

EVACUATION PROCEDURE

- 1. Removal of people from the immediate Danger Area. Occupants and staff in the immediate danger area are to assemble at the ASSEMBLY AREA. When the area has been evacuated, all doors and windows should be closed to contain the fire.
- 2. Complete evacuation of the building.
- 3. Evacuation Wardens to complete a roll call to identify any persons unaccounted for.
- 4. Report all missing persons to Emergency Services.

IN CASE OF FIRE

- R RESCUE and relocate anyone in immediate danger.
- A ALERT others by activating the building fire alarm.
- C CONFINE the emergency by closing the doors.
- E EVACUATE immediately. Do not use lifts. Use stairs.

ASSEMBLY AREA THE CORNER OF WESTFIELD ROAD & GROVELAND'S DRIVE





Issue Date : March 2023 Validity Date : March 2028