

## ATTENTION: ALL EMPLOYEES

### FIRE ALERT

In the event of a fire the person discovering the fire must call out fire three times.

**FIRE! FIRE! FIRE!**

All employees, contractors and visitors will make an orderly exit from the closest evacuation point to the assembly area located on the grass area, near the fence opposite the letterbox at the left hand side of the building. There is currently a green sign on the fence which says 'Emergency Assembly Area'.

The fire wardens are **Michelle Truphet** (Upstairs) and **Paul Bevilacqua** (Downstairs).

The wardens are to ensure that they have an updated list of all employees under their control.

All staff are to familiarize themselves with the location and use of the fire hoses, the fire extinguishers and exits to the building.

Finally in the event of a fire one of the fire wardens will make the phone call to the fire brigade on 000 advising the company name, contact name, address and phone number to be contacted on.

