



SWMCOL EMERGENCY EVACUATION

HEAD OFFICE

#34 Independence Square, POS.

THIS WAY TO MUSTER POINT






FIRE EMERGENCY EVACUATION PROCEDURE

1. IN THE EVENT OF A FIRE – SOUND AN ALARM VERBALLY OR BY PULLING THE FIRE ALARM PULL SWITCH.



2. UPON HEARING THE FIRE ALARM, ONCE IT IS SAFE TO DO SO, TURN OFF EQUIPMENT, TAKE BAGS OR IMPORTANT PERSONAL BELONGINGS WITH YOU.

3. FOLLOWING THE EMERGENCY EXIT DIRECTIONAL ARROWS TO THE NEAREST & SAFEST EMERGENCY EXIT 



4. SAFELY EXIT THE BUILDING 



5. GATHER AT THE DESIGNATED ASSEMBLY / MUSTER POINT
- THE SOUTHERN SIDE OF THE BRIAN LARA PROMENADE (OPPOSITE EXPRESS HOUSE)
6. REPORT TO THE SECURITY OFFICER / DESIGNATED PERSON FOR ROLL CALL
7. DO NOT LEAVE THE MUSTER POINT UNLESS IT BECOMES UNSAFE DO NOT RE-ENTER THE BUILDING UNLESS INSTRUCTED TO DO SO BY A WARDEN OR FIRE OFFICER.

NOTES:-

- Your Safety Wardens will be wearing fluorescent safety vests
- Obey the instruction of your Safety Wardens.
- All Visitors/Specially challenged persons are to be escorted out of the building by employees
- Use the Buddy-System to ensure that all persons exit floor, and are accounted for at the roll call.
- This evacuation procedure applies to other emergency situations

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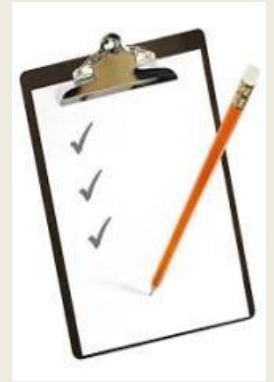
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GENERAL HEALTH AND SAFETY RULES

All Visitors, Employees and Contractors shall;-

- Comply with all local and international safety policies and legislation.
- Comply with all company safety rules, procedures, regulations, and policies at all times.
- Comply with the relevant Site Rules and Restrictions
- Immediately report all unsafe practices and/or conditions.
- Report all accidents, incidents, and near misses immediately.
- Report all injuries and illnesses regardless how minor and seek medical attention immediately.
- Ensure that they are familiar with the safe work procedures to conduct their jobs and always use the right tool or equipment for the type job.
- Ensure that machine guards or other safety devices are secured in place on machinery or equipment before using.
- At all times Practice good housekeeping.
- Be alert for hazards (existing and potential) before and during the course of work.
- Use correct manual handling technique(s) when moving loads.
- Comply with all motor vehicle and road traffic rules and regulations.
- Do not indulge in horseplay on the job.
- Do not drink alcohol or use drugs on the job, or report to work under the influence of alcohol or drugs.
- Do not smoke in work areas or welfare facilities.
- Avoid storage of hazardous materials and chemicals on site
- Dispose of waste in accordance with Company procedures so as not to harm persons or the environment

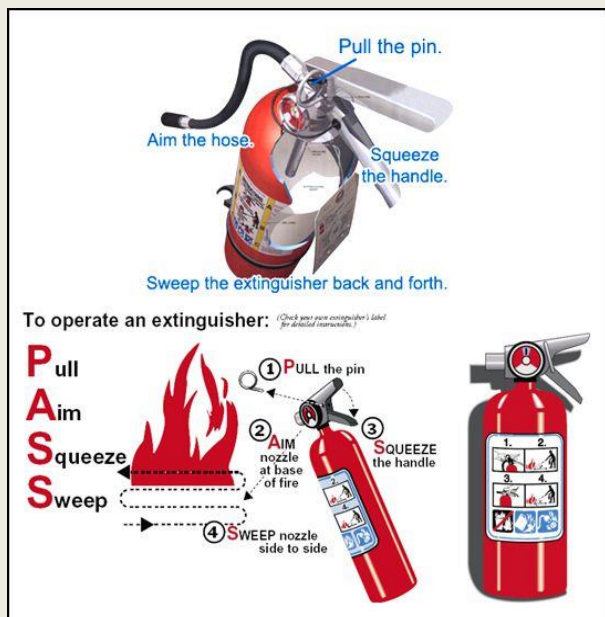


Site Restrictions and Security

All persons entering SWMCOL facilities must obtain a visitor's pass by checking in with Security and the Site Supervisor to gain authorized access to the site.

SITE RULES HEAD OFFICE

- There are fire extinguishers, smoke detectors and sprinklers on all floors, usually at an exit of entrance door.
- The alarm pull stations are located next to the elevator on each floor.
- ALL VISITORS MUST REGISTER WITH SECURITY BEFORE ENTERING BUILDING AND ARE KINDLY ASKED TO REMAIN IN THEIR DESIGNATED MEETING AREAS
- VISITORS MUST BE ACCOMPANIED BY AN EMPLOYEE OF SWMCOL TO OTHER LOCATIONS IN THE BUILDING
- A SAFETY BRIEF MUST BE CONDUCTED FOR MORE THAN FOUR VISITORS AND OR STAYING FOR MORE THAN TWO HOURS (FOR LESS THAN FOUR VISITORS THE EMERGENCY EVACUATION FLIER IS ISSUED BY SECURITY)
- SPECIALLY CHALLENGED VISITORS ARE LIMITED TO THE GROUND OR FIRST FLOORS ONLY AND THE Facilities Manager / Property Maintenance Supervisor MUST BE INFORMED.
- NO SMOKING IN BUILDING
- NO STORAGE OF FLAMMABLE S / COMBUSTABLES
- NO UNAUTHORISED PERSONS IN BUILDING AFTER WORKING HOURS
- WASHROOMS ARE AVAILABLE ON EACH FLOOR, ON THIS FLOOR THE WASHROOMS ARE AS YOU EXIT THIS AREA THE SECOND AND THIRD DOORS ON THE RIGHT.”



3. FIRE EXTINGUISHER GUIDELINES

Use a fire extinguisher only when:-

- (1) the fire is small and contained
- (2) the exit is clear and you can fight the fire with your back to the exit
- (3) you are confident using the extinguisher and
- (4) you can stay low and avoid breathing the smoke.

How To Use A Fire Extinguisher - P.A.S.S.








PULL the pin at the top of the extinguisher.

AIM the extinguisher nozzle (horn or hose) at the base of the fire - the base closest to you.

SQUEEZE the handle.

SWEEP from side to side at the base of the fire

EMERGENCY NUMBERS

 ODPM OFFICE - 640 1285 EMERGENCY - 511	Trouble Reports- 800 TTEC (8832) Interactive Voice Response (IVR)- 625-TTEC (8832) Street Lighting- 800 BULB (2852) Port of Spain (North) 625-1774 or 625-1296 San Fernando (South) 657-7281 Point Lisas (Central) 636-8107 Arima (East) 643-2510 Point Fortin (South) 648-2791 Tobago 639-2541	
 Police Rapid Response – 999		
 Fire Service – 990		
 Global Medical Response of Trinidad and Tobago - GMRTT – 811  EHS – Ambulance 624-4343	WASA North- 662-5444 South- 652-4940 Tobago- 639-8091	EMA 628-8042, 622-9134 NGC 800-4426
 Tobago Emergency Relief – 211	BOMB SQUAD – Ref POLICE OTHERS	
SPILL RESPONSE CONTRACTORS; GREEN ENGINEERING 624-1132; KAIZEN 299-0009		

SUPPORT AGENCIES

Municipal Corporations Disaster Management Units

Municipality	Name	Phone
Arima		646-2394
Chaguanas		671-5958
Couva/Tabaquite/Talparo		636-3700
Diego Martin		695-7839, 695-7841
Mayaro/Rio Claro		644-1502
Penal/Debe		647-2975
Point Fortin		648-6656
Port of Spain		623-5092
Princes Town		655-2417
San Fernando		653-8679
Sangre Grande		668-1160
San Juan/Laventille		663-9777, 675-6779
Siparia		649-3473
Tunapuna/Piarco		662-1537

