

Fire Evacuation Procedure

SHOULD YOU DISCOVER A FIRE...

UNLESS THE FIRE IS VERY MINOR AND CAPABLE OF BEING EXTINGUISHED IMMEDIATELY:

- a) Sound the Fire Alarm
- b) Activate the alarm by means of the nearest break-glass point
- c) Leave the building by the nearest exit. Assist disabled persons
- d) Take only personal belongings readily to hand
- e) Do not switch off computer equipment
- f) Do not lock any doors
- g) Do not delay in leaving the building
- h) Report to Assembly Point (Square opposite the centre) and report the location of fire to the Person in Charge
- i) Do not return to check for missing persons
- j) Summon Fire & Rescue Service by dialing 999 on external line
- k) Do not return to your vehicle and attempt to drive off the site unless authorised to do so
- l) Await further instructions
- m) Do not re-enter the building until authorised to do so by Person in charge of Assembly Points