

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

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

FIRE ALARM PROCEDURE

- STAY CALM, WALK BRISKLY, DO NOT RUN
- Follow instructions by Emergency Co-ordinator
- Follow emergency escape route signage away from fire to nearest emergency exit.
- 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

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

