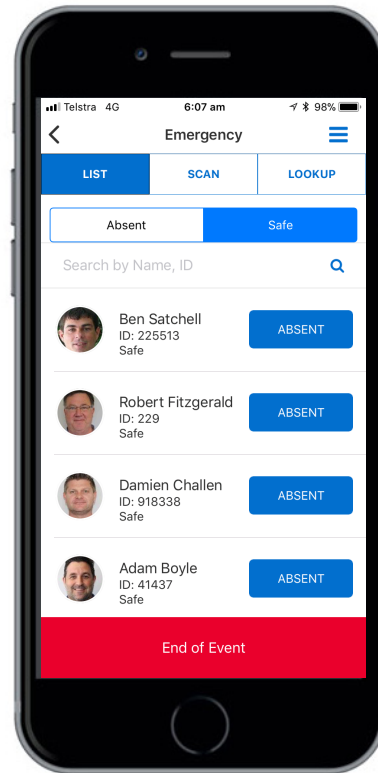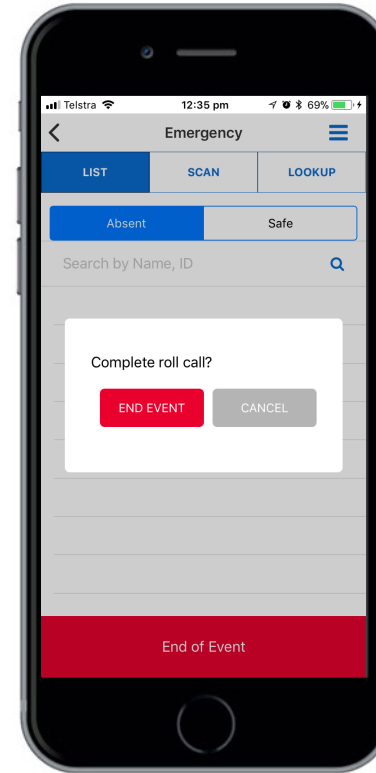
List

Step 1

In the list view option, select workers as safe by clicking "Safe" next to their details.

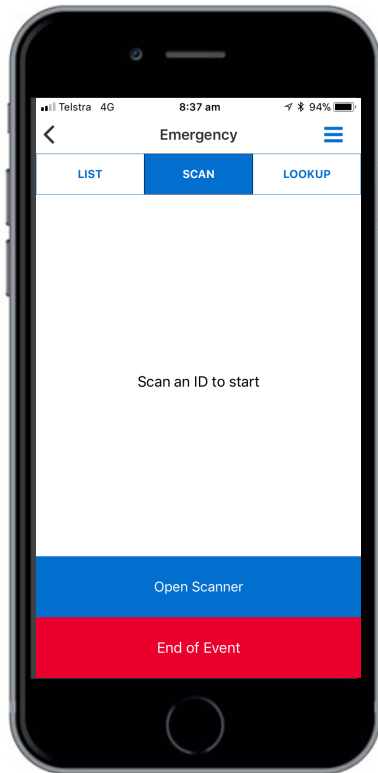Once marked safe, workers will be moved from the absent list to the safe list.

Step 2

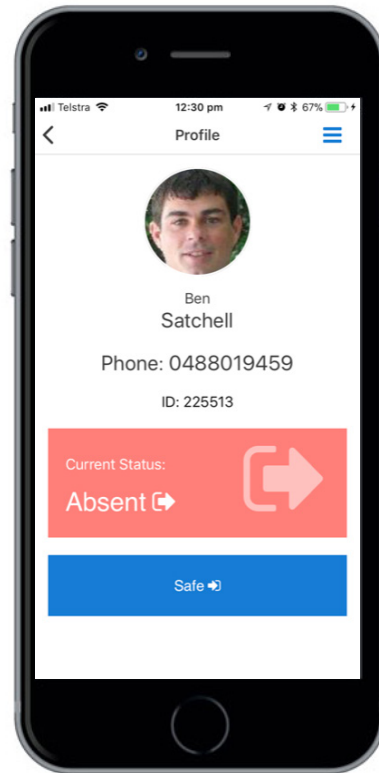Alternatively, scan a workers card to mark them as safe.

Step 3

Once you have finished the emergency event roll call, select "End of Event" then "End Event."
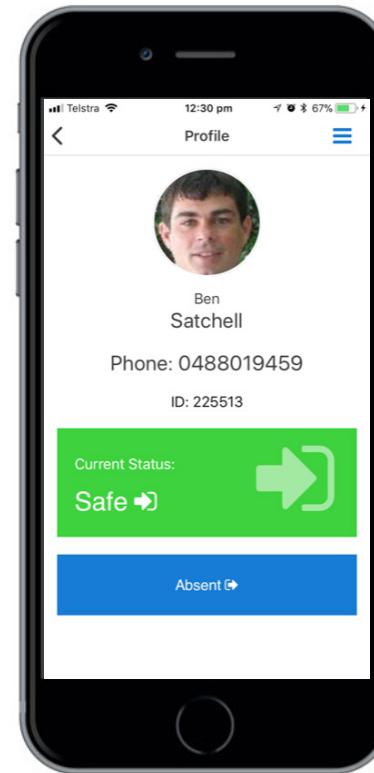
Scan

Step 1
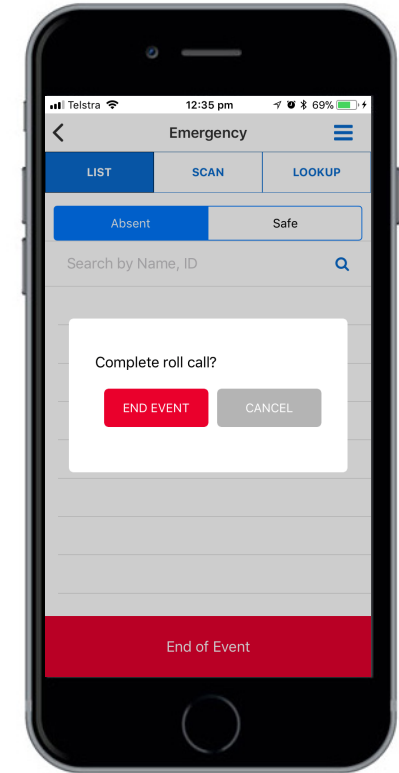
Scan a workers card to mark them as safe.

Step 2

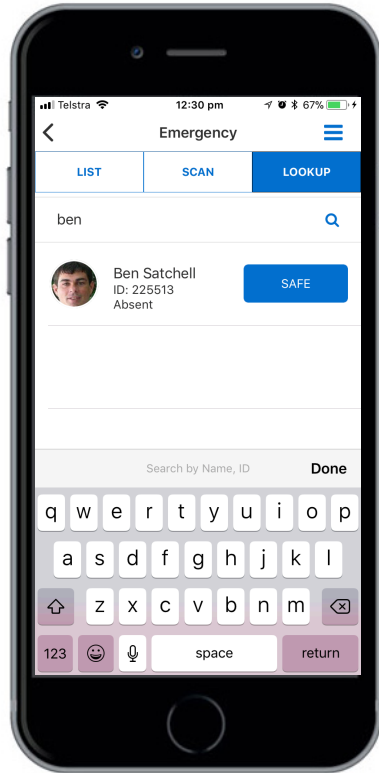If a worker's status is displayed as absent but they are safe, select "Safe."

Step 3

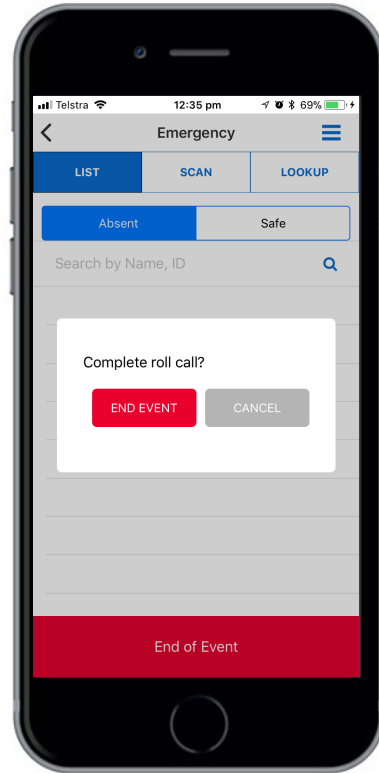Alternatively, if a worker's status is displayed as safe but they are absent, select "Absent."

Step 4

Once you have finished the emergency event roll call, select "End of Event" then "End Event."

Lookup

Step 1

To lookup a specific worker, enter their first name or Onsite ID in the search field. Once the correct worker displays, select "Safe" to mark them as safe.

Step 2

Once you have finished the emergency event roll call, select "End of Event" then "End Event."

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For questions or assistance please call 1300 183 990
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