

EMERGENCY EVACUATION PROCEDURE

FIRE

- On hearing instruction from emergency evacuation person immediately cease all activity and secure personal valuables
- Emergency control person to notify SAMFB by dialling 000
- Assist any person in immediate danger, but only if safe to do so
- If practical, and only if safe to do so, secure any activity or process that may become hazardous or suffer damage if left unattended as a consequence of evacuation.
- Assist with the general evacuation if directed to do so by emergency control person
- Act in accordance with any direction given by emergency control person
- Assist with the evacuation of any disabled occupants
- Move calmly to the nominated evacuation assembly area until the all clear has been given
- Emergency control person to turn off gas at mains and secure cash register drawer

GAS LEAK

- If you become aware of a gas leak, and there is a clear immediate threat to personal safety leave the area and encourage others to do so
- Immediately notify SAMFB by dialling 000
- Do not use mobile phones in the vicinity of the gas leak
- Turn off ignition sources, including mobile phones and encourage others to do so
- Turn off gas at the mains
- Evacuate in a calm manner to the designated area
- Assist any occupant who requires assistance
- Do not enter the building until the all clear has been given