

Emergency Procedure

Evacuations

Whenever the alarm sounds, the entire building will evacuate by designated routes to predetermined assembly areas. When possible, a full evacuation drill covering all employees will be held outside the building.

During an evacuation, entry to the facility will not be permitted until an "all clear" has sounded or the security of the building.

Emergency escape procedures and evacuation routes

In an emergency, employees will leave the affected work area immediately by the emergency routes posted in their work areas.

An orderly evacuation will be supervised by any employee who will check all rooms and report any problems to management.

Accounting for employees after an evacuation

After employees have evacuated and arrived at their designated meeting places, Any volunteer/Senior employee will take a head count. He/She will account for any missing employees. The names and possible locations for all unaccounted people will be sent to Management.

Emergency coordinators

The employees listed below are the designated emergency coordinators for this building. If designated first aider are not available in an emergency, call ambulance 991

Name	Phone Number
Mr Lee (Office Land Lord)	+673 872 9938
Mr Tan (Building Maintenance Coordinator)	+673 884 6708
Aminol Rasyid (Director)	+673 818 8879

Reporting emergencies

Report emergencies to a designated emergency coordinator. Call 991 to report an emergency if a designated first aider is not available.

Emergency escape and evacuation routes – diagram

Use the space below to show the emergency escape and evacuation routes at this facility.