

## **EMERGENCY EVACUATION**

**On hearing the evacuation alarm (whooping tone) or being told to evacuate the building:**

- Remain calm
- Evacuate the building as instructed (via public address system or Warden)
- Do not attempt to take large or heavy objects.
- Do not go to other areas within the building to collect personal belongings
- When directed by Warden, move to the nominated assembly point. Do not run or panic
- Do not use lifts. Use handrails when using stairs
- Once out of the building, move away from the structure and proceed directly to the nominated assembly point
- Fire Wardens carry out a thorough search of their designated area, ensuring that all staff and visitors leave as directed
- Staff escorting visitors are responsible for their safety – keep them with you and leave with the group
- As part of their procedure, Wardens will ensure where possible, that all doors are closed. (Closed doors can slow the spread of smoke and flame)
- Prior to leaving there are of responsibility, Fire Wardens will contact the Chief Warden via the WIP phones to advise that the area is being cleared of all people
- Wardens are to advise the Chief Warden of any mobility impaired person
- Wait at the assembly point for further instructions. Wardens will conduct a head count and report to the Chief Warden.
- The Chief Warden will give all relevant information to the responding Emergency Service.