

# Emergency Evacuation Procedure

- Ask another staff member to **Call 000**
- Account for all visitors in an evacuation
- Check Maze through emergency / exit door
- Check rest rooms
- Check all staff are accounted for
- Calmly ask all persons to exit through the exit doors
- Calmly ask all persons to assemble on the grassed area well away from the building
- Check **000** has been called