

EVACUATION SIGN and DIAGRAM

Premises Name

IN CASE OF FIRE

REMOVE PEOPLE
from immediate danger

ALERT THE FIRE SERVICE

- break manual call point
- call 000

CONFINE FIRE & SMOKE
close doors and windows (if safe to do so)

EVACUATE
to the ASSEMBLY AREA

EVACUATION PROCEDURES

STAGE 1:- Removal of people from the immediate Danger Area

Occupants and staff in the immediate danger area are to assemble a safe distance away from the fire and smoke. When the area has been evacuated all doors and windows should be closed to contain fire.

STAGE 2:- Removal to a Safe Area

If the severity of the smoke or fire warrants further evacuation, occupants should be moved through fire/smoke doors to a safe area.

STAGE 3:- Complete Evacuation of Entire Complex

Should the emergency necessitate evacuation of the whole building, the Manager or the Fire Service will direct occupants from the safe place to the **ASSEMBLY AREA**.

STAGE 4:- Roll Call.

To be conducted as soon as possible and to ensure all Persons are accounted for. Report all missing persons to **FIRE OFFICERS**.

Mobility impaired persons should evacuate immediately on hearing the fire alarm assisted by a nominated person.



000
EMERGENCY

In an emergency dial 000

EXIT

AA



YOU ARE
HERE

EXIT

Exit

AA

Assembly Area



Exit path



Alternate path



Extinguisher



Fire Hose Reel



Manual Call point



Fire indicator Panel