

# Emergency Evacuation Plan

# Emergency Evacuation Procedure

## On hearing the continuous Fire Alarm Bell Ring

- Remain calm and stand by for further instruction

## When PA announces for Evacuation

- Evacuate in an orderly manner via the nearest emergency exit door and staircase
- DO NOT use lift
- Exit the building, proceed to designated Emergency Assembly Area

# PA Announcement

## **ALERT MESSAGE**

**Ladies and Gentlemen, your attention, please. The fire alarm has been activated in the Building. Please remain calm and standby for further instruction. Thank you.**

**Announce twice**

## **BACK TO NORMAL MESSAGE**

**Ladies and gentlemen, your attention, please. The situation in the Building is under control. We regret any inconvenience caused. Thank you.**

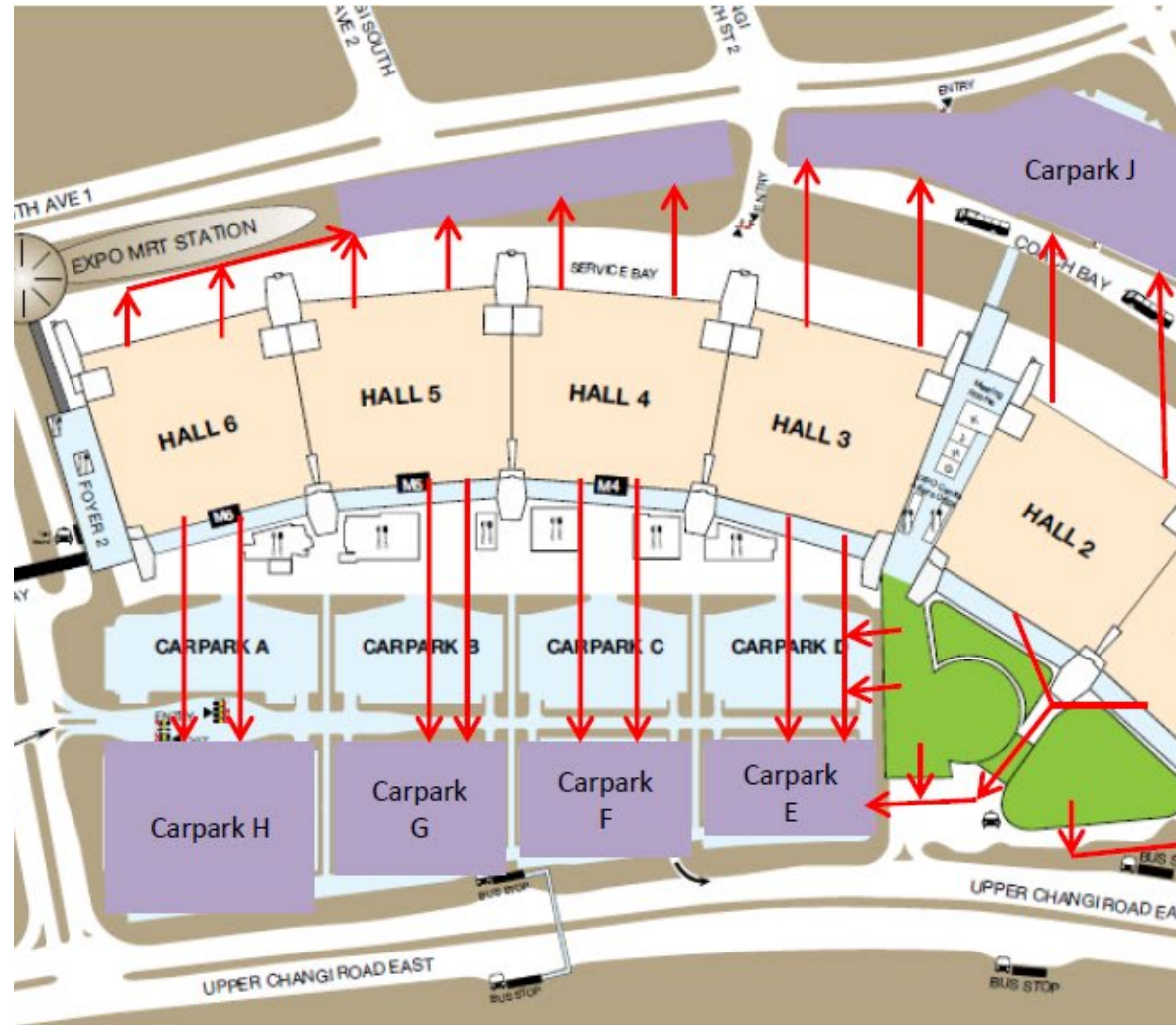
**Announce twice**

## **EVACUATION MESSAGE**

**Ladies and gentlemen, your attention, please. There is an emergency situation in the Building. Please evacuate by the nearest exit staircase and obey all instructions given by the Fire wardens. Do not use lifts.**

**Announce twice**

# Evacuation Assembly Area

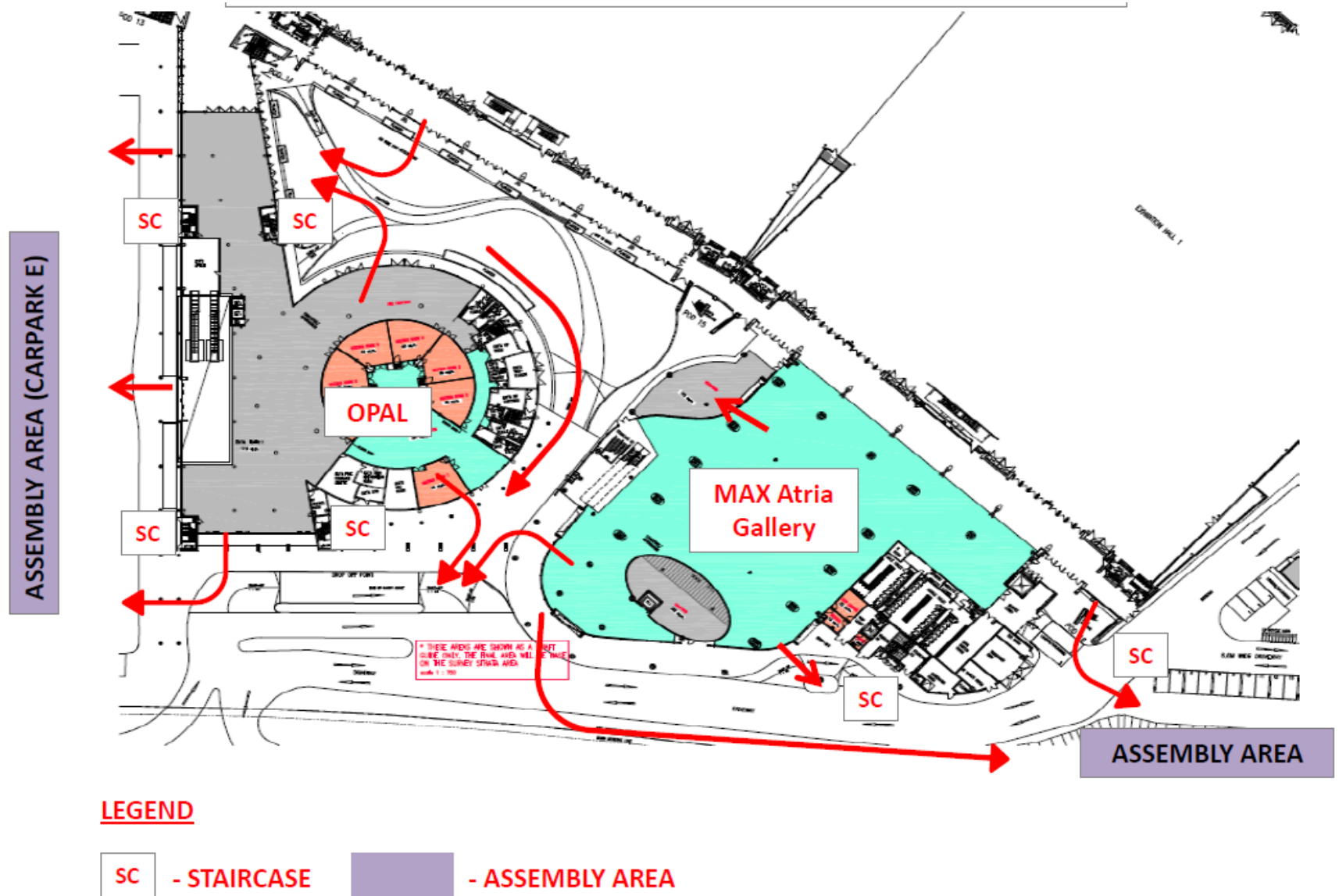


## LEGEND



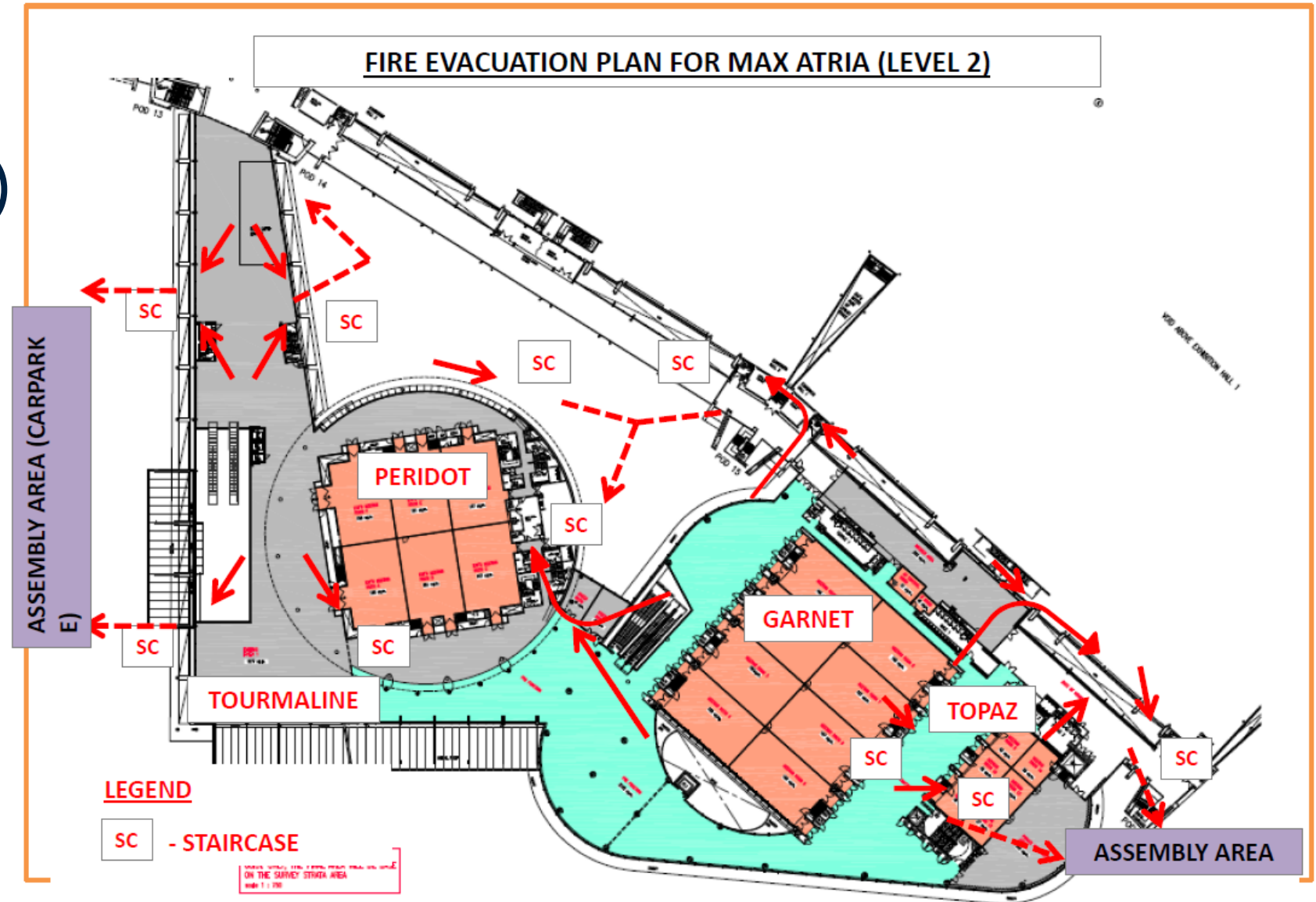
- ASSEMBLY AREA

# Evacuation Assembly Area (Max Atria)





# Evacuation Assembly Area Max Atria (Level 2)



# Emergency Phone Number

|                |     |
|----------------|-----|
| Ambulance/Fire | 995 |
| Police         | 999 |

Thank you

