

# **FIRE EVACUATION PROCEDURE**

- 1. If you discover a fire or smoke, advise Rockface staff immediately.**
- 2. Rockface staff will immediately notify the Fire Department by dialling 000.**
- 3. Rockface staff will immediately make an announcement asking everyone to vacate the building. All clients must LEAVE AT ONCE. Proceed up the driveway to the main double doors, or into the fire exit behind the Reception desk and LEAVE THE BUILDING.**
- 4. Feel the fire escape tunnel door that leads from behind the Reception desk before opening it. If it is hot or smoke is seeping out, do not open the door. Exit via the main driveway instead.**
- 5. If the door feels cool, open cautiously. Be prepared to close it quickly if the corridor is filled with smoke or if you feel heat pressure against the door. If the corridor is clear, proceed with the building evacuation instructions.**
- 6. If caught in smoke or heat, stay low where the air is better. Take short breaths through your nose until you reach an area of refuge.**
- 7. DISABLED PERSONS: A responsible person or persons located in the same area as the disabled should assist them in the event of fire.**

## **IMPORTANT**

**Be sure the fire exit door is kept closed at all times so smoke cannot enter. These exits are not to be used for any type of storage. They must remain clear and well lit at all times. If at anytime, you observe the fire exit door being tied or propped open, please report it to Rockface staff.**