

Emergency Evacuation Plan

On hearing the emergency alarm

- Immediately leave the building/site by the nearest and safest exit
- Do not delay your escape by collecting belongings
- Make your way to the designated Assembly Point
- Report to Fire Warden
- Do not re-enter the building/site until advised that it is safe to do so by Fire or Building Warden

On discovering a fire

- Immediately raise the alarm
- Operate the nearest break glass call point or designated activator
- Dial 111
- Leave the building/site by the nearest and safest exit
- Do not attempt to fight the fire unless you have been trained to do so
- Report the location of the fire to the Fire/Building Warden
- Do not re-enter the building/site until advised that it is safe to do so by the Fire/Building Warden

ASSEMBLY POINT =

DO NOT RE-ENTER THE BUILDING UNTIL THE ALL CLEAR HAS BEEN GIVEN

Notes and Precautions:

- When the emergency alarm sounds, all employees should ensure that all people (including members of the public and contractors) are aware of the emergency, quickly shutdown operating equipment (e.g. compressed gas cylinders), close doors and exit the building/site using the safest exit.
- All employees should know where primary and alternate exits are located, and be familiar with the various evacuation routes available.
- In the event of a fire, even those that have been extinguished must be reported to 111 immediately.
- Small fires can be extinguished **only if you are trained to use a fire extinguisher.**
- Never enter a room that is smoke filled.
- Never enter a room if the door is warm to touch.
- Never return into a building until you have been advised that it is safe to do so.