

# EVACUATION PROCEDURE

If you discover an emergency situation contact the Switchboard / Security control room by dialling \_\_\_\_\_, so that they can call the Emergency Services and inform the responsible emergency co-ordinators who are \_\_\_\_\_ depending on who is available.

The receptionist / security officer on duty will make use of the intercom facility on the main switchboard to inform all employees of the emergency situation.

A standardised type of message is to be used in case of emergency as well as for training purposes. A typical message to be used could be the following:

- Attention, attention all staff we are experiencing an emergency and kindly request that all personnel evacuate the building via the designated routes or if not possible via any of the available escape routes. Please don't panic and move as quickly as possible and gather at the designated assembly points for feedback and further instructions by the fire / safety representatives.
- If requested, try to assist at the emergency scene.
- If you have no other responsibilities leave the building and move to the designated assembly point for roll call and report to your own Health and Safety floor representative.
- If the designated route is not available due to fire or any other reason the staff will use any of the other exits as indicated on the legends displayed in the entrance to all areas of the building and then proceed to the designated assembly point and report to your own Health and Safety floor representative.

All staff are responsible for the safe evacuation of their visitors.

- Please remember to ensure to locate your "fire buddy" and evacuate together if possible.
- Do not waste time trying to recover personal items.
- Never re-enter the building unless the all-clear instruction to return to your workstation has been given by the Health and Safety floor representatives.
- If you are trapped, find a safe place and try to safely attract attention while waiting calmly for assistance.

# EVACUATION INSTRUCTION

1. Ensure you know the Emergency Alarm signal and where your escape routes are situated
2. If you discover the Emergency Situation contact 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 co-ordinator immediately.

## **ASSEMBLY POINT**



# EMERGENCY SERVICES

## NOODDIENSTE

**Ambulance**  
*Ambulans*

Emergencies only  
*Slegs noodegevalle*

**10177**

Other cases  
*Ander gevalle*

**112**  
*From Cell*



**Fire Brigade**  
*Brandweer*



**Hospital**  
*Hospitaal*



**Poison Information Centre**  
*Sentrum vir Gifstofinligting*

**086 155 5777**



**Police**  
*Polisie*

**10111**



**Water**



**Electricity**  
*Elektrisiteit*



**Gas**



**In case of difficulties with an Emergency call**  
*In geval van probleme met 'n Noodoproep*

**1022**