

EXCHANGE TOWER **FIRE EVACUATION PROCEDURE**

If you discover a fire

1. Operate the Fire Alarm immediately. Warn anyone else in the locality of the incident.
2. Attack the fire if possible with the equipment provided, but do not take any personal risks. Leave immediately if the fire cannot be brought quickly under control.
3. Report the fire to Security Control via the fire telephone system giving the floor, the nature and location of the fire. Details of any assistance required in evacuation for disabled, injured, sick or pregnant ladies, etc. Fire Telephones are located in the escape stair lobbies (east, west & centre). Note: there are no fire telephones on the ground floor level.

On Hearing the Alarm

The **EVACUATION** signal is a **continuous sounding** of the alarm interspaced with a voice message. In the event of evacuation this will be on a floor by floor basis and will be coordinated by security. Each floor will be contacted via the Public Address System and receive instructions on what actions to take.

The **STANDBY** signal is a **series of short signals** on the alarm interspaced with a voice message. Remain at your workplace but be prepared to leave if necessary. Await further instructions, either by the Public Address System or from the Floor Fire Marshal.

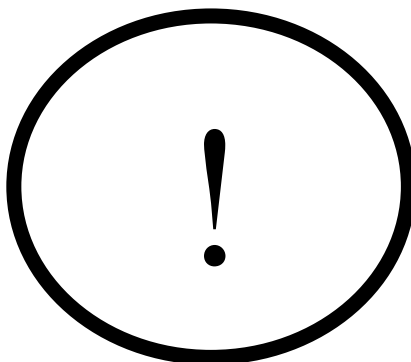
On leaving the building proceed to the assembly point as for your company/floor as below:

BUILDINGS 1 & 2

Grd	to	5 th Floor	} TO THE REAR OF HX BUILDING 5
6 th	to	10 th Floor	} TO THE REAR OF HX BUILDING 4
11 th	to	16 th Floor	} TO THE REAR OF HX BUILDING 3

(Unless otherwise instructed via the Public Address System)

- **USE THE NEAREST AVAILABLE EXIT**
- **DO NOT USE LIFTS (EXCEPT WHERE SPECIAL ARRANGEMENTS EXIST FOR THE DISABLED)**
- **DO NOT STOP TO COLLECT BELONGINGS**
- **DO NOT RE-ENTER THE BUILDING**



FIRE EVACUATION PROCEDURE
Action to be Taken by Floor Fire Wardens

All Fire Marshals and Deputies must familiarise themselves with procedures, escape routes and doors noting fire alarm points and fire telephones at each exit.

The Fire Alarm System at Exchange Tower is a phased evacuation system with alarm sounders and a voice message system:

During Normal Office Hours - If the Standby Signal sounds on your floor:

1. Prepare to evacuate disabled persons using agreed procedure.
2. Await information by Public Address System.
3. Reassure staff and discourage them from leaving the floor at the sound of the **STANDBY** signal as this causes congestion on staircases.
4. On instructions from the Public Address initiate evacuation. If no announcement is received and evacuation tone persists, commence evacuation.
5. Ensure floor evacuation is complete and report back to the Security Control Office via the red fire phones only if assistance is required for the evacuation of injured or disabled persons by fireman's lifts. Red fire phones are situated at the east west and centre emergency exits.
6. **Close all doors.**
Do not use lifts.
7. Leave the building and report to your employer's designated Fire Marshal at the pre-determined assembly points:

BUILDINGS 1 & 2

Grd	to	5 th Floor	} TO THE REAR OF HX BUILDING 5
6 th	to	10 th Floor	} TO THE REAR OF HX BUILDING 4
11 th	to	16 th Floor	} TO THE REAR OF HX BUILDING 3

(Unless otherwise instructed via the Public Address System)

8. Fire Marshals to report to the Roll-Call point at Harbour Island (unless otherwise advised) to confirm that all staff have evacuated.
Fire Marshal
Collate all Fire Deputy information/statistics and hand to the Building Management at Roll Call Point as designated.

Action to be Taken by Floor Fire Wardens (Cont'd)

Outside Normal Office Hours (Fire Warden or nominated responsible member of staff)
If the Evacuation or Standby signal sounds:

1. Ensure floor evacuation is complete.
2. If the fire is located on your floor, attack the fire with the equipment provided if possible but do not take any personal risks. Report the fire situation to the Fire Control Point in the Security Control Room via the Fire Telephone.
3. Leave the building and proceed to your pre-determined assembly point.

All personnel to remain at Assembly Point until advised otherwise by the Building Management.

Please do not re-enter the building or depart from the area until authorised by building management/security.

Please Note: The lifts at Exchange Tower are programmed to descend to the ground floor as the fire alarm is set in operation.



Exchange Tower

A Flexible Approach to Business

**EXCHANGE TOWER
EMERGENCY EVACUATION**

ROLL CALL

TENANT	FLOOR	SUITE	HEADCOUNT

**TO BE COMPLETED AND HANDED TO DUTY ROLL-CALL FIRE
WARDEN IMMEDIATELY AFTER HEAD COUNT HAS BEEN TAKEN AT
THE EXTERNAL ASSEMBLY POINT.**

FIRE PRECAUTION DETAILS

Date:

Floor:

Company:

After Hours Contact N°:

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Fire Marshall:

Deputy (1):

Deputy (2):

First Aid Person/s:

Assembly Point:

Please state if any of the materials listed below are stored in your demise and give location of same.

Cleaning materials	Yes/No
Varnish/Paint	Yes/No
Photographic Equipment (cinematograph film, etc.)	Yes/No
Petrol/Paraffin	Yes/No
Any other flammable materials	Yes/No
Haylon Gas	Yes/No

Please supply building management with a list of all personnel permanently working on this floor, to be updated monthly.

Please notify Reception if any employee is working after 7pm or at weekends.



Exchange Tower

