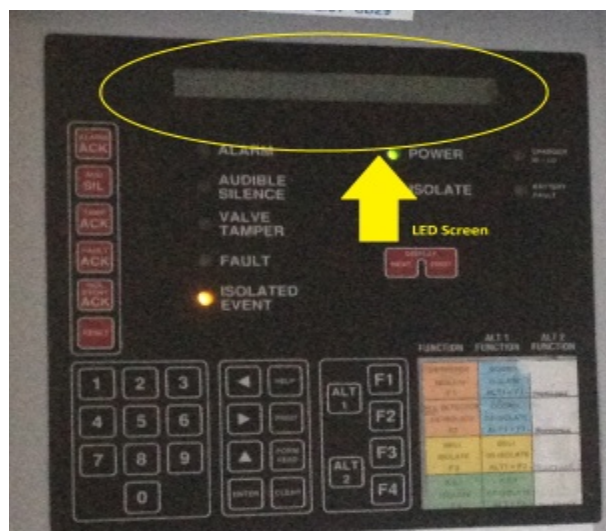


Never Stand Still

1. On arrival at the fire panel Look at the LED screen on the Fire Indicator Panel to determine the location of alarm activation.

**Do not touch any buttons on this panel!**



2. At the EWIS panel, turn the key from Auto to Manual. **You now have control over the panel.**
3. Check how much of the building has gone into “alert” and what has gone into “evacuate”.

*If you need to leave the panel due to danger, turn the key back to Auto.*

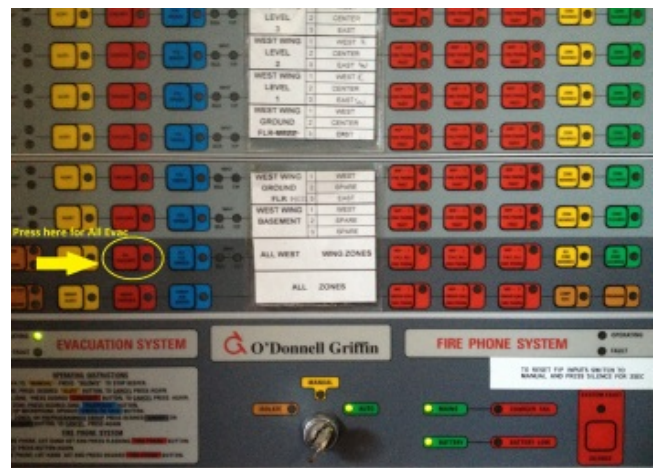


4. Press the **All PA** button and make the following announcement:

*Attention, Attention, due to an alarm activation, this building is being evacuated. I repeat, this building is being evacuated. Make your way to the closest exit and leave the building immediately. Do not use the lifts, I repeat, do not use the lifts. Please assemble at (insert assembly area. E.g. Village Green) and await further instructions. I repeat, this building is being evacuated.*



5. Press the **All Evac** button to start the evacuation tone. Ensure all **Evacuate** lights are illuminated on the panel.



6. Monitor WIP (red phone) calls. Answer any calls that are made by lifting the handset and pressing the button attached to the flashing light once.



7. When the “all clear” has been provided by emergency services, turn the key back to **Auto** and secure the panel.