



Institute of Accounting and Commerce

Emergency Evacuation Procedure for IAC Staff

1. SCOPE:

The Emergency Evacuation Procedure shall apply to all staff members who are employed by the Institute of Accounting and Commerce (IAC) and is subject to review from time to time.

2. IN THE EVENT OF A BOMB THREAT OR FIRE:

- In the event of the alarm sounding please proceed to the nearest exit in a calm manner.
- Do not panic and do not run.
- All Staff are to gather in the parking area.
- Staff members are to meet and stay together as groups.
- Visitors must be escorted out.
- Fire Wardens are presently: the CEO and GM.
- The role of the Fire Wardens is to check that all Staff in their area of responsibility have left the building.
- Should any staff member observe an unattended packet, bag or suitcase, this must be reported to one of the Fire Wardens immediately. Under no circumstances attempt to investigate.
- In the event of a telephone call warning of a bomb threat the Receptionist must alert the Fire Wardens.
- In the event of 7 and 8 above the Fire Wardens will sound the alarm.
- Following each fire drill the Fire Wardens will meet to discuss any concerns, speed and effectiveness of the drill.
- Any staff member failing to adhere to these procedures will face formal disciplinary action for failing to observe safety rules and regulations.