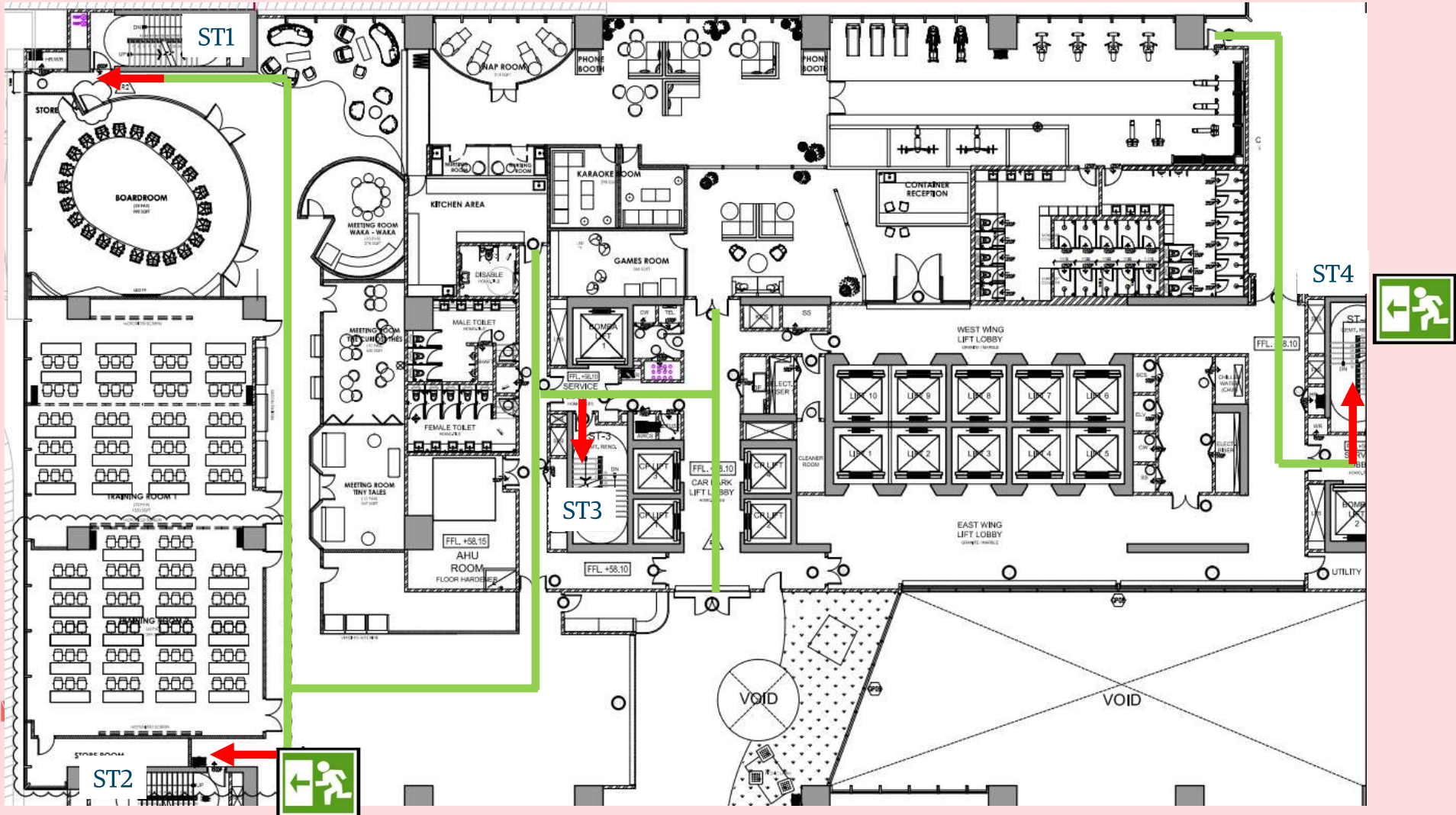


● where creativity sparks ●

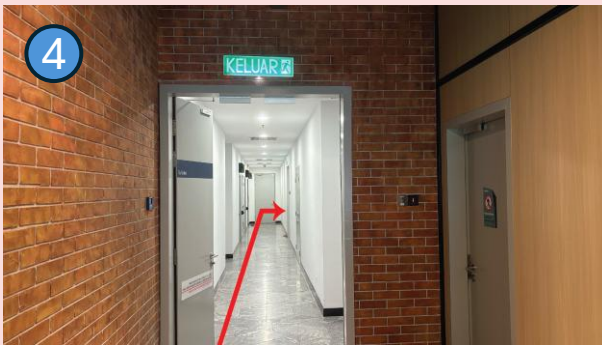
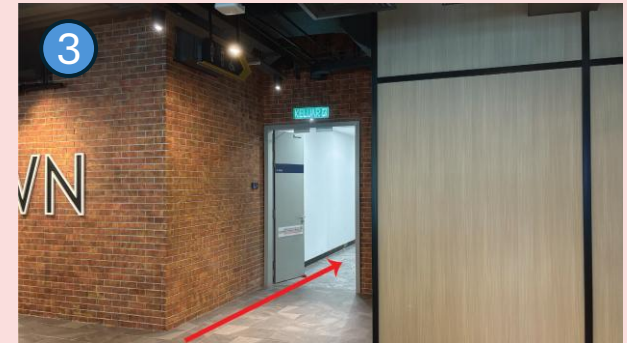
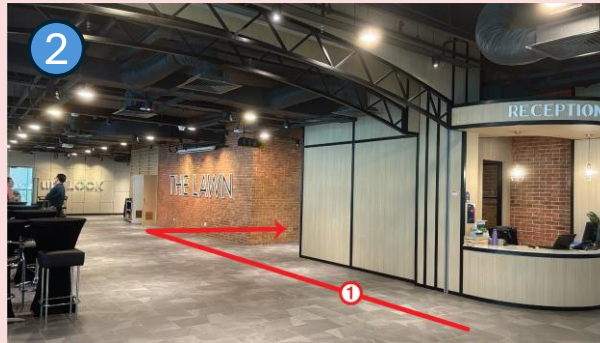
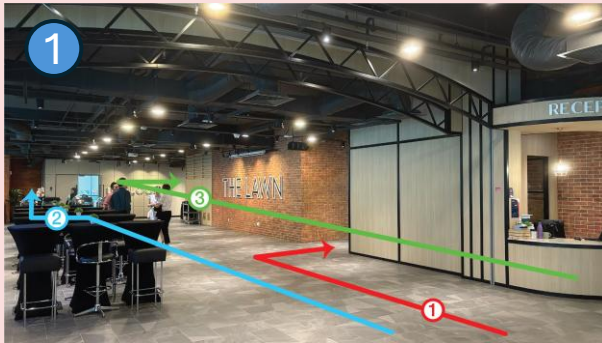
IMAZIUM

# **EMERGENCY EVACUATION PLAN**

# EVACUATION PLAN - IDEA ZONE

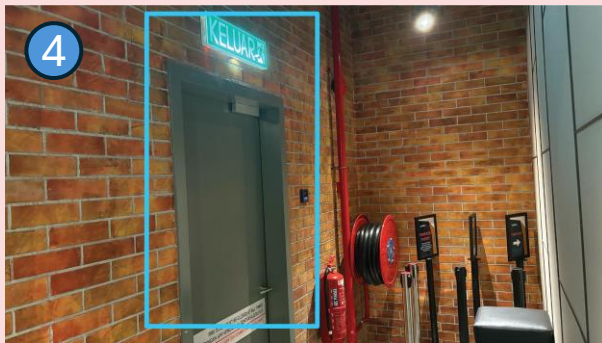
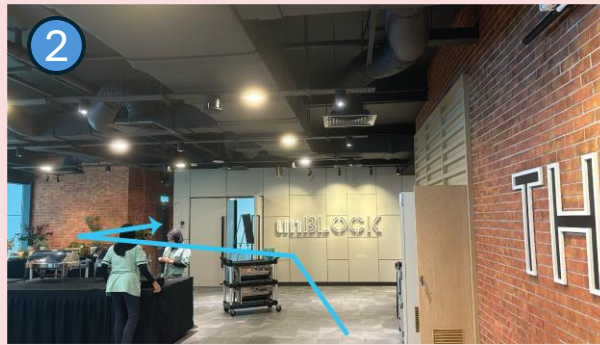
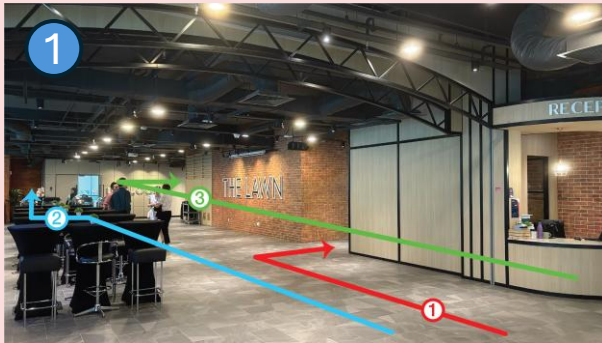


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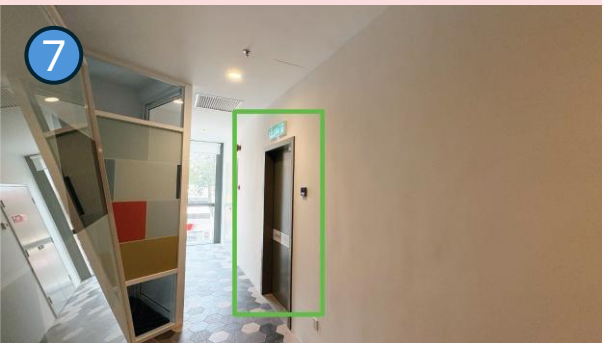
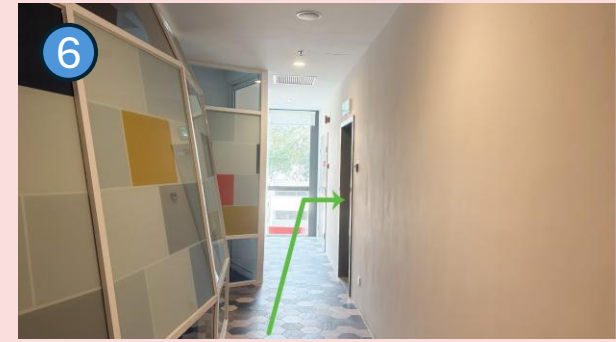
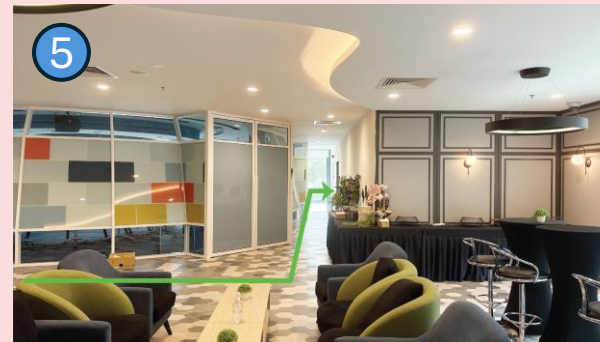
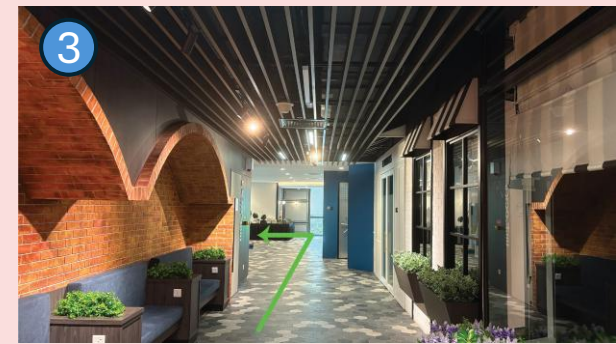
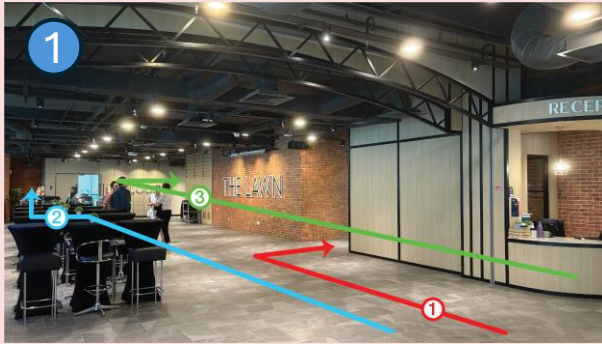




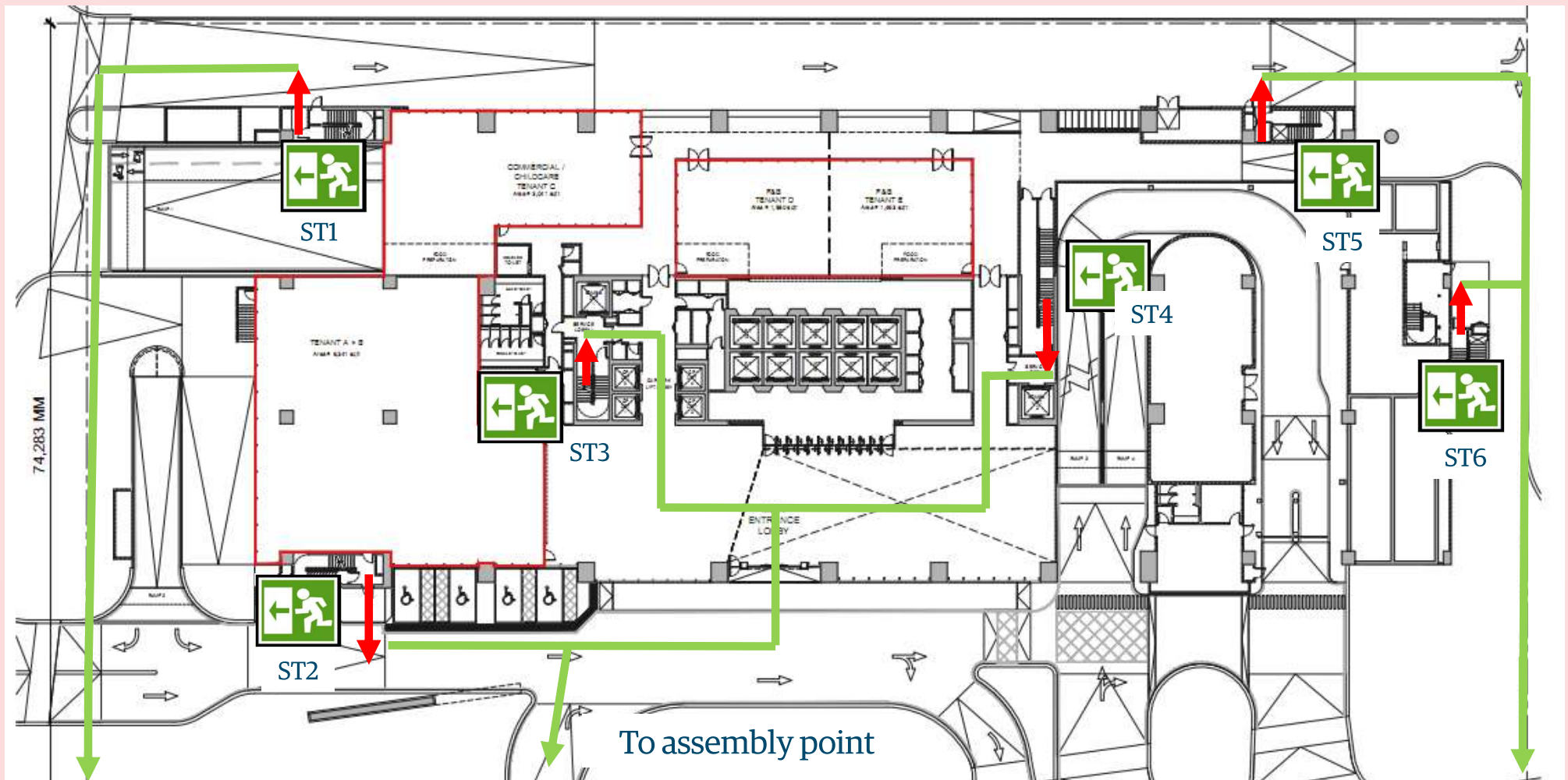
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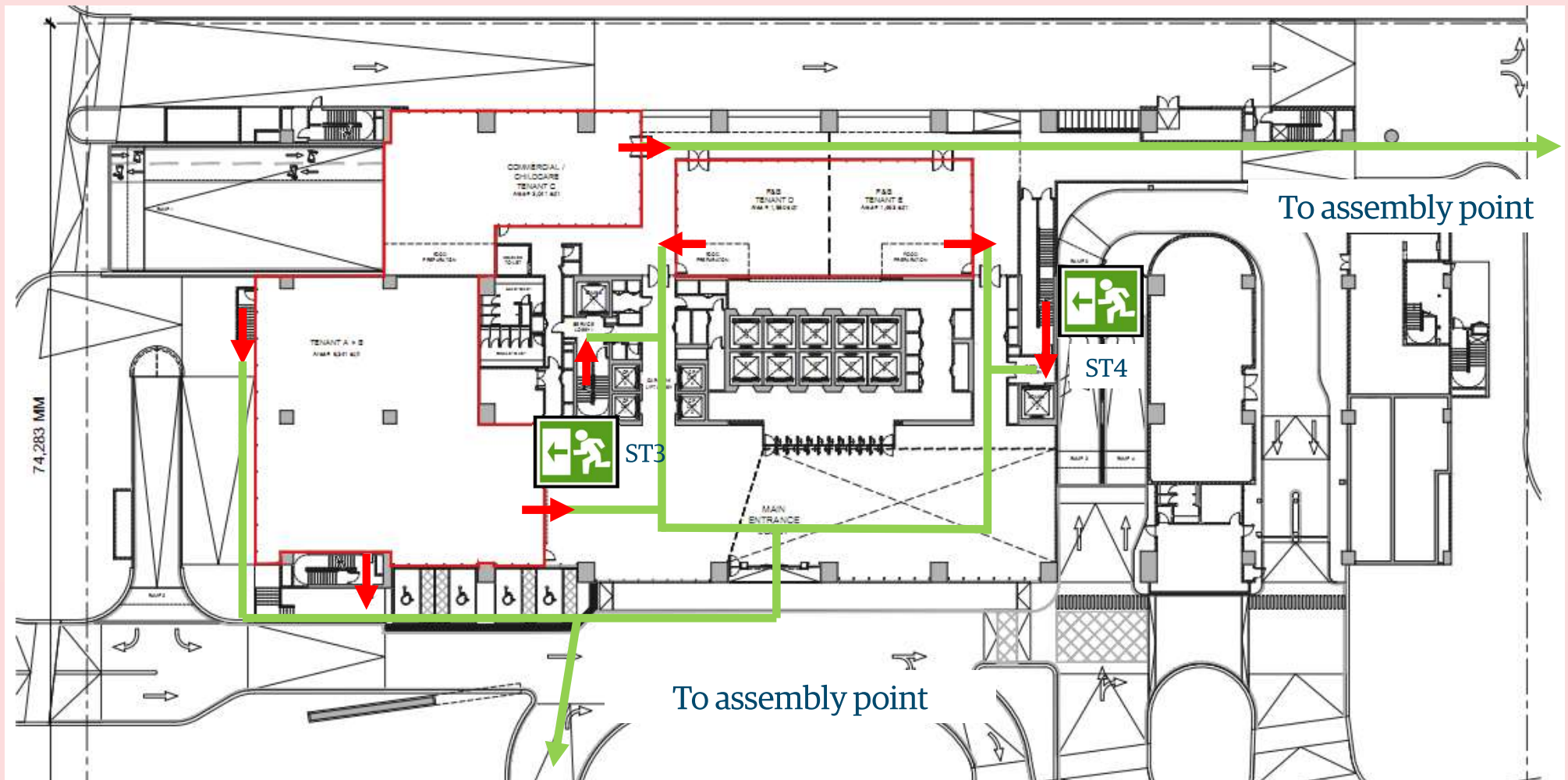


# EVACUATION PLAN - GROUND FLOOR IMAZIUM



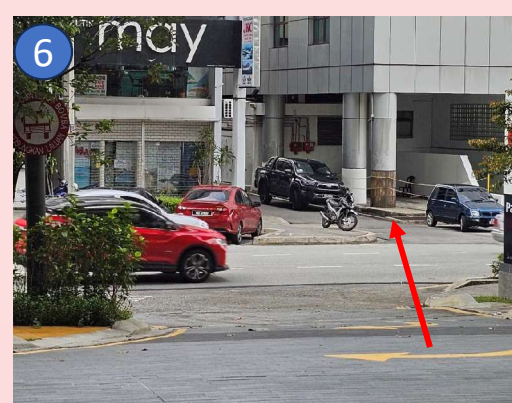
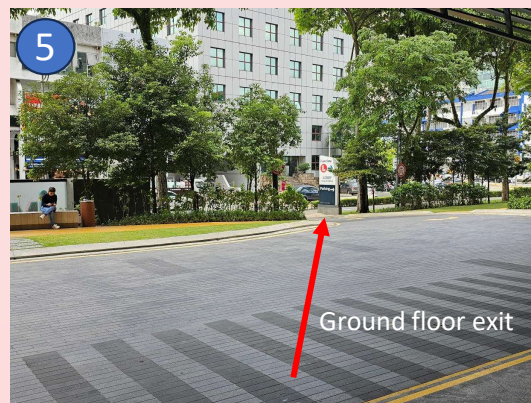
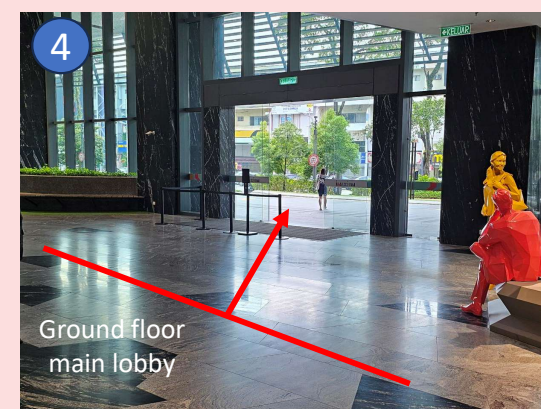
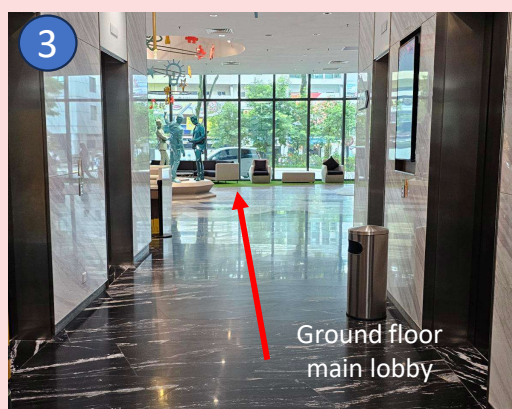
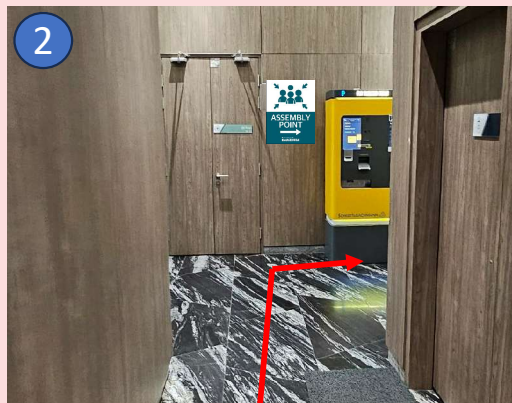


# EVACUATION PLAN - GROUND FLOOR IMAZIUM



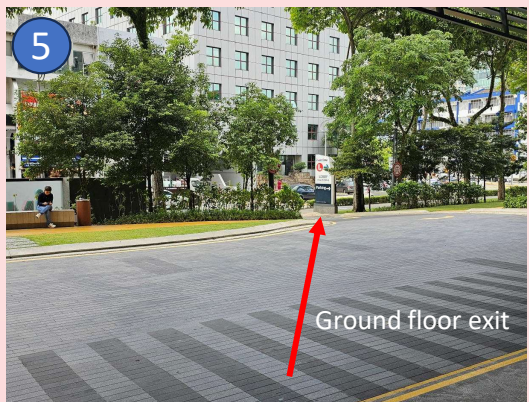
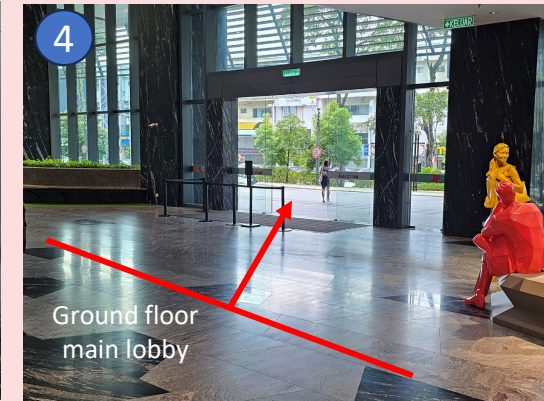
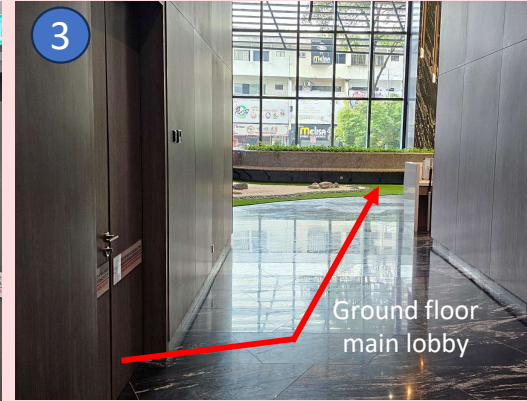
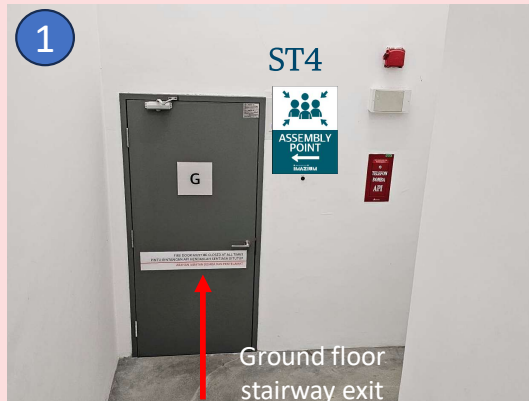


# EVACUATION PLAN - GROUND FLOOR IMAZIUM





# EVACUATION PLAN - GROUND FLOOR IMAZIUM

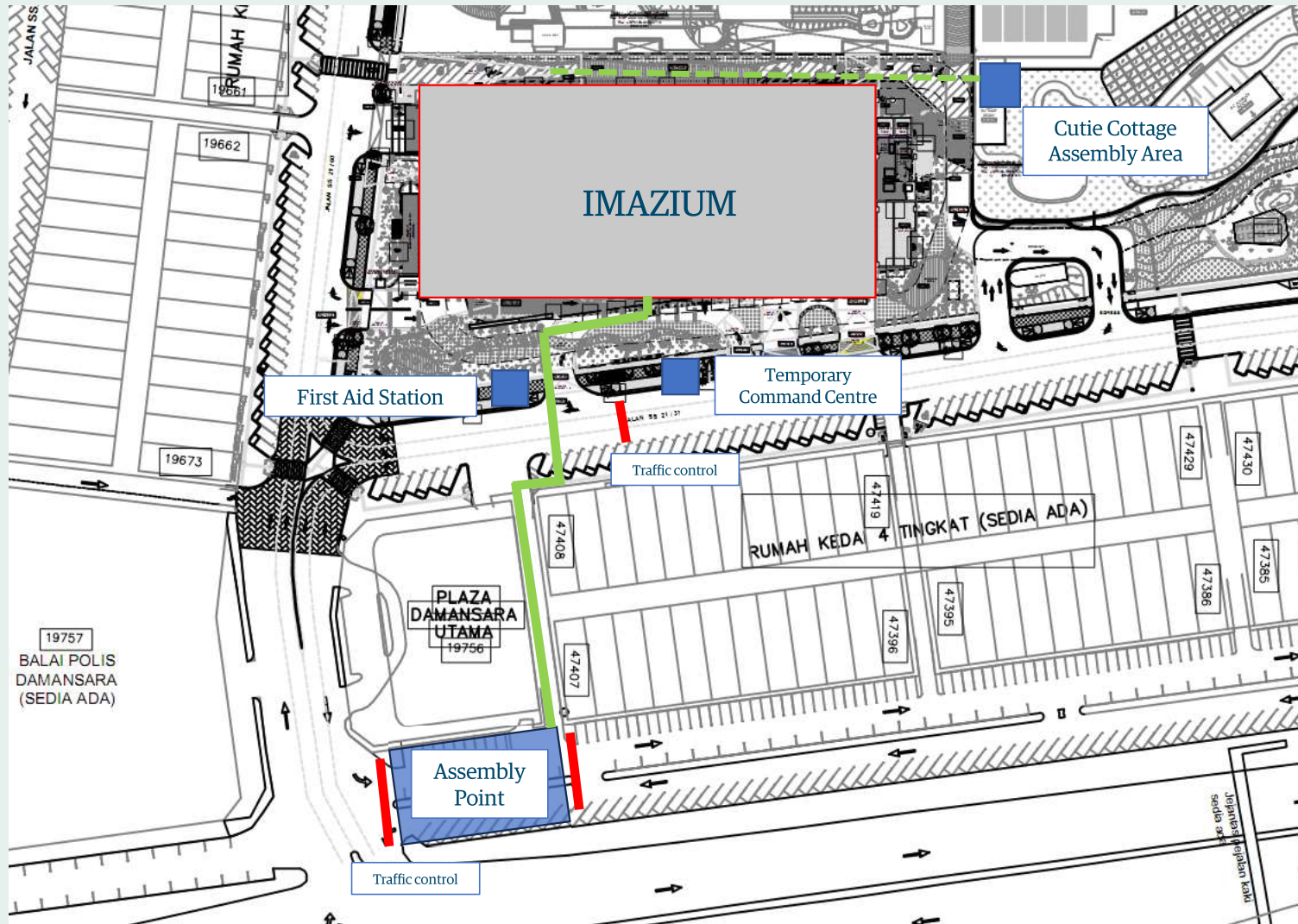


# EVACUATION PLAN - GROUND FLOOR CUTIE COTTAGE





# ASSEMBLY POINT DIRECTION MAP





# **EMERGENCY CONTACT NUMBERS**

# **IMAZIUM EMERGENCY CONTACT NUMBERS**

- Fire Control Room      03-77306832
- Concierge      03-77306830

## **UPTOWN 24 HOURS HELPLINE**

- Building Management      012-2331639
- Car Park      012-2492614
- Auxiliary Police      017-5585366
- Operations Centre      03-77307878

# EMERGENCY CONTACT NUMBERS

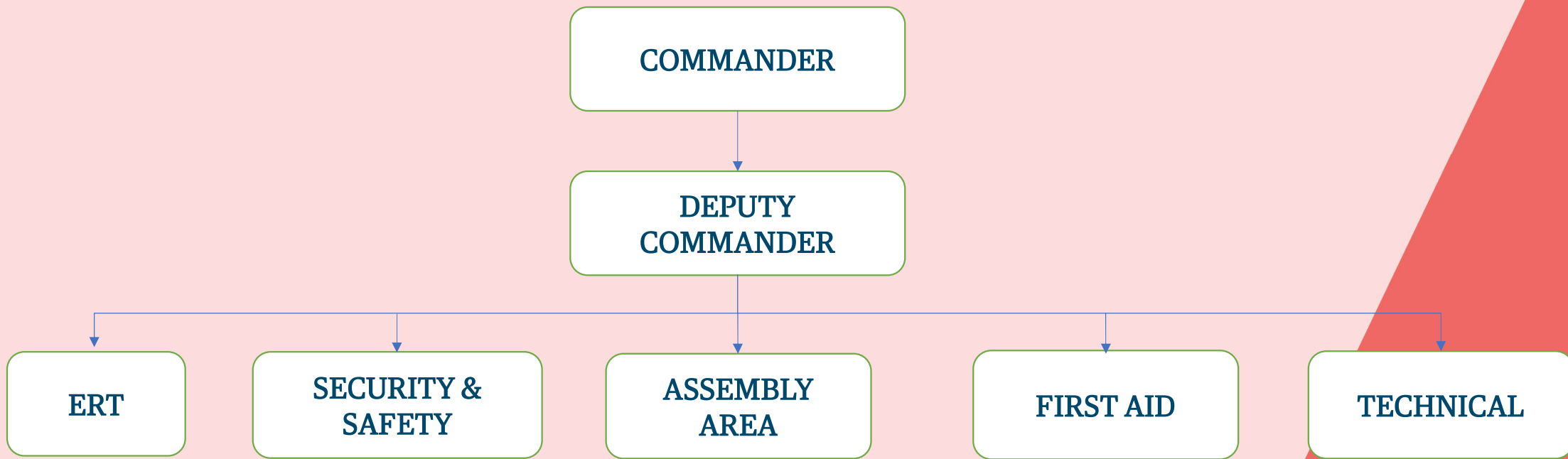
- Balai Polis Damansara 03-77222222
- Balai Bomba Damansara 03-77294444

# ERT

**iMAZIUM**



# ASSET MANAGEMENT EMERGENCY RESPONSE TEAM



# **EMERGENCY EVACUATION PROCEDURES**

For more details please refer to Building Handbook

# EMERGENCY EVACUATION PROCEDURES

## 6.1 FIRE MONITORING SYSTEM

The main Fire Monitoring system is located in the Security Control Room at Ground Floor and is manned round the clock.

All fire sensors and detection systems are continuously monitored and all Fire Alarms when triggered will be acted upon immediately.

## 6.2 FIRE ALARM

Any fire will be automatically detected and will raise the alarm. The security staff on duty will proceed to investigate and take prompt and necessary action.

It is important to note that as soon as the Fire Alarm is triggered, Occupants are to prepare to leave the Building by the fire staircases.

Evacuation of the premises will only commence after the evacuation announcement is made. Refer to (Appendix 6) on 'Emergency Evacuation Procedures'. Under such situations, do not use the lifts and please remain calm.

It is important to remember that all fire escape doors must not be locked during office hours. If there is a need to lock-up the doors for security reasons, do ensure that keys to the doors are readily available.

Occupants are also to ensure that all fire escape stairways are free from any obstruction.

### **6.2.1 PERSON(S) DETECTING FIRE**

Any person(s) detecting such an emergency shall:

- a) Alert the Occupants of the Building by activating the nearest breakglass.
- b) Inform Building security and Management Staff at Tel No. 603-7730 6832
- c) Attempt to contain the fire IF trained to do so AND if his/her own safety and the safety of others are not jeopardised, until relieved by the BOMBA/Building Security Team.
- d) Follow the instructions of the BOMBA/Building Security Team.

### **6.2.2 DUTIES OF FLOOR WARDEN**

On each floor unit, the Occupants will nominate at least two (2) floor warden from the personnel who regularly work in the Building.

Fire officer(s) shall:

- a) Keep an updated list of personnel in their area of responsibility.
- b) Ensure that all personnel and visitors in their areas of responsibilities are fully conversant with these procedures, especially the escape routes, emergency staircases, exits and assembly points.
- c) Raise the alarm using the breakglass in the areas of responsibilities upon detecting a fire in the Building.
- d) Ensure the orderly evacuation of all personnel in their area.
- e) Check their areas thoroughly for any personnel left behind.
- f) Check, if time permits, that all doors are closed.
- g) Take a head count of all Occupants and visitors of their areas at the assembly point.
- h) Report head count of all Occupants and visitors of their areas at the assembly point.
- i) Report head count and any other relevant information (i.e. persons missing, where the scene of fire is, etc) to the Security Control Room.
- j) Assist as required when professional help arrives.



## **6.4 EVACUATION PLAN**

### **6.4.1 EVACUATION ORDER**

In an emergency, where electrical supply has not been disrupted, the order to evacuate the Building will be made over the PA system.

If the PA system is not functioning, Occupants will be informed either over the telephone or by security staff armed with loud hailers.

### **6.4.2 EVACUATION PROCEDURES**

On receipt of the evacuation order, Occupants are required to comply with the Emergency Evacuation Procedures. The assembly area for Occupants is as per 'Emergency Assembly Location' (Appendix 7).

### **6.4.3 RE-OCCUPATION**

Re-occupation of the Building will only be permitted after the authorities decide to allow it.