

Fire Evacuation

Arrangements

- RAISE THE ALARM
 - Shout Fire, Fire and knock on windows/doors as you leave
- Only attempt to fight the fire if it is safe to do so & you are trained to do so
- If you are unsure or your attempt is unsuccessful – EVACUATE.
- Do not try to collect personal items.

ACTION ON HEARING THE ALARM

- Remain alert.
- Evacuate via the nearest available exit.
- Follow the Fire Evacuation Signs
- Report to the Assembly point -
IN THE BOTTOM FAR CORNER
OF THE MAIN CARPARK
- Make sure you are accounted for.
- Do not wander off – remain at the assembly point until instructed otherwise.

- Evacuate via the nearest available exit.
 - Follow the Fire Evacuation Signs
- Report to the Assembly point.
- Make sure you are accounted for.
- Do not wander off – remain at the assembly point until instructed otherwise. Listen to instructions from the person in charge.
- Do not attempt to collect personal items.
- Do not attempt to re-enter the building.

- If you encounter any visitors lead them to the assembly point.

General Advice

- Always maintain good housekeeping.
- Report defects that you see.
- Keep sources of ignition and potential fuels to a minimum.
- Ensure all flammable liquids are properly stored.
- Keep quantities in use to a minimum.

