

# Standard Evacuation Process

## SHORT DESCRIPTION OF EVACUATION PROCESS

Two types of evacuation from the building may be performed:

A **FIRE EVACUATION** will be performed if a fire anywhere in the building will necessitate that all people have to vacate the building. All door openings have to be closed, but not locked, to ensure that minimum airflow (which can feed a fire) is possible, but that fire fighting personnel can enter into any premises for fire fighting and/or inspection purposes.

An **EXPLOSIVE EVACUATION** will be performed in case of any explosion, possible explosion, bomb threat, suspicious parcel, armed attack or similar situation where it will be necessary to evacuate all people from the building. All door openings have to remain open or at least unlocked to ensure that emergency and investigative personnel with sniffer dogs are able to enter ANY and ALL premises unhindered for emergency and/or inspection purposes.

- Everyone, including tenants, staff and clients, have to evacuate the building through the nearest and safest exit in a calm and orderly manner.
- All tenants/staff have to proceed to the assembly point, where roll-call must be done to establish if all are accounted for.
- The assembly point is the furthest point of the St Andrews hockey field, on the other side of Kellner Street and can be entered through the gates which will be opened during an evacuation.

## EVACUATION ALARM SIGNALS

- An audio message stating: **"This is an emergency evacuation. Stay calm and do not run!"**
- **Red only flashing light** in the passage will indicate a FIRE EVACUATION – all doors (excluding roller shutters) must be closed after evacuation.
- **Red and Yellow flashing light** in the passage will indicate an EXPLOSIVE EVACUATION – all doors must be unlocked and left open after evacuation.
- **Red and yellow flags** used by security and Shop Marshals will indicate the type of evacuation.

## SHE REPRESENTATIVES

- Checkers and Game She Reps are to proceed with their evacuation drills as per site-specific instructions.
- Safety and Health Representatives are people who have been trained through a Health and Safety Institute and are responsible for the health and safety of a group of people. Any person may do the training, however this position is usually applicable to bigger tenants like Game and Checkers.

## SHOP MARSHALS

- A Shop Marshal is appointed by the Tenant and this person is responsible for the health and safety of all the employees and clients in a shop.
- Notify the clients that it is an evacuation drill. All clients will have to evacuate during a drill. Food Court Clients in the process of eating may remain on the premises until the drill has been completed. A maximum number of two staff may remain to care for the clients.
- Implement the shop evacuation drills in terms of safety and security (see house rules).
- Proceed with the red/yellow flag and roll-call list and all employees via the front or rear emergency evacuation route. During an actual evacuation the Marshal will be responsible for the safety and evacuation of the clients as well.
- Gather at the assembly point on the school hockey field.
- Proceed with roll-call.

## SECURITY

- All security officers are to respond to the evacuation alarms and signals.
- Proceed to the determined destination points with the red/yellow flags according to the training.
- All supervisors are to assist regarding the security officer's positions and purposes.

## MIMOSA MANAGEMENT

- Evacuate the offices according to prescribed instructions.
- Gather at the assembly point.
- Proceed with roll-call.

## OFFICE TOWER

- Evacuate the offices according to prescribed instructions.
- Gather at assembly point.
- Proceed with roll-call.

## TRAFFIC DEPARTMENT

- To stop all traffic and close off Kellner Street at the Parfitt and Melville traffic lights.

## FIRE DEPARTMENT

- To respond to the emergency call from Mimosa Mall and proceed with appropriate actions.

## MEDICAL EMERGENCY SERVICES

- To respond to the emergency call from Mimosa Mall and proceed with appropriate actions.

## MANGAUNG DISASTER MANAGEMENT

- To establish a Combined Operations Centre in Kellner Street.
- To manage and control all emergency situations upon arrival at the Mall.

## SHOP MARSHAL RESPONSIBILITIES

### 1. CLOSE DOORS

The pre-appointed Marshal will announce to the staff and clients that an emergency is on hand. The Marshal will keep everybody calm and advise them to follow the person with the RED/YELLOW FLAG.

The Store Manager will close all doors of the shop, collect the roll call list and follow everyone else through the most suitable emergency exit.

### 2. EVACUATE THROUGH EMERGENCY EXIT

The pre-appointed Marshal is to lead all staff and clients inside the shop through the front or rear emergency exits, into the retail or service passages, and exit the building via the indicated emergency routes.

### 3. FOLLOW THE FLAG

All staff members and clients are to follow the Marshal with the RED/YELLOW FLAG via the emergency routes to the sports grounds on the other side of Kellner Street.

### 4. GATHERING POINT

All members must proceed behind the Marshal with the RED/YELLOW FLAG to the gathering point on the school's sports grounds.

### 5. ROLL CALL

The MARSHAL will complete roll call and proceed to the MANAGEMENT BLUE FLAG to announce any names that are not accounted for.

The MANAGEMENT REPRESENTATIVE with the BLUE FLAG will communicate via a two-way radio system with the emergency personnel inside the building in an attempt to find the missing person/s.