

# Emergency Evacuation Plan

# Emergency Evacuation Procedure

## On hearing the continuous Fire Alarm Bell Ring

- Remain calm and stand by for further instruction

## When PA announces for Evacuation

- Evacuate in an orderly manner via the nearest emergency exit door and staircase
- DO NOT use lift
- Exit the building, proceed to designated Emergency Assembly Area

# PA Announcement

## **ALERT MESSAGE**

**Ladies and Gentlemen, your attention, please. The fire alarm has been activated in the Building. Please remain calm and standby for further instruction. Thank you.**

**Announce twice**

## **BACK TO NORMAL MESSAGE**

**Ladies and gentlemen, your attention, please. The situation in the Building is under control. We regret any inconvenience caused. Thank you.**

**Announce twice**

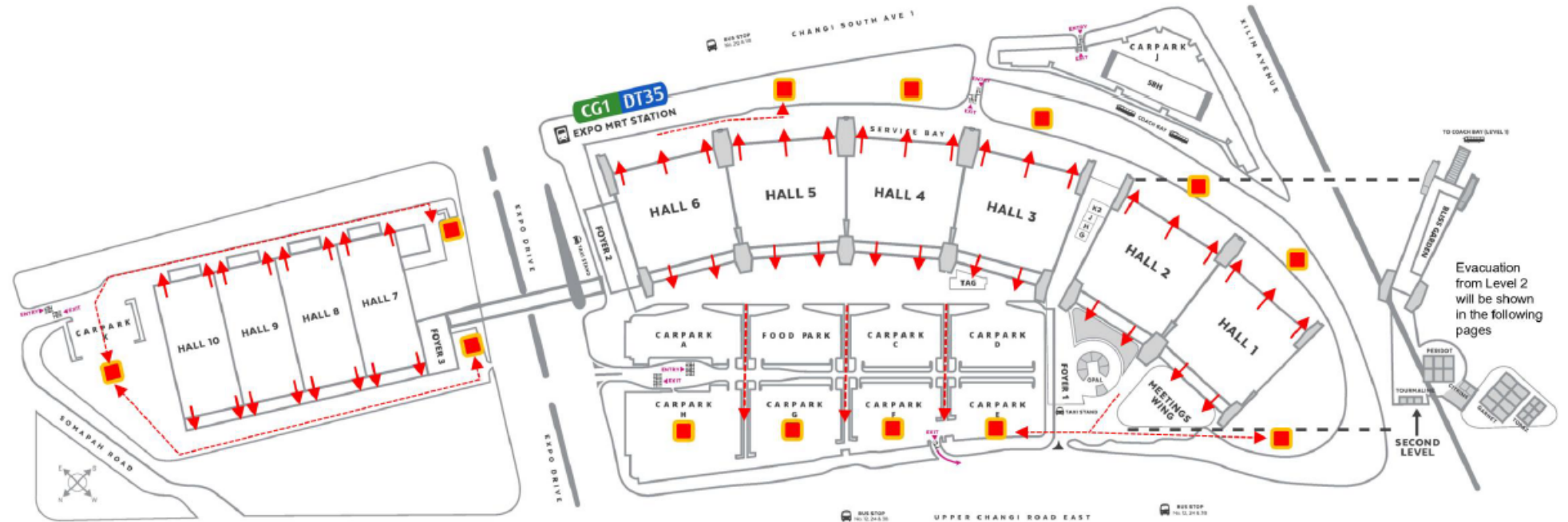
## **EVACUATION MESSAGE**



**Ladies and gentlemen, your attention, please. There is an emergency situation in the Building. Please evacuate by the nearest exit staircase and obey all instructions given by the Fire wardens. Do not use lifts.**

**Announce twice**

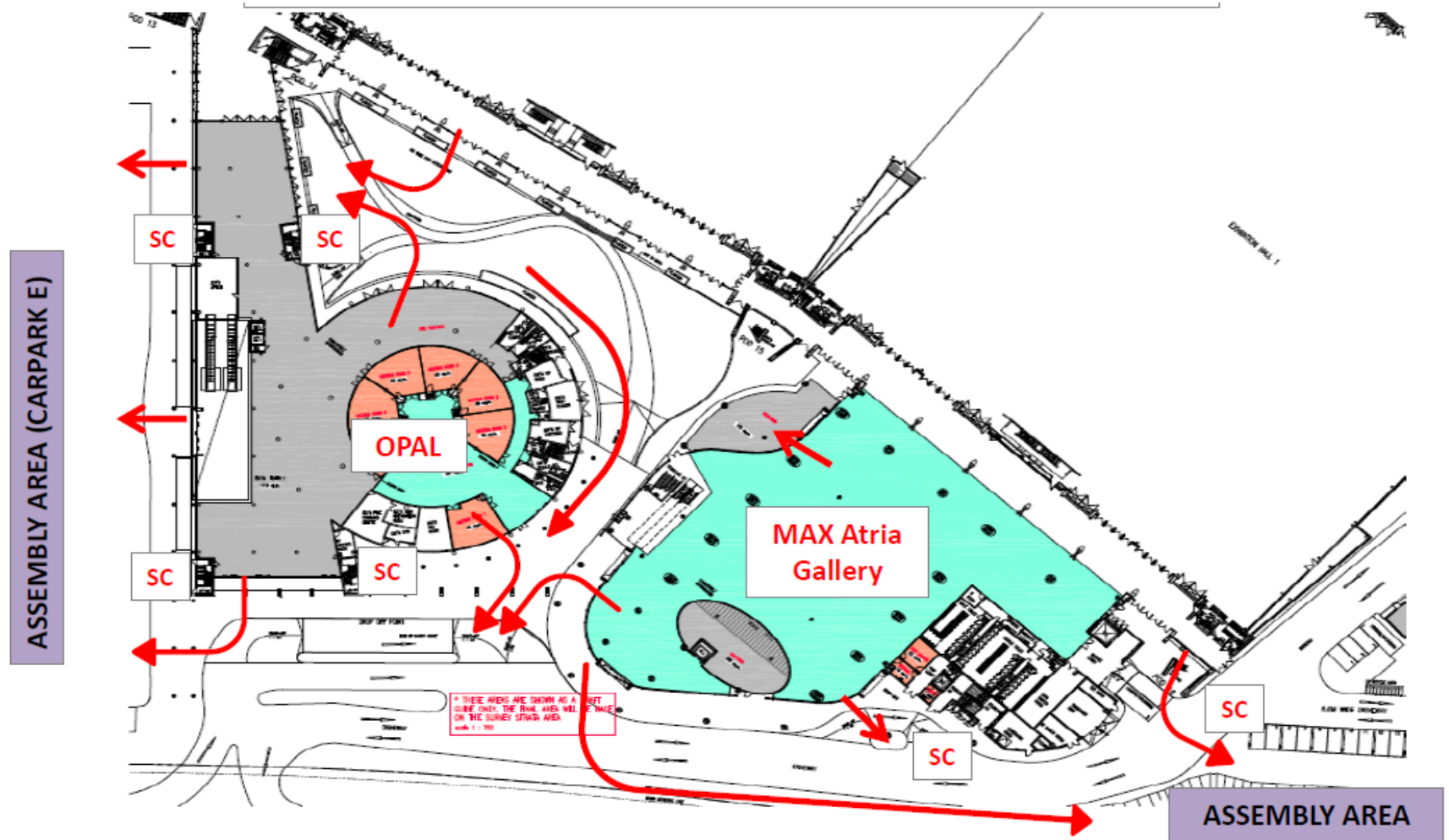
# Evacuation Assembly Area

Plan 1 – Evacuation Routes and Assembly Areas



Legend	
	Evacuation Route
	Assembly Area

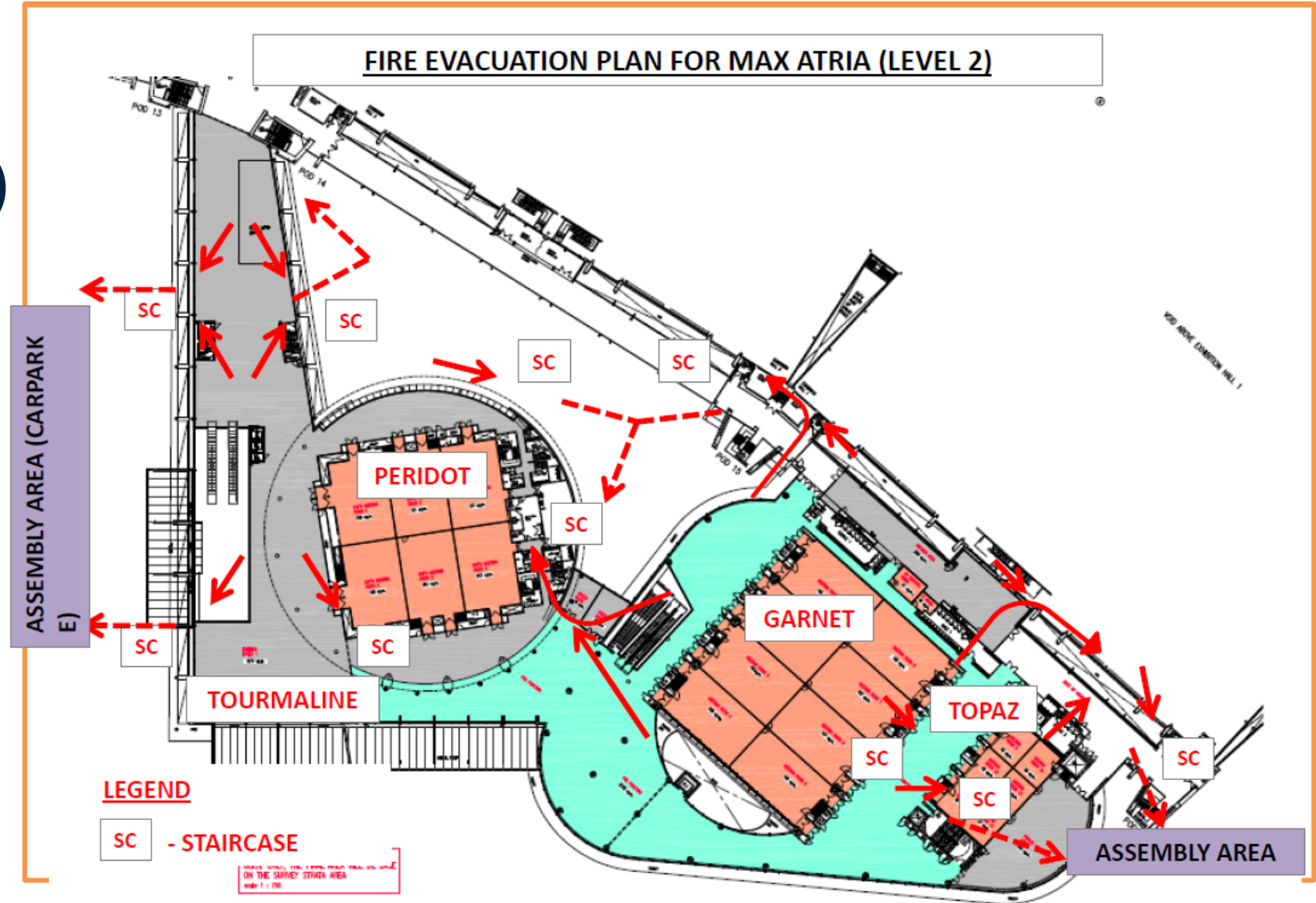
# Evacuation Assembly Area (Max Atria)



## LEGEND

- SC - STAIRCASE
- ASSEMBLY AREA

# Evacuation Assembly Area Max Atria (Level 2)



# Emergency Phone Number

Ambulance/Fire	995
Police	999

# Incidents

- Report all incidents to the Emergency Champions
- DO NOT disrupt the scene of the incident
- Control hazards when reasonably practicable to reduce potential risk
- DO NOT move injured people – *unless in immediate danger*





Thank you

