



## **EMERGENCY EVACUATION**

***IF FIRE OR ANY OTHER EMERGENCY IS DISCOVERED RAISE THE ALARM***



If possible try to contain the fire using available fire-fighting equipment

Call security to assist and to call the fire department

Direct everyone towards the nearest emergency evacuation route following the directional arrows

### ***ONCE THE ALARM HAS BEEN RAISED***

Ensure all present leave the building in an orderly manner

Do not stop to gather personal effects

Assist those who are in any way physically challenged

Close doors and windows to prevent the fire being fed with oxygen to delay it spreading

Use the emergency stairway do not use lifts

### ***LEAVING THE BUILDING***

Move away from the affected area as quickly as possible and gather at the designated assembly point

Check if all have got out safely and assist injured persons, call for medical assistance

Only enter the building after the “all-clear” is given

### ***POST EVACUATION***

Conduct a de-briefing session to consider and address any concerns raised and to improve on in future