

# **FIRE EMERGENCY EVACUATION GUIDELINES**

**IN THE EVENT OF ANY EMERGENCY EVACUATION SITUATION PLEASE FOLLOW THE FOLLOWING DRILL**



- #1 – RAISE THE ALARM AND ALERT OTHERS TO THE DANGER**
- #2 – COLLECT YOUR BAG AND MOVE TOWARDS THE CLOSEST EXIT**
- #3 – DO NOT USE THE LIFTS, ASSIST THOSE WHO NEED ASSISTANCE**
- #4 – IF A FIRE THREAT SITUATION MOVE AWAY FROM THE FLAMES**
- #4 – REMAIN CALM AND MOVE IN AN ORDERLY FASHION**
- #5 – ON EXITING GO DIRECTLY TO THE ALLOCATED ASSEMBLY POINT**
- #6 – REPORT ANY STAFF ABSENCE OR INJURIES**
- #7 – ASSIST IN GETTING FIRST AID FOR INJURED PERSONS**
- #8 – DO NOT RETURN TO THE BUILDING BEFORE THE ALL-CLEAR**

## **FIRE FIGHTING EQUIPMENT**

**REPORT ANY EMPTY OR NON-FUNCTIONING FIRE EXTINGUISHERS**

**REPORT ANY LEAKS TO FIRE HOSES**

**REQUEST ADDITIONAL FIRE EXTINGUISHERS WITH BUILDING EXTENSIONS**

**REPORT TAMPERING OR UNAUTHORIZED USE OF ANY FIRE EQUIPMENT**

**ENSURE THAT YOU CAN USE FIRE EXTINGUISHERS CORRECTLY**

**ENSURE THAT ALL EMERGENCY EXITS ARE ALWAYS OPEN AND ACCESSIBLE**

