



EVACUATION INSTRUCTION

1. Ensure you know the emergency alarm signal and where your escape routes are situated.
2. If you discover the emergency situation contract the responsible person to sound the alarm and call the Emergency services.
3. Try to assist at the emergency scene if possible
4. If you have no other responsibilities leave the building and move to the assembly point for roll call.
5. Never use a lift as means of escape.
6. Do not waste time trying to recover personal items and never re-enter the building unless it is safe to do so.
7. If you are trapped, find a safe place and wait calmly for assistance.

REMEMBER: Report any suspicious activities, unaccompanied strangers and unidentified objects to your supervisor emergency coordinator immediately.

ASSEMBLY POINT