EMERGENCY EVACUATION PROCEDURE

General instruction for fire wardens

1. Ensure the fire brigade has been notified.
2. Alert personnel in the immediate area.
3. Attempt to contain or extinguish the fire using the fire extinguishers provided in the area.
4. If you can’t get near the fire, commence a full-scale evacuation and notify the switchboard immediately. Supervise the evacuation.
5. Check toilets and other confined areas for stragglers.
6. Close fire doors and windows and stair doors to prevent fire spreading to other floors upon evacuation.
7. Go to the assembly point.
8. Ensure a roll call has been completed.
9. Advise the fire brigade of any people not accounted for.
10. Do not re-enter the building until directed by the fire brigade.
11. Attend to those in need of first aid.