### Fire Evacuation Procedure

**Fire Alarm or Smoke in Building**
- Stop what you are doing
- Shout fire and tell everyone in the building to evacuate
- Dial 123 USP Security Control Room and inform them the location of the fire
- Dial 911 and inform NFA of the location of the fire
- Assist moving disabled and elderly and young persons out of the building

**Evacuation Procedure**
- Move out of the building using the nearest exit door or stairway closest to you
- Once outside the building immediately move down the road and cross Sunderland north drive to the **YELLOW 9** Emergency Assembly Area located at the grounds where the signboard is located.
- Remain in the **YELLOW 9** Emergency Assembly Area until the **ALL CLEAR** is given by the Building Fire Wardens

**Emergency Assembly Area**

**Evacuation Map**

---

**PLANNING QUALITY BLDG FIRE EVACUATION PROCEDURE**