# CHECKLIST

# SAMPLE EMERGENCY INSTRUCTIONS

**Follow these rules in an emergency:**

* If the fire alarm sounds, stop work IMMEDIATELY and proceed to the nearest exit.
* Follow instructions, cooperate with emergency services and avoid panic.
* Turn off all electronic equipment, printers and airconditioning units.
* You should not delay your exit from the building by looking for belongings or other people.
* When leaving the building proceed to the emergency assembly point. Do not obstruct emergency services or any fire hydrants in the area.
* Emergency Services will give the all clear when it is safe to re-enter the building.
* Fire emergency drills will be conducted randomly throughout the year. Your life and the lives of your colleagues and others will depend on your cooperation.

**EMERGENCY PLAN:**

We have a responsibility for the safety of all our employees arising from the effects of fire, civil commotion, riots and natural or man-made disasters. To accomplish this mission we mission we have set up a Quick reaction Task Team to respond to any emergencies that might arise.

**Their responsibilities include the following:**

* Arrange for evacuation of employees
* Render first aid
* Salvage and restore company operations

**If you ever discover a fire:**

* Remain calm and activate the nearest fire alarm.
* Dial “10111” on the telephone and give the operator the address, building name, floor number and room number if applicable.