



**HYOGO PREFECTURAL GOVERNMENT CULTURAL CENTRE
EMERGENCY EVACUATION PROCEDURES**

1. Alarm Sounds (Beep, beep, beep)
2. Area Warden responds to alarm monitor to receive message
HPGCC staff immediately stand at alert to await instructions
3. Area Warden advises staff of the nature of the alarm and appoints
another warden to contact appropriate emergency services.
4. HPGCC staff check all areas of the tenancy, ie. foyer, seminar room,
Director's office, kitchen, and bathrooms, and gather all visitors at the
front door exit
5. Area Wardens investigate all areas of the tenancy to determine
cause of the alarm.
6. Visitors are escorted out of the door and over to carpark area on the
western side of the building. Any visitors with impairment will be
assisted by an HPGCC staff member or their appointed
representative.
7. If all areas have been thoroughly investigated and the alarm is
determined to be false, the Area Warden will advise HPGCC staff
that they may stand down and visitors may return to the office.