IN CASE OF FIRE

IN THE EVENT OF A FIRE

1. THE FIRE ALARM WILL START TO RING IN THE BUILDING
2. WHEN BUILDING FIRE WARDENS VERBALLY ORDER OCCUPANTS TO EVACUATE THE LIBRARY, YOU MUST:
   a) ENSURE THAT YOU OFF ALL ELECTRICAL EQUIPMENTS & CLOSE YOUR DOOR.
   b) IMMEDIATELY EVACUATE THE BUILDING USING THE NEAREST EXIT
   c) USE STAIRS, DO NOT USE ELEVATORS
   d) ONCE OUTSIDE THE BUILDING, MOVE TO EMERGENCY ASSEMBLY AREA AT YELLOW 5 LOCATED AT MAILE GROUND
3. LISTEN & FOLLOW INSTRUCTION GIVEN TO YOU BY FIRE WARDENS AT ALL TIMES
4. AT ASSEMBLY AREA:
   a) DO A ROLL CALL OF ALL EVACUEES IN THE ASSEMBLY AREA
   b) REPORT ANY PERSON MISSING TO THE FIRE BRIGADE OR THE RESPONDING AUTHORITIES
   c) DO NOT REENTER THE BUILDING UNTIL ALL CLEAR GIVEN BY THE RESPONDING EMERGENCY SERVICES

EMERGENCY ASSEMBLY AREA YELLOW 5 MAILE GROUND

LEGEND:
- ASSEMBLY AREA
- MAIN EXIT ROUTE
- ALTERNATIVE EXIT ROUTE
- DRY POWDER EXTINGUISHER
- MANUAL CALL POINT
- CO2 EXTINGUISHER
- FIRST AID KIT
- FIRE HOSE REEL
- FIRE HYDRANT
- FIRE BLANKET
- FIRE ALARM BELL

INcaseofFire

When: Buildin
guards verbally order occupants to evacuate the library, you must:

1. Ensure that you:
   a) Turn off all electrical equipment.
   b) Exit the building immediately.
   c) Use stairs, do not use elevators.
   d) Move to the nearest assembly area.

Assembly Area:

- Conduct a headcount.
- Report any missing persons to the fire brigade.
- Do not re-enter the building until it is declared safe.

In the event of fire, evacuate immediately on hearing the fire alarm assisted by a nominated person.