

# FIRE EVACUATION PLAN

## SEVENTH FLOOR PLAN



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Scale 1:100

**LEGEND**

- FIRE ESCAPE ROUTE
- EMERGENCY EXIT
- FIRST AID KIT
- EMERGENCY TELEPHONE
- EVACUATION ASSEMBLY POINT
- POINTER
- FIRE EXTINGUISHER
- FIRE HOSE REEL
- FIRE HYDRANT
- FIRE ALARM PULL STATION
- FIRE EMERGENCY TELEPHONE

- Fire Evacuation Procedures**
1. Assist any person in immediate danger to safety, if it can be accomplished without risk to yourself.
  2. Immediately activate the building fire alarm system. This will automatically notify the fire department and get help on the way. It will also sound the fire alarm bells to evacuate the building and shut down the air handling units to prevent the spread of smoke. It is best to have the fire department respond and not be needed than to have them arrive too late for potential rescue. If you are in a building without a fire alarm system, dial 10111 from a safe location to report the fire.
  3. If the fire is small enough, use a nearby fire extinguisher to control and extinguish the fire. Do not fight a fire if the following conditions exist:
    - You don't know what's burning.
    - The fire is spreading rapidly.
    - You don't have the proper equipment.
    - You can't do so with your back to an exit.
    - The fire might block your means of escape.
    - You might inhale toxic smoke.
    - Your instincts tell you not to do so.
  4. If the first attempts to put out the fire do not succeed, evacuate the building immediately.
  5. Doors, and if possible, windows, should be closed as the last person leaves a room or area.
  6. Do not use elevators, use building stairwells.
  7. Upon evacuation of the building, all should proceed to a designated meeting area where head counts can be taken.
  8. Never reenter a building without permission from the fire department.

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**Legal Aid**  
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**IFA DESIGN PROJECTS**  
134 Fox Street, Mathomo Mall  
Suite 201, Second Floor, Johannesburg  
Tel. 011 074 4562  
Fax. 086 656 0577  
Johannesburg, Gauteng.