

IN CASE OF EMERGENCY	CONTACT NUMBER
KINGSWAY HOSPITAL	031 - 904 7000
OPERATIONS MANAGER: Rodney Govender	CELL: 083 780 7775
SHEG OFFICER: LEROY DWYER	CELL: 071 890 0069
FLEET MANAGER: JUNAID MANSOOR	CELL: 083 776 4888
DEPOT MAINTENANCE: VELI	CELL: 078 496 0695

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PERSON DISCOVERING A FIRE

- 1> Raise the alarm.
- 2> Attempt to extinguish the fire.
- 3> If you are unable to extinguish the fire, leave the building through the nearest emergency exit and proceed to the relevant Emergency Assembly Point.
- 4> At the Emergency Assembly Point, report to the Emergency Co-ordinator and follow his / her instructions.

FIRE ALARM PROCEDURE

- 1> **STAY CALM, WALK BRISKLY, DO NOT RUN**
- 2> Follow instructions by Emergency Co-ordinator
- 3> Follow emergency escape route signage away from fire to nearest emergency exit.
- 4> Immediately proceed to the relevant Emergency Assembly Point.
- 5> At the Emergency Assembly Point, report to the Emergency Co-ordinator and follow his / her instructions.
- 6> Do not leave Emergency Assembly Point unless instructed by the Emergency Co-ordinator.

EMERGENCY CO-ORDINATOR DUTIES

- 1> After receiving confirmed information of a FIRE, instruct all occupants to evacuate the area (Excluding Fire Teams)
- 2> Ensure an orderly evacuation of the building.
- 3> Give instructions to Emergency Controllers.
- 4> Proceed to relevant Emergency Assembly Point to take Roll Call of personnel / occupants.
- 5> If person/s are reported missing, give precise details of last known whereabouts to emergency crews.
- 6> Do not attempt to initiate search and rescue.
- 7> Keep assembled personnel / occupants informed as information becomes available.

