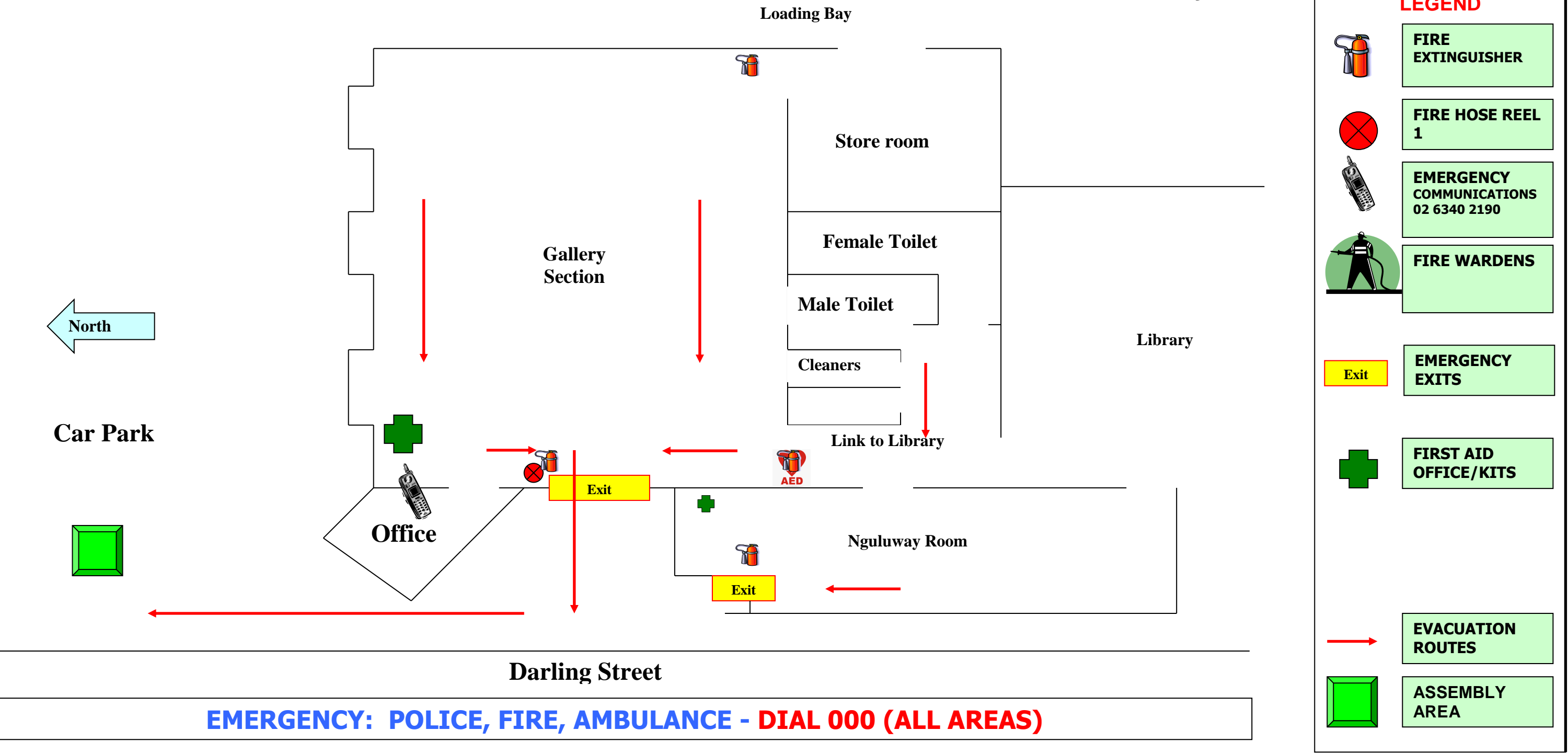


EMERGENCY RESPONSE & EVACUATION PLAN- Art Gallery



EVACUATION PROCEDURES

On hearing emergency evacuation alarm (activation of fire alarm) or on being instructed to evacuate, staff not performing emergency related roles should proceed as follows:

- Remain calm
- Ensure that persons in your immediate vicinity are aware that they must evacuate.
- Unless directly involved in controlling the emergency or assisting wardens, immediately leave the building (wardens will instruct you on the exit to be used) and proceed to the nearest safe assembly area. (Car park at the northern side of the building)
- **Note:** If you are not in your usual area when the building/site is evacuated, do not return to your own area: join the people in the area you are in. Do not run, do not go to change rooms, lockers, toilets and do not use any elevators. If safe to do so close all doors and windows before leaving your work area. This will reduce the spread of fire and smoke.
- Assist any persons experiencing difficulty with the evacuation – notify nearest warden if additional assistance is required (e.g. injured or disabled person)
- Report any missing persons to a warden or emergency services personnel.
- Remain at the assembly area until otherwise instructed.