

EMERGENCY EVACUATION PROCEDURE

1. Understand the emergency situation from Emergency Response Team (ERT) member and follow his instructions.



2. Do not panic.

3. Do not waste your time in switching off computers / collecting your belongings.

4. Use only staircase for evacuation. DO NOT USE LIFT.



5. Do not run, walk brisk.

6. Do not try to over take / push others while getting out.

7. Always walk on the left side of the staircase.

8. Assemble at the designated assembly points.

Notes:

- ✓ *In case of fire / smoke, crawl to escape. Use a wet handkerchief to cover your nose.*
- ✓ *In case of earthquake, move out of the complex, to the nearest open area. Do not assemble in the areas identified below.*
- ✓ *In case of earthquake, do not stand near glass windows and walls.*

Fire Assembly Point:



- Dare House occupants – Exit gate of Dare House complex
- Parry House & Dare House extension – Entrance of two wheeler parking area