

## **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 SPORTS FIELD NEAR CAR PARK**







Issue Date : Oct 2022 Validity Date : Oct 2027