
Emergency Evacuation Procedures

The following must be observed at all fire emergencies; drills or otherwise:

1. If you discover a fire notify others by sounding the alarm. A designated person will then call the Fire Department.
2. If you have an extinguisher, use it only if it is safe to do so.

On hearing the alarm

Staff

3. Cease all operations and proceed immediately to the nearest Exit.
4. Staff must ensure that all patrons are evacuated from the building
5. All staff and patrons must evacuate quickly, in an orderly manner. **Do not run.**
6. Close all doors after exiting the offices.
7. Do not return to the building under any circumstances.
8. Proceed directly to the assembly area.
9. Respect all directives given by wardens during an evacuation.

Patrons

10. Adhere to all instructions given by staff members.
11. Proceed to the nearest exit.

At the assembly area

12. The Assembly Area Warden must then conduct a roll call of the staff.
13. Do not leave the Assembly Area until permitted to do so by the Assembly Area Warden, the Chief Warden or an official of the Fire Department.

Fires can start at anytime. To help save lives we must ensure that we are familiar with our Evacuation Plan. **SAFETY COMES FIRST**