



## What?

- A workplace emergency is an unforeseen situation that threatens employees, customers, or the public
- Emergencies may be natural or man-made and include the following: floods, fires, toxic gas releases, chemical spills, explosions, civil disturbances, and workplace violence resulting in bodily harm and trauma

## Why?

- Emergency situations can disrupt or shut down operations, or cause physical or environmental damage
- They can be costly resulting in loss of life and serious business interruption including significant job losses if not contained quickly enough to mitigate the risks
- Planning for such events is essential if such losses are to be avoided

## EVACUATION PROCEDURE

- 1** WHEN ALARM SOUNDS. LEAVE IMMEDIATELY BY THE NEAREST EXIT.
- 2** PROCEED IN AN ORDERLY MANNER TO ASSEMBLY POINT.
- 3** REMAIN AT ASSEMBLY POINT UNTIL ALL-CLEAR IS GIVEN.

## Do



- Familiarise yourself with the site emergency procedures
- Always respond to evacuation alarms
- Keep walkways and emergency exits clear at all times
- Assemble at the designated evacuation area
- Raise the alarm if you see a fire or other serious hazard
- Direct all other people away from the affected area.
- Get to know the type of extinguishers for different fires
- Check where fire extinguishers are Located

## Don't



- Ignore alarms
- Create panic by running
- Try to tackle a fire yourself unless trained
- Do not use lifts when evacuating the building.
- Re-enter the building once you have left until informed it is safe to do so
- Stop to collect personal belongings