



EMERGENCY EVACUATION PROCEDURE

If you discover a fire, please do the following:

- Shout a warning
- Operate an alarm (located by main level doors)
- **Ring 111**, give the location and building name (CBD Tower Building, 48 Ward Street, Hamilton)
- If it is safe to do so, use an extinguisher

In the event of an emergency such as a fire, you will hear an alarm ring. When the alarm rings please do the following:

- Leave the building immediately using the nearest exit. (Exits are clearly labeled)
- Use the stairs. Do not use the lifts.
- Don't run, jostle or push.
- Do not re-enter the building until authorized to do so.

We will have regular exit drills to ensure that staff and students understand the Emergency Evacuation Procedures.

Please follow WIE staff to the assembly area as below:

Assembly Area: Outside Centre Place, to the left on Ward Street.