



Fire Procedure

In the event of the fire alarm being sounded:

- Evacuate the building - do not stop to collect personal belongings.
- Make your way quickly but calmly to the nearest safe and accessible emergency exit – follow green evacuation signs.
- On leaving the building make your way to the Fire Assembly Point which is **THE MAIN CAR PARK AT REAR**
- Remain at the Fire Assembly Point until instructed to do otherwise.
- Call emergency services on 999 or 112 if appropriate

Fire extinguishers are provided for the containment of localised fires. Do not use a fire extinguisher unless you are confident in its operation. Do not put yourself in personal danger.

Hugh Kelly

Building Manager

*17th February 2014
Reviewed 25th September 2015
Reviewed 31st October 2016
Reviewed 22nd September 2017
Reviewed 23rd October 2018
Reviewed 24th July 2020
Reviewed 1st July 2021*