






# JUST FOLLOW THE PLAN





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Don't worry, we're not just about the fun and games—safety is top priority, too! In case of a fire, follow these simple steps to keep yourself and everyone else safe. Whether you're calmly evacuating or waiting for the pros to arrive, this guide has all the tips you need. So, stay cool, follow the plan, and be the hero of the day!







## In case of a fire, stay cool and follow these steps:

-  **Dial for Help:** Call Reception at 021 412 1500 and give them the heads-up.
-  **Seal the Deal:** Close all doors and windows behind you to keep things contained.
-  **Sound the Alarm:** Smash that red break-glass fire alarm (with care!) and give your neighbors a shout.
-  **Exit Stage Left:** Head for the nearest fire escape stairwell and make your grand exit.
-  **Rally Point:** Once you're outside, head to the assembly point at the Main Entrance Gate for a roll call.

## If you hear the alarm & can't evacuate:

-  **Phone a Friend:** Contact Reception or the Fire & Rescue Centre at 021 444 8963 to let them know where you are.
-  **Show Yourself:** Head to a balcony or patio and wave something to signal your location.
-  **Stay Low:** The air is clearer closer to the ground, so get down and breathe easy.
-  **Stay Calm:** Listen for instructions from Fire Fighters or the Evacuation Warden and hang tight.

## If you hear the alarm & can evacuate:

-  **Check Before You Leap:** Touch your office door. If it's hot or smoke is sneaking in, keep it shut.
-  **Clear Path? Go!** If the coast is clear, make your way to the nearest Fire Escape stairwell.
-  **Stay Cool:** Walk, don't run. You've got this.
-  **Avoid the Elevator:** It's a no-go zone during a fire.
-  **Plan B:** If your stairwell is smoky, find another way down.
-  **Report for Duty:** Once outside, find the Evacuation Warden and let them know you're safe. Stay put until given the all-clear.

**First Aid - Kyle Chetty**



**Fire Marshall - Zintle Diko**



## Emergency contact numbers

**NETCARE | 082 911**

**ER 24 | 084 112**

**EMERGENCY CALL CENTRE | 112**

**EMERGENCY CALL CENTRE | 10177**

**FIRE DEPARTMENT | 021 444 8963**

**SAPS | 10111**