

GUIDANCE FOR ADB GUESTS

Please read these instructions. Guests are responsible for their **own personal safety and security**.



Fire

- The fire alarm will sound.
- Listen to instructions on evacuating the building.



Severe Weather

- Call your ADB contact person/s to verify cancellations of meetings or conferences through the ADB trunkline 8632 4444.



Earthquake



DROP



COVER



HOLD

- Stay under safe cover and prepare for tremors.
- When the shaking stops, the Corporate Services Department will conduct a rapid assessment of the building to identify potential dangers to staff.
- Wait for announcements. Evacuate only when instructed to do so.
- If an evacuation is ordered, exit using the stairways only.
- Proceed to the nearest assembly area.

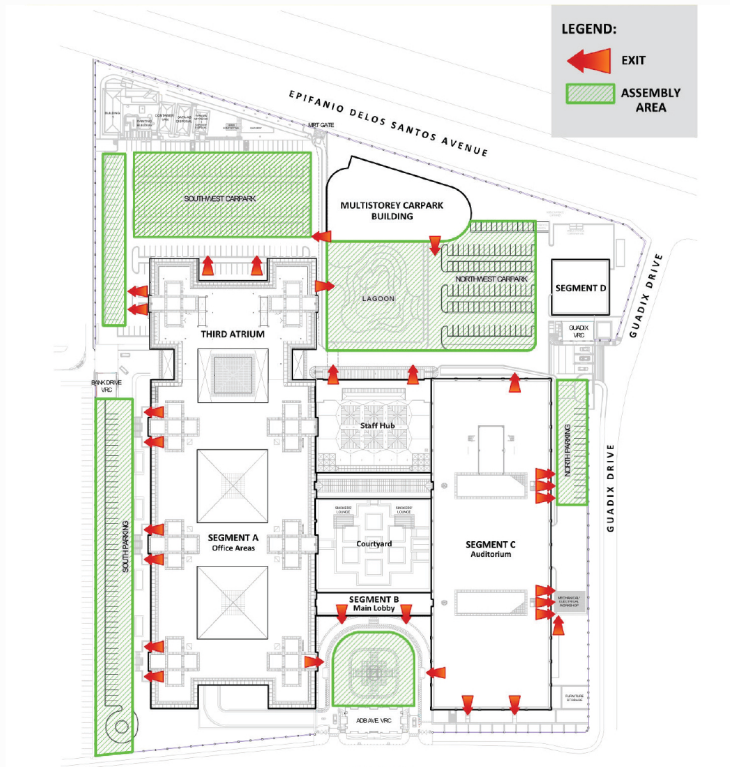
Once the instruction is given to evacuate the building, immediately proceed to the designated assembly area. ADB's Incident Response Team will guide you.

While in ADB, guests must observe ADB regulations at all times.

- Guests should always be accompanied by ADB staff.

If you are unable to get in touch with your ADB contact person/s, call the ADB Incident Coordinator: local 5220 if inside ADB; or 02 8632 5220, 0999 999 5220 if outside ADB.

ASSEMBLY AREAS



- During an emergency, do not use the elevators.
- To exit quickly, refer to the emergency exit route plans located in different areas of the building and/or follow the directions given by the level security officers.
- After an emergency, do not reenter the building until told that it is safe to do so.