

Appendix H-2: Emergency Plan for Evacuation

Emergency Evacuation Plan

The purpose of an Emergency Action Plan is to protect the employees from serious injury, property loss, or loss of life, in the event of an actual or potential major disaster. A major disaster may include, but not limited to, any of the following: fire, tornado, earthquake, bomb threat, or hazardous chemical spill.

Emergency Drill to be carried out periodically. The frequency of the drill is on yearly basis. This Emergency Action Plan is described in brief under following headings:
Emergency Evacuation Plan

The Fire Alarm Siren

The fire alarm siren is a loud continuous bell-ringing noise.

Responsibilities and procedures for all occupants and visitors

Upon hearing the alarm, seeing the fire, or hearing someone shouting “fire” repeatedly, all employees must stop what they are doing and proceed as follows:

- If time permits, turn off your computer (hold the power button for 3 seconds, this will automatically save your data and close applications which are in use).
- Proceed towards the nearest emergency exit door and staircase.
- Evacuate the site offices.
- Do not return to the office to collect personal belongings.
- Proceed towards the nearest assembly point. See attached emergency exit plan.

In the event of an evacuation

- Evacuate the site offices in a quiet and orderly manner.
- Assist physically disabled occupants and/ or visitors to proceed towards the assembly point and wait for emergency rescue personnel to carry them down the staircase.
- Do not panic, remain calm, walk towards the nearest safe emergency exit and assist those who require help.
- If travelling through smoke, keep low if necessary and proceed towards (Assembly Point).
- Everyone is responsible to know the procedures related to a fire/ emergency.
- Evacuate, all fire exits are clearly marked or illuminated.
- Anyone detecting any unusual odour must inform their supervisor immediately. If office is equipped with smoke detectors which will automatically sound the alarm.
- Fire exits are emergency exits.
- Do not enter any floor from the staircase.