

# prensa update

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## The Do's and Don't of Evacuating a Building

There are many reasons why your workplace would ever need to be evacuated, there are also some emergency situations that will require occupants to remain within the safety of the building rather than evacuate it. Once a year the building undergoes an evacuation exercise, this is both a legal requirement and to ensure procedures remain effective. We test these procedures to identify potential issues and look for continual improvements.



### General occupants should know:

- The differences between alarm signals
- Where all EXITS are located on their level
- Where all EXITS leave the building
- Where the External Assembly Area is located

### Do:

- Follow any direction given by your Warden Team member they are there to ensure procedures are followed and to assist you.
- Hold onto the handrail while moving down stairs
- Move in single file
- Proceed directly to the nominated assembly area once you have evacuated
- Follow all road rules if crossing roads



**The smallest issue can sometimes cause the biggest problems.**

### Don't:

- Use the lifts to evacuate unless you are directed to by your Warden
- Take anything into an EXIT that may pose as a hazard i.e. bags that cannot be carried over the shoulder
- Hide, you need to actively participate and respond accordingly
- Take any coffee cups into EXITS
- Take laptops unless they are in a bag
- Use your mobile phone until you are at the assembly area



If for whatever reason you are not able to evacuate without assistance please report to your Warden, there are specific procedures that must be followed.