

<b>Section:</b> Emergency Planning	<b>Subsection:</b> Evacuation/Relocation	<b>Policy Number:</b> EPP-1083
<b>Subject</b> Sounding the Evacuation Signal (Annunciator Panel)		<b>Effective Date:</b> Junw 2022, Apr 2013
<b>Standard:</b>	<b>Authority:</b> CEO	<b>Supersedes:</b> Apr 2009

**Policy:**

Belvedere Heights will have in place a mechanism for alerting staff that a partial or full evacuation is to proceed immediately

**Procedure:**

1. The fire alarm system is a two stage system. In the event of a fire drill or real fire, the bells (horns) will ring intermittently. When the evacuation signal is sounded, the bells (horns) will ring continually.
2. Should evacuation of part or all of the building be necessary, the CEO/designate shall delegate the responsibility of sounding the evacuation signal
3. The signal can be implemented as follows:
  - Locate the key beside the Care Centre Annunciator Panel
  - Pull the pull station
  - Insert the key and turn to the right (clockwise)
  - The bells(horns) will increase in speed and sound

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Signing Authority

\_\_\_\_\_  
Date