

**Policy Name: Emergency, Safety and Evacuation**

**Policy Number: 5.03**

**Date: February 2023**

## **POLICY STATEMENT:**

JC Steele is committed to providing a safe workplace and to having clear and responsible processes in place to ensure the safety of all employees and visitors in the event of an emergency.

## **PROCEDURES:**

- a. Employees should familiarise themselves with the building layout, evacuation procedure and assembly points. Evacuation plans with necessary information are placed throughout JC Steele offices in visible positions.
- b. It is a legal requirement for all employees and visitors to follow the directions of a warden or manager in case of emergency and/or evacuation.
- c. In the case of an emergency and/or evacuation, an alarm will be triggered from the use of one of the four (4) emergency buttons throughout the site. Repeated blasts of the alarm indicate the need to immediately move towards the closest exit and make your way to the primary assembly point. No personal or work items should be taken to avoid trip hazards and to maximise time to evacuate.
- d. No employee or visitor is to return to their car, the JC Steele premises, or leave the assembly point without receiving permission to do so from a warden or the Managing Director.
- f. It is the policy of JC Steele that all employees follow the directions provided to them in case of emergency or evacuation at any of our clients or suppliers sites. As soon as it is safe to do so, an employee of JC Steele should contact JC Steele to advise of the situation and to advise of the status of all present JC Steele employees. In the event that a JC Steele employee is injured or missing during a client or supplier evacuation, a member of the JC Steele management team should be advised immediately.
- g. It is considered serious misconduct for any employee to play or tamper with any fire extinguisher, exit light, alarm system or any other safety equipment. These actions put the safety of employees and visitors at risk, and as such, any person engaging in this type of behaviour will have their employment terminated.
- h. It is forbidden for any employee, or other person at the encouragement of an employee, to make 'prank' calls to JC Steele or any of their clients, regarding bomb threats, emergencies or other

reason requiring evacuation. This behaviour is considered serious misconduct and as such, any person engaging in this type of behaviour will have their employment terminated.

- i. All employees are expected to behave in a responsible and considerate manner in the event of any emergency and/or evacuation and provide assistance to any person who has difficulty in removing themselves from the building. However, it is also the policy of JC Steele that no person puts their own lives at risk in order to assist another person.