

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.

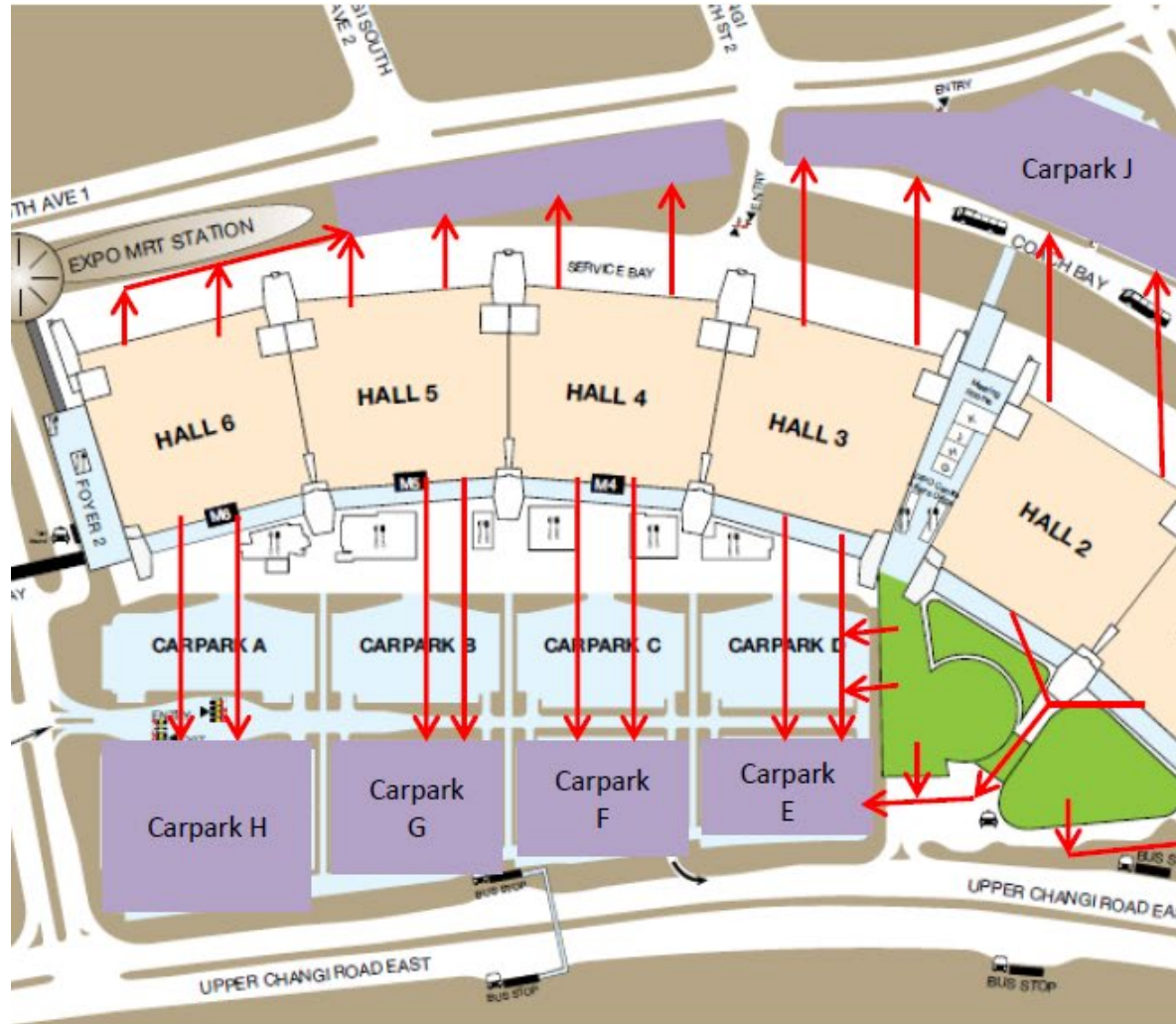
Announce twice

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

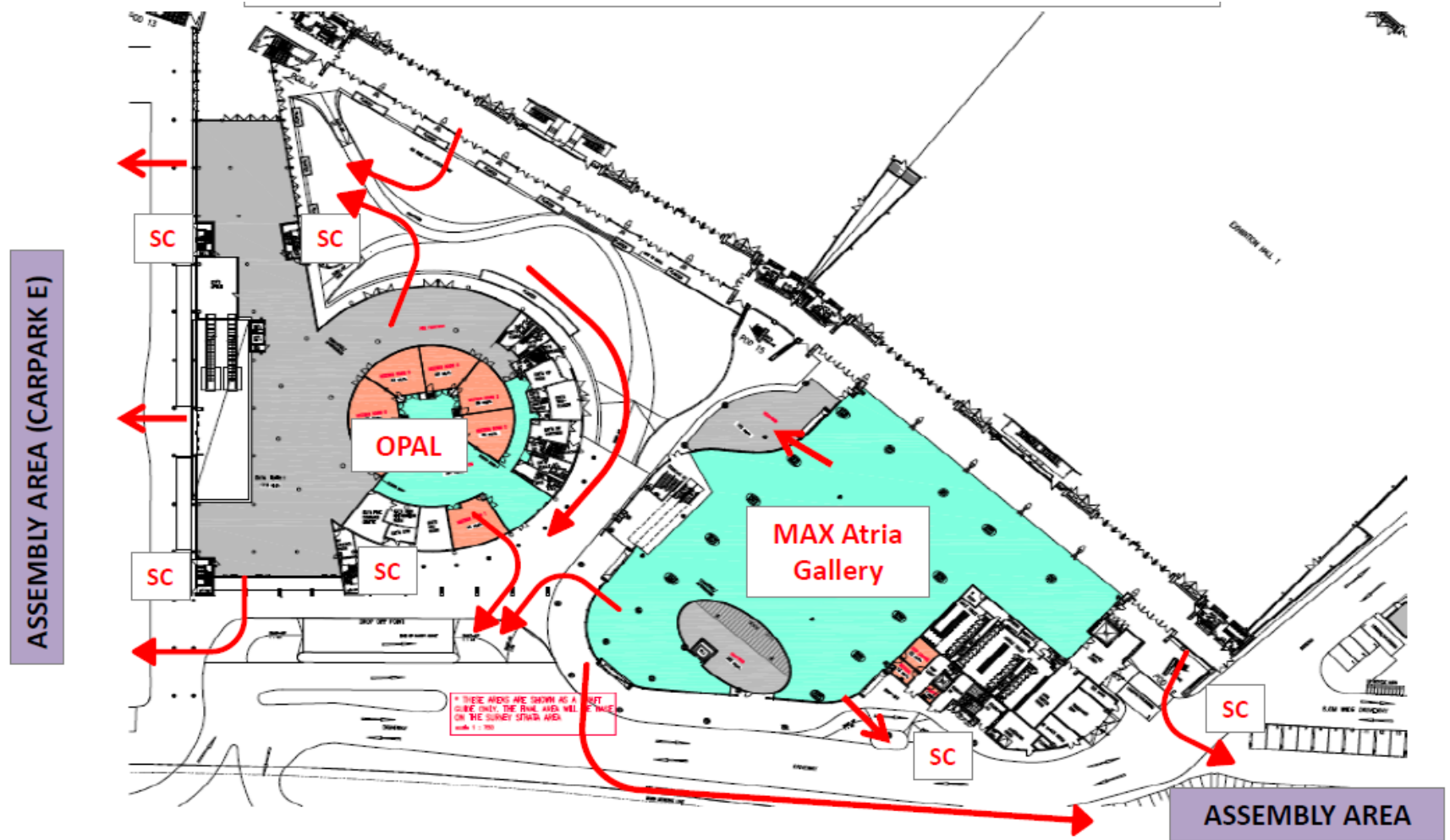


LEGEND



- ASSEMBLY AREA

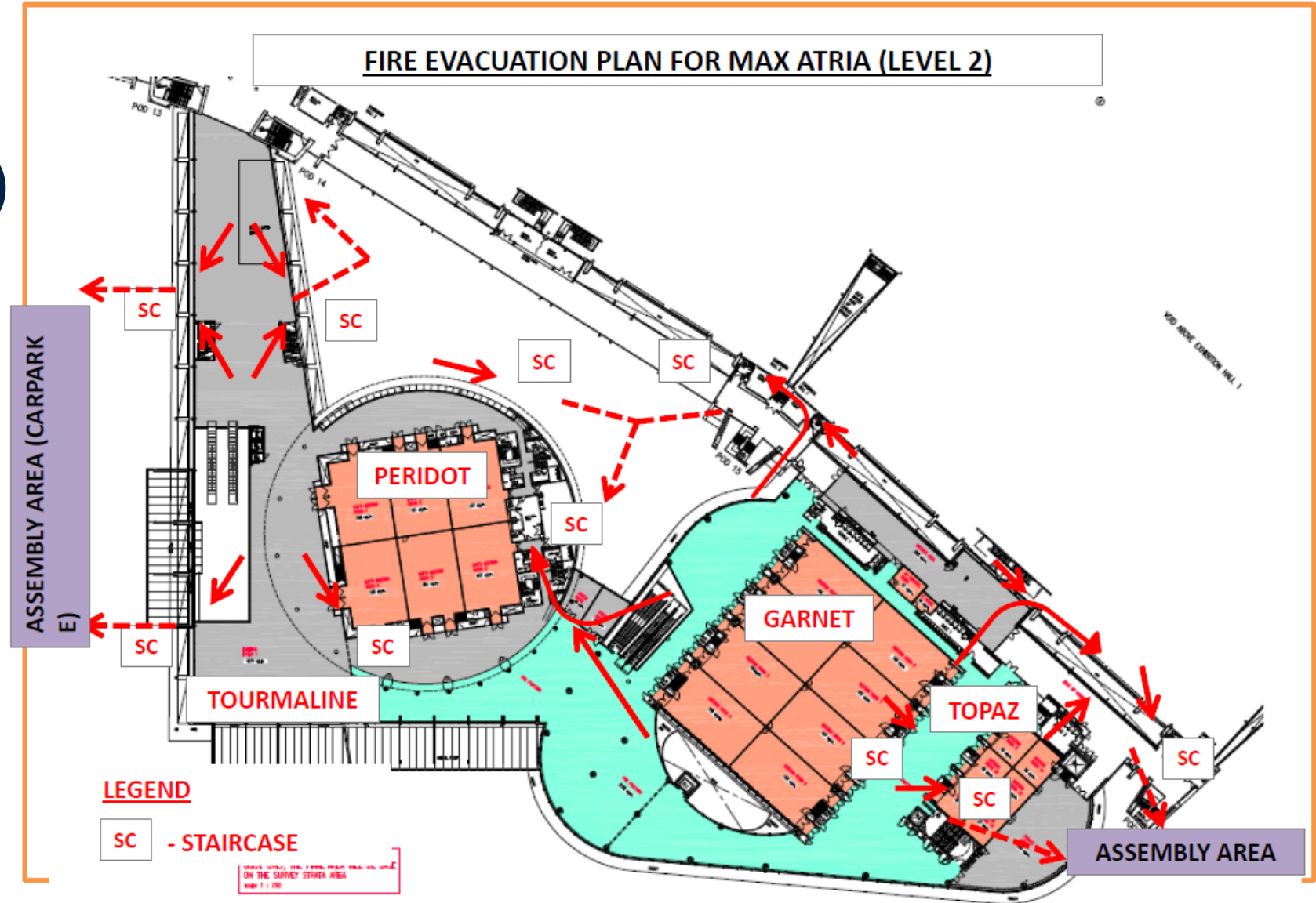
Evacuation Assembly Area (Max Atria)



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*



Communications

Please refrain from making any comment or posting pictures on social media or to your social groups about any emergency occurrence.
Avoid speculation and misinformation



Thank you

