# ITWorks Evacuation Diagram – Third Floor

**INCASE OF FIRE DO NOT USE ELEVATOR**

Legend:

You are here

Water fire extinguisher:

Dry powder fire extinguisher:

Arrows to exit:

Emergency exit/stairs:

Emergency Contacts as follows:

* Fire Warden – Jim Banks – Mobile 0401 555 999
* Floor Warden – Joe White – Mobile 0422 777 888
* First Aid – Suzy Brown – Mobile 0411 444 333
* Fire, Ambulance, Police 000

# ITWorks Evacuation Procedure – Third Floor

1. On the first alarm sound prepare to evacuate, check bathrooms for people who might not of heard the alarm and wait for further instructions.
2. If there are people on the floor with mobility issues, wait near stairs and contact floor warden so they can notify fire services
3. On the second alarm exit the building calmly and in an orderly fashion down the stairs. **DO NOT USE ELEVATOR**
4. The First Aid personnel will grab the first aid kit
5. Do not take anything not necessary for the evacuation with you
6. Wait outside in the car park in front of the building on Sunnyside Terrace, Wait for further instructions. do not leave assembly area until all personnel accounted for and instructions have been given