

**EVACUATION PROCEDURE**

**IN CASE OF AN EMERGENCY EVACUATE THE BUILDING**

* Raise the alarm with Management & Workmates
* Exit from your nearest safe exit and make your way to the Evacuation Point
* Assemble at the front of the building and wait for further instructions from your fire warden or supervisor.
* Do a head count to make sure all personnel, including Customers, are accounted for.
* Do not re-enter the building until authorized to do so by the fire warden.

**See floor plan and familiarize yourself with all fire exits**