

EVACUATION PROCEDURE—Smeaton Grange

BEING AWARE OF AN EMERGENCY SITUATION OCCURRING

- ⇒ **Check for signs** of Smoke / fire in your immediate area and **prepare for an evacuation**
- ⇒ If safe to do so, attempt to extinguish the fire

EVACUATION

- ⇒ **Assist** mobility impaired persons, if safe to do so
- ⇒ **Alert** other tenants in the building, if safe to do so
- ⇒ **Evacuate** the building via the nearest safe fire exit
- ⇒ If no one is following **close doors** to prevent the spread of fire **DO NOT LOCK DOORS**
- ⇒ Proceed to external **assembly area**

AT THE ASSEMBLY AREA

- ⇒ **Ring** emergency services on 000 from a safe phone
- ⇒ **Account for people** in the workplace
- ⇒ **Report any person missing** to the emergency services
- ⇒ **DO NOT re-enter the building** until the 'all clear' is given by the responding emergency services

Check for signs and if safe to do so extinguish fire



Assist and alert others if safe to do so



Close the doors behind you **DO NOT LOCK**



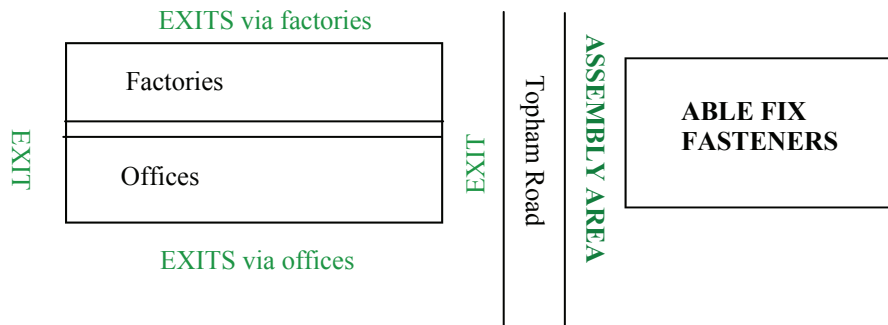
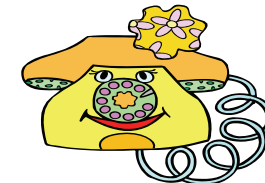
Get down under the smoke and evacuate the building via the nearest safe exit.



Go to meeting place—account for all team members
DO NOT RE-ENTER BUILDING



Ring emergency service on 000 from a safe phone



ALL TEAM MEMBERS WILL ASSEMBLE ON THE TOPHAM ROAD FOOTPATH OUTSIDE ABLE FIX FASTENERS