PERSONAL EMERGENCY EVACUATION PLAN
FOR BUILDING USERS & VISITORS

Should an emergency arise where there is a need to evacuate the building, there will be an audible announcement telling people what to do. Fire Wardens will also tour the building wearing yellow tabards to assist with the evacuation.

If you have a mobility difficulty it may be helpful for you to know about the following arrangements which will assist you in the event of an evacuation.

(1) Should an emergency arise, please follow the exit signs into any of the emergency staircases:

![Exit Sign]

(2) You will find a Refuge clearly marked on each staircase landing:

![Refuge Point]

A Refuge is a place of safety where you can wait for assistance.

(3) Once at the Refuge, press the communication button to summon assistance. This will alert the Fire Warden in charge of the evacuation process to your location.

(4) If necessary, Fire Wardens will use a lift to evacuate you.

If you have any questions about these arrangements, please ask a member staff.