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| 1. **DESCRIPTION**: This is the procedure that will be followed to evacuate buildings and structures in case of emergency. 2. **AIM**: The aim of this grievance procedure is to outline strategies to be followed to minimise danger to life, property, and job security arising from the effects of fire, riots, civil commotion, and natural and man-made disasters. 3. **APPLICATION**: This procedure is applicable to all. 4. **DEFINITION OF TERMS OR ABBREVIATIONS**  |  |  | | --- | --- | | **Emergency Assembly Point** | Designated and marked area, where to assembly in case of evacuation due to an emergency. | | **CPA** | Criminal Procedure Act 51 of 1977 |  1. **PROCEDURE**:   **General Personell and public**   * 1. Stop work and leave the building IMMEDIATELY when the fire alarm sounds or when you are instructed to do so!   2. Follow instructions, avoid panic, and cooperate with those responding to the emergency.   3. Proceed to the designated or nearest exit.   4. Turn off computers, equipment, fans, etc., and close desk drawers.   5. Do NOT delay your exit from the building by looking for belongings or other people.   6. Exit the building, go to designate “emergency assembly point.”   7. Assemble in order of your residence or office block allowing the designated official to do a head count.   8. Remain at the designated area until the emergency safety officer has declared the area safe for re-occupation.   **Emergency reaction team**   1. Arrange for evacuation of employees 2. Aide in evacuation 3. Render first aid 4. Salvage and restore company operations 5. **IMPORTANT NOTES**    1. Follow instructions, avoid panic, and cooperate with those responding to the emergency.    2. Do not obstruct fire hydrants or the responding fire/rescue workers and their equipment.    3. Do not re-enter the building until instructed to do so by your supervisor or fire/rescue worker.    4. Periodic fire emergency drills may be conducted. Your life and the lives of others will depend on your cooperation. |

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| **6. Personnel:** |
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| **7. First Level Manager:** |
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| **8. Approved** **Top Level Manager**: |
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