

Fire Evacuation

Procedure

In the event that someone discovers a fire:

1. Sound the fire alarm and shout **"FIRE"**.
2. If it is safe to do so, attempt to control the fire using the provided appliances, but do not take any personal risks.
3. Exit the building immediately through the nearest available exit and proceed to the assembly point located in the rear side car park.



4. Ensure that all fire exits and doors are clear of obstructions. If you see a fire door open, remove any obstructions to ensure it stays closed.
5. Do not return to the building until you have been informed that it is safe to do so.

