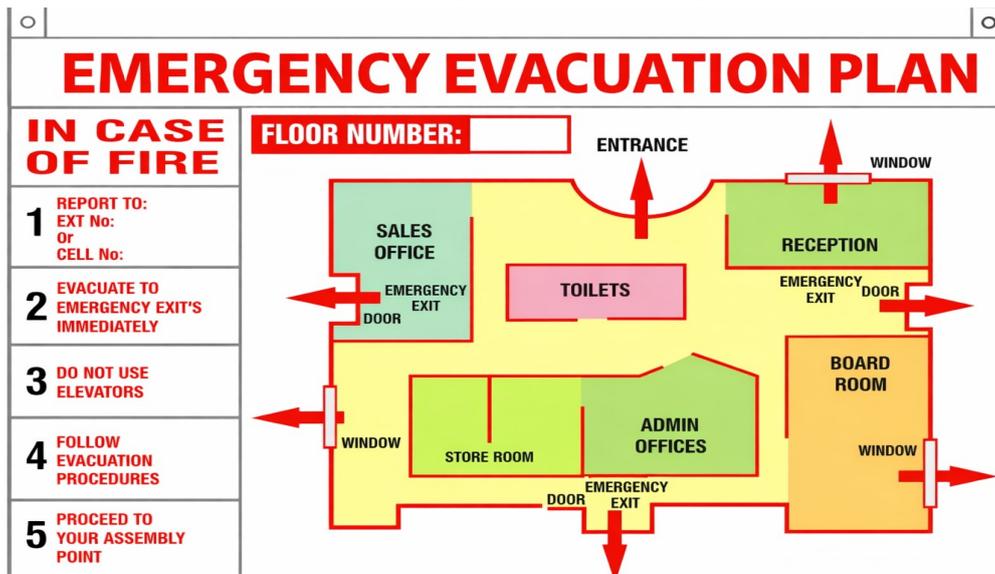


READING COMPREHENSION



In the event of a fire or other emergency, all staff members and occupants must follow the evacuation procedures shown on the emergency map. These procedures help everyone leave the building safely and in an organised way. Clear signs, marked exits, and planned routes reduce confusion and **support** safe movement during an emergency.

Evacuation starts in the room you are in at the moment the alarm sounds. From there, **occupants** move toward the nearest emergency exit by following the green arrows on the map. If you are in the Board Room, you leave the room and turn left. You walk along the corridor, pass the Admin Offices and continue straight until you reach the emergency exit located at the bottom of the plan.

Occupants in the Admin Offices and Store Room leave their rooms, turn toward the central corridor, and walk straight ahead until they reach the emergency exit situated between the Reception and the Board room.

From the toilets, people leave the area and turn left. They walk straight along the corridor and pass the Store Room. Then, they continue toward the Admin Offices. Then, turn left and follow the green arrows until they reach the emergency exit between the reception and the sales office.

During the evacuation, people do not use elevators under any circumstances. Everyone leaves personal **belongings** behind to **prevent** accidents and **save time**. Safety officers give clear instructions, and all occupants listen carefully and act calmly. Clear communication and controlled movement prevent panic and support a **smooth** evacuation process.

Once outside the building, all occupants go directly to the designated **assembly point**. They remain there and wait for further instructions from emergency personnel. By following the route and respecting the instructions, everyone helps keep the situation safe.

1. Draw on the map the three evacuation routes which are described in the plan.

2. Read the following definitions and match them with the corresponding word in bold from the text.

- 1) To complete a task more quickly or efficiently _____
- 2) The things that a person owns or has with him or her; possessions _____
- 3) Help _____
- 4) To stop something from happening or someone from doing something _____
- 5) A place where people in an office, etc. should go if there is an emergency _____
- 6) Happening without any changes, difficulties or interruptions _____
- 7) People inside a building _____
- 8) Leaving a place because of danger _____

3. Decide if the statements are True (T) or False (F).

- 1) People should wait for instructions before leaving their rooms.
- 2) Occupants in the Board Room turn left and walk past the Admin Offices.
- 3) People in the Store Room follow a different exit from those in the Admin Offices.
- 4) Occupants near the toilets walk past the Store Room during evacuation.
- 5) Occupants can use the elevators if the stairs are not near.
- 6) People can take their personal items if they are close by.
- 7) Everyone must go to the assembly point after leaving the building.
- 8) Occupants should remain calm and cooperate during the evacuation.
- 9) The emergency exit near the Reception is also close to the Sales Office.
- 10) The evacuation plan helps reduce confusion during an emergency.
