

## **Emergency Action Plan**

### **FIRE INSTRUCTIONS**

Principle Rule: Do Not Panic

Staying Calm Saves Lives

Panic Leads to Disaster

If you discover an emergency, you should:

**ACTIVATE ALARM SYSTEM** by breaking the glass of the nearest alarm call point or Telephone the Hotel Operator on the Emergency Extension 1999 and tell them.

Who - are you – Your name?

Where - is the emergency – give the location, floor, Rm. No. etc.

What - is the nature of the emergency e.g. fire, what is burning etc.

### **EVACUATION:**

As soon as the Evacuation voice message is broadcasted take the most direct route possible using the nearest designated Fire escape. Do not go to find or collect personal belongings.

### **ASSEMBLY POINT:**

The assembly point will be in the primary location in front of the Hotel, by the fountain “Grass area” or Secondary location / Kingdom Center north main entrance (Oruba Street) “Grass area”.

Two paramedics will be available in the assembly point to deal with any emergency medical situation in case of any one gets burned / or injured because of the stampede during the evacuation. Remain at the assembly point until given the All Clear.

### **EMERGENCY TELEPHONE NUMBERS**

Civil Defense	998
Red Crescent (Ambulances Services)	997
Police	999
Fire Command Center	2112419
Mitsubishi Co. (Elevators)	4777089 / 0550513659
Security Department	2115000 Ext. 6700

### **EXECUTIVE CONTACT:**

	<b><u>Mobile</u></b>	<b><u>Ext. No</u></b>
General Manager	0562115000	6100
Director of Security	0568238158	6703
Director of Engineering	0564077114	4800
Asst. Director of Engineering	0564070556	4801