

# Office Visitor Emergency Evacuation and Safety Induction

Welcome to our office. Your safety is our priority. Please read the emergency evacuation and safety information below, fill in the required details, and sign the acknowledgment prior to entering the premises. This document is to be printed and kept at the reception desk.

## 1. Emergency Evacuation Procedures

In the event of an emergency (e.g., fire, smoke, structural threat):

- **On hearing the alarm:** Remain calm. Immediately cease all activities.
- **Follow Instructions:** Follow the directions of the designated Fire Wardens (wearing high-visibility vests).
- **Evacuate:** Exit the building using the nearest safe emergency exit. Do not use the elevators/lifts.
- **Assembly Point:** Proceed directly to the designated Assembly Point and remain there until roll call is completed.
- **All Clear:** Do not re-enter the building until the "All Clear" is officially given by Emergency Services or the Chief Warden.

## 2. General Health and Safety Rules

- **Slips, Trips, and Falls:** Please watch your step. Keep walkways clear of personal belongings.
- **Incidents/Injuries:** Report all injuries, near-misses, or hazards immediately to your host or reception.
- **First Aid:** First aid kits are located at designated stations. Contact a trained First Aider if assistance is required.
- **Smoking:** This is a smoke-free facility. Smoking and vaping are strictly prohibited inside the building and only permitted in designated outdoor areas.

## 3. Visitor Registration

Please provide your details below:

Visitor's Full Name:

Company/Organization:

Name of Host/Contact Person:

Date of Visit (DD/MM/YYYY):

Time of Arrival:

## 4. Induction Acknowledgment

By signing below, I acknowledge that I have read, understood, and agree to adhere to the Office Emergency Evacuation and Safety Induction guidelines outlined above.

Visitor Signature (Sign inside the box):

Time of Departure (Fill out when leaving):