



## **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**

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Reviewed 25<sup>th</sup> September 2015  
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