



## Policies and Procedures

Operations Department

### **Emergency Evacuation Policy**

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## Emergency Evacuation Policy

### 1. Principles and Policy

It is the policy of Future Focus to ensure that staff and visitors are aware of the presence of emergency exits, firefighting equipment and first aid needs. Adequate signage is in place within the building for this aim and purpose. Moreover, we ensure that all staff understands comprehensively the procedure for evacuation in the event of an emergency.

The Managing Director shall ensure that all fire extinguishers will be serviced every 6 months and that smoke detectors are in place and well maintained. Signboards and a safety colour show the location and identify the fire-fighting equipment, first aid equipment and the location of the member of staff trained in First Aid procedures. All staff is trained in the operation of fire extinguishers however the priority shall be to follow evacuation procedures before attempting to extinguish but only very small fires that will not cause any unnecessary risk.

The Centre displays directional signs to indicate routes to the Emergency Exit. Signage is displayed over the Emergency Door which is fitted with an appropriate push bar, to indicate its location and use.

An assembly point is located outside the building and is clearly indicated accordingly. It is immediately accessible upon exit from the Emergency Door.

The evacuation plan is practiced at least four times a year, and at different times of the day.

## 2. Management of the Emergency Procedure

- Upon evacuation signal, persons are urged to stay calm and to move towards the nearest safety exist. The detection devices are very sensitive and the Fire Alarm System provides you with an early warning of an emergency situation.
- Even if your area is clear of any smoke or odor, do not disregard the alarm, as there could be an incident on a floor away from your area.
- The directional signage will lead to the emergency door and to the Assembly Point. Proceed to the nearest designated emergency exit and leave the building.
- The employee trained in First Aid shall indicate the route to everyone in the building and shall collect the appropriate sign-on/sign-off lists.
- This staff member will assume responsibility for standing at the designated exit and will encourage everyone to vacate the building. This person will also ensure that no one re-enters the building.
- This employee will be in charge of ensuring that everyone listed on the attendance register is found at the Assembly Point. For this purpose, the procedure at Future Focus is that all employees and teachers sign upon entering and exiting the building.
- All teachers shall provide their respective attendance sheets upon reaching the Assembly Point and shall check that all persons are present in accordance with the list of the lecture taking place at the time of emergency.

When a system test is being conducted in the building, a notice will be posted indicating the day and time of the test.

### 3. Safety and precautionary measures in the case of emergency

When the Fire/Evacuation Alarm sounds, act immediately to ensure your safety. The Fire Alarm System is designed to provide you with an early warning to allow you to safely exit the building during an emergency situation.

- Never ignore or assume the alarm is false or the result of a test.
- When the alarm sounds, listen to all important information that is being given to you.
- Everyone must evacuate the building by way of the appositely indicated emergency route.
- Once outside the building assemble at the allocated Assembly Point so that it may be ascertained that everyone has left the building.
- Once outside, do NOT re-enter the building until you are told to do so by the fire department personnel.

If your floor is not involved in the incident you will still be told to leave the building. Evacuation is mandatory for all occupants during all fire alarm or emergency evacuation activations.

During the evacuation process, persons known to have particular conditions or are known to be pregnant, shall be given precedence.

All persons are to remain in the Assembly Area until the emergency is declared over by a member of the emergency service.