



# EVACUATION INFORMATION

## IF YOU HEAR THE FOLLOWING ALARMS:

### Alert Alarm - 'Beep, Beep'

Action: All wardens to respond. Staff to check immediate area for signs of danger and stand by. (Outside normal working hours immediately evacuate on sounding of the Alert Alarm.)

### Evacuation Alarm - 'Whoop, Whoop'

Action: All staff evacuate via the nearest exit and proceed to Assembly Area.

## EVACUATION PROCEDURES:

- Assist any person in immediate danger ONLY IF SAFE to do so.
- Activate the Fire Break Glass Alarm (Manual Call Point) and call Emergency Services.
- Attack fire appropriate equipment ONLY IF SAFE to do so.

### *On being advised of a Building Evacuation...*

- Comply with all instructions given by Chief Fire Warden or Wardens.
- Leave the building via the nearest safe emergency EXIT.
- Proceed to the building's Emergency Assembly Area and remain there until otherwise advised.

## KNOW YOUR EXITS

- For your safety, make sure you know the location of the nearest Emergency Exit.



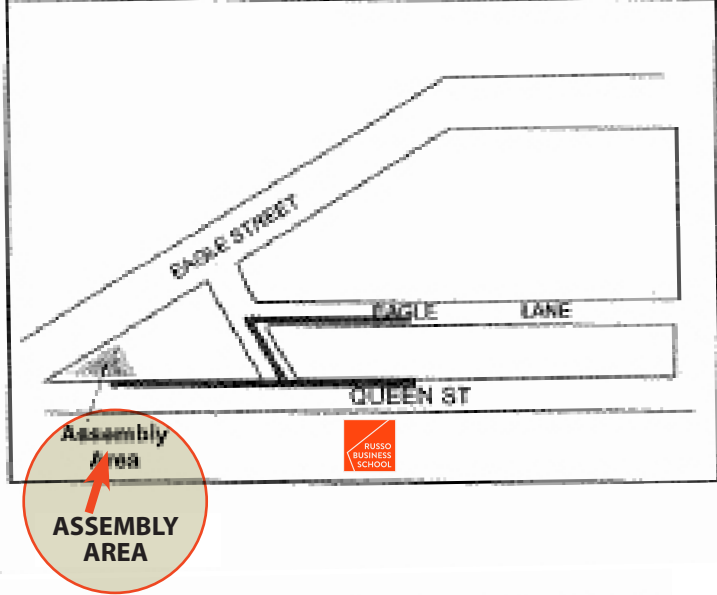
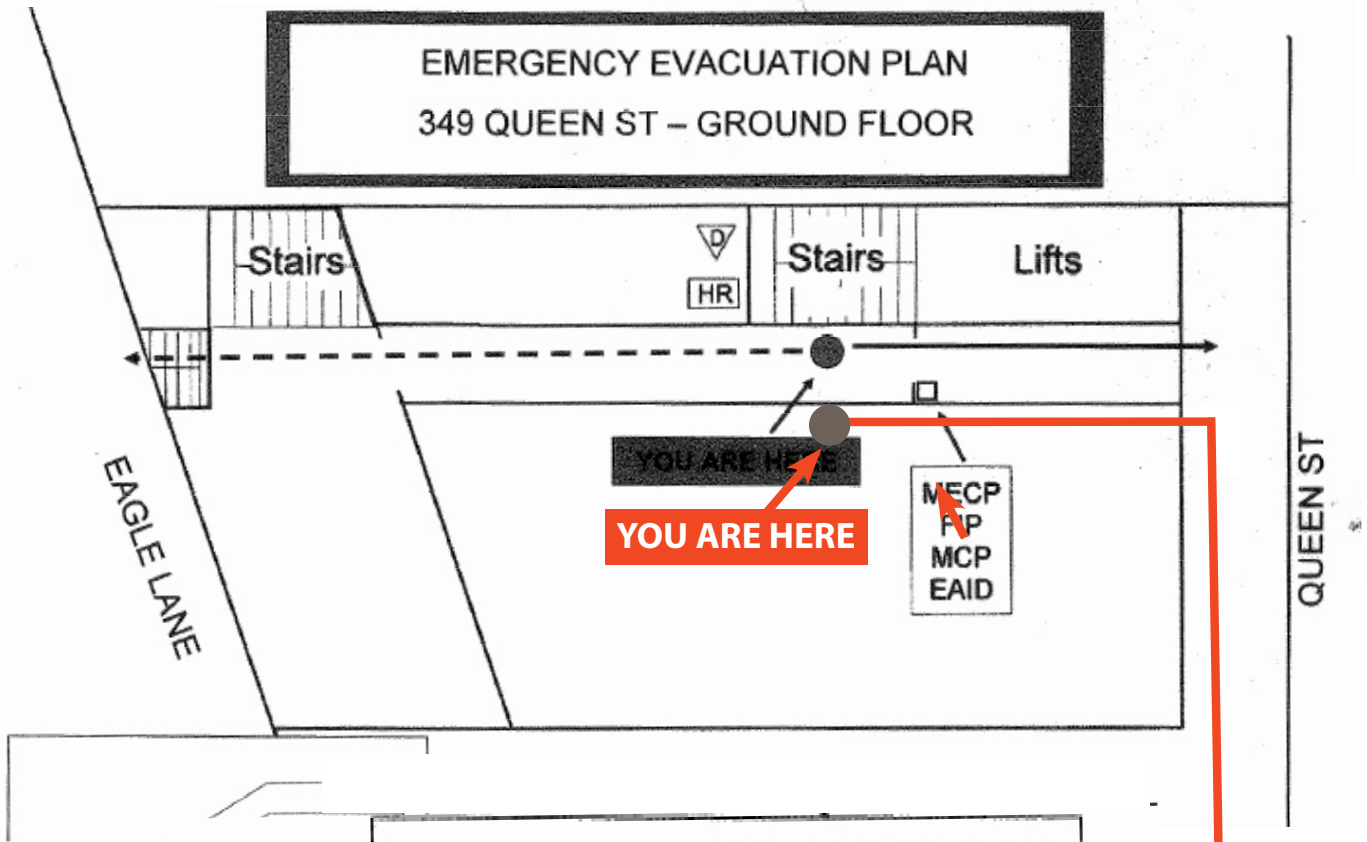
## IN AN EMERGENCY, TELEPHONE:

**FIRE BRIGADE**  
**000**

**POLICE**  
**000**

**AMBULANCE**  
**000**

# EMERGENCY EVACUATION PLAN



LEGEND					
	Fire Hose Reel		Primary Exit Route	MECP	Master Emergency Control Panel Fire Indicator Panel Manual Call Point Emergency Alarm Initiating Device
	Fire Extinguisher Dry Chemical		Secondary Exit Route	FIP	
				MCP	
				EAD	