THE EMERGENCY PROCEDURE WILL BE ACTIVATED VIA THE EMERGENCY

ALARM / HAND HELD COMMUNICATION

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| EVACUATION* + 1. **Remain calm – Do not panic and do not run.**
		2. **Raise the alarm – inform the Evacuation Officer or use the Emergency Alarm.**
		3. **Use Fire extinguishers on small fires and electrical fires.**
		4. **DO NOT USE THE HOSE REEL ON ELECTRICAL FIRES OR EQUIPMENT!**
		5. **THE EVACUATION OFFICER WILL CONTACT EMERGENCY SERVICES.**
		6. **Look around for the Emergency Exit** **signs  and follow these to the assembly points.**
		7. **Women with high heel shoes must take them off and carry them in their hands while evacuating.**
		8. **Walk in a “bent over” position and not upright where there is thick smoke.**
		9. **Employees to assist visitors to the Emergency assembly point.**
		10. **GO TO THE ASSEMBLY POINT LOCATED AT;**

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| **http://www.nationwidefireextinguishers.co.uk/shop/images/products/020.jpg**   **MAIN GATE** |

* + 1. **Do not move from the Emergency Assembly point unless the Evacuation officer gives the OK.**
		2. **Evacuation Officers must use the attendance register for roll call and identify if anyone is missing.**
		3. **Report all missing persons to the evacuation officer.**
		4. **Do not go back into the building to search for missing persons.**
		5. **All injured persons to be facilitated by the Paramedics until the Emergency Services take over.**
 | HOW TO USE A FIRE EXTINGUISHER (USE ON ANY FIRE)1. The location of the Fire extinguisher is indicated with a  sign. Look for the signs.
2. Remove the Fire extinguisher from the wall.
3. Remove the safety pin / ring located at the handle.
4. Take the pipe in your one hand with the nozzle pointing away from you.
5. While holding the pipe, squeeze the handle with your other hand.
6. Make sure there is powder coming out from the nozzle.
7. If no powder is produced then use another Fire extinguisher.
8. Start spraying the powder before the fire is reached.
9. Use a sweeping motion with the pipe and direct the nozzle at the base of the fire.
10. If the fire is out walk slowly backwards. If fire starts up then repeat the spraying process.
11. DO NOT TURN YOUR BACK ON THE FIRE!

HOW TO USE A HOSE REEL (NOT FOR ELECTRICAL FIRES)1. The location of a hose reel is indicated with a sign. Look for the sign.
2. Break the seal around the nozzle and remove the nozzle from the holder.
3. Open the tap located at the bottom of the Hose reel.
4. Turn the nozzle until water is sprayed from the nozzle.
5. Use a spray and NOT A STREAM of water on the fire.
6. Use a sweeping motion with the pipe and direct the nozzle at the base of the fire.
7. If the fire is out walk slowly backwards and close the nozzle by turning the nozzle. If fire starts up then repeat the spraying process.
8. DO NOT TURN YOUR BACK ON THE FIRE!
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|  **EVACUATION OFFICER** |  | **CONTACT NO.** |  | **PARAMEDIC** | **Hotline** | **CONTACT NO.** | **112** |
| **SECURITY** |  | **CONTACT NO.** |  | **NETCARE** | **Ambulance**  | **CONTACT NO.** | **082 911** |
| **EMERGENCY SERVICES** | **Police** | **CONTACT NO.** | **1011** | **FIRST AIDER / HSE** |  | **CONTACT NO.** |  |

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