Trial Evacuations Procedure
A, E, F, G, H, U, D and George Jenkins Theatre

1. Inform Security
Inform Security of the trial evacuation on the number 9902 7777. Make sure you provide your name and building number.

2. Turn system to manual
Turn the key from Auto to Manual.

3. Alert building occupants
Press the All Alert button. You will hear the beep, beep alarm. Let it run for 15 seconds. Then press the white All PA Speech button. Make the following announcement:

"Your attention please, an evacuation drill is about to commence. Prepare to evacuate the building on the evacuation alarm. Follow the directions of the floor wardens and proceed to the assembly point."

Press the All Alert button to resume the alarm.

4. Wardens Intercommunication Point manned
The Floor Warden will attend their WIP and use their Red Phone to advise Building warden of their presence.

Note: Floor wardens must hang up their WIP first before building warden hangs up their red phone.

5. Evacuate building
After the alert alarm has run for a total of 90 seconds, press the All Evacuate button. You will hear the whoop, whoop alarm. Wait 15 seconds. Then make second announcement:

"Please evacuate the building"

6. Floors cleared
When the Floor Wardens have cleared their area they will use their Red Phone to call the Building warden and advise their zone is clear. Press the corresponding Zone Cleared button.

Note: Floor wardens must hang up their WIP first before building warden hangs up their red phone.

7. Building cleared
Once the building has been evacuated, turn off the All Evacuate alarm by pushing the button again.

"The Building is cleared. Thank you for your assistance. You may now return to the building."

8. Return system to auto
Press blue All Zones Cancel button to cancel PA and sirens. Turn the key from 'Manual' to 'Isolate' then directly back to 'Automatic'. Check that the "Background music enabled" light turns on.
3. Alert building occupants (All Alert)
5. Evacuate building (All Alert)
7. Building cleared (All Alert)