



CIRCULAR MEMORANDUM

Date : 16th November 2015

To : All KFHMB Employees
All KFHAM Employees

From : Chief Corporate Affairs
Chairman of Administrative Operations Committee

Re : **Safety & Evacuation Procedures In the Event of An Emergency**

As we all know, our personal safety and that of our loved ones is an important aspect in our daily lives. At the office, the Bank is committed to providing a safe and healthy workplace for its staff so that we can all work in a conducive environment without compromising our safety and health.

The types of emergencies that can possibly happen at the workplace are as follows:

- a. *Fire*
- b. *Bomb threat*
- c. *Suspicious mail of parcel / chemical or biological contamination.*

To minimize the occurrence of disasters in our office/branch, we all need to work together with the appointed Floor Wardens and to notify them if we notice the following:

1. *Any potential fire hazard (e.g. blockage to passages leading to fire exit staircases, hose reels and electrical riser within your floor/office, etc), that could compromise our safety.*
2. *Any unattended bag/box/parcel.*
3. *Any gas odor.*

In addition, we also need to be prepared so that we are aware of the steps to be taken in the event of an emergency. Listed below are some of the important information that we must know:

- a. *The locations of all emergency exits on our respective floors.*
- b. *Be familiar with the locations of the fire alarm points and first aid kits at the respective floors.*
- c. *Be aware of where the firefighting equipment are located and how to operate them.*
- d. *Know our respective Floor Wardens and alternative sites to assemble in the event of an emergency.*

The following steps are to be taken in the event of an emergency (except for pregnant ladies and those with medical problems and disabilities):

- a. *When the building alarm bell rings intermittently, remain alert and be prepared to leave the building.*
- b. *Secure the Bank's confidential documents and valuables and gather all personal belongings.*

- c. *Switch off all computers, electrical appliances, equipment, machinery etc. Close all windows and doors.*
- d. *Upon hearing the alarm bell ringing continuously, or an evacuation announcement or when directed to evacuate by the Floor Wardens:-*
 - **Take care of ourselves first before we help our colleagues, if time permits.**
 - **Proceed to the nearest Emergency Exit in an orderly manner.**
- e. **DO NOT panic or run.**
- f. **DO NOT use any elevator / lift to escape.**
- g. *If trapped, knock the door loudly or signal to attract attention. If you know of any of your colleagues who may be trapped, please inform the Floor Wardens or Building Emergency Response team as soon as possible.*
- h. *Assemble at the designated area once out of the building.*
- i. *Make an effort to ensure that our colleagues too are safely assembled and report to your Floor Warden if any of your colleagues are missing. The Floor Wardens of each floor will also conduct a headcount after the evacuation.*
- j. *Do Not re-enter the premises until permitted by the authorities.*

If you are pregnant or have medical problems and disabilities, please call any of your Floor Wardens immediately so that they can guide you to the nearest Bomba elevator/lift.

The complete Safety & Evacuation Procedures can be viewed by clicking on the following link; X:\Property Management & Services\Policies & Procedures. The document will also be uploaded on the desk mate soon.

For those working at Menara Prestige, to familiarize yourselves with the Floor Wardens of your area and floors and to facilitate your exit during an emergency, the **Escape Route Plan** for your area and floor as well as **details of your Floor Wardens** have been placed at the main entrance doors of each floor.

For the branches, since most of the branch staff are on the ground and first floors, PASD and Training Unit of Human Capital will be coordinating a training session with your respective Floor Wardens on the procedures to direct you in accordance to the Safety & Evacuation Procedures of your respective branches.

We hope that you will take some time to read the Safety & Evacuation Procedures and we encourage you to save the names and contact numbers of your Floor Wardens in your mobile phones.

Thank you.



NORA SHAH ABDUL WAHAB SHAH
Chief Corporate Affairs
Chairman, Administrative Operations Committee