

EVACUATION PLAN

FIRE PROCEDURE

The following procedure is to be followed in the event of a fire or an emergency

IF YOU DISCOVER A FIRE YOU MUST:

- Raise the alarm by operating the red manual fire alarm call point while leaving the premises.
- Call the Fire and Rescue Service by dialling '999' or '112' giving the properties address:

INFORMATION REQUIRED

IF YOU HEAR THE FIRE ALARM SOUND YOU MUST:

- Assist anybody who needs help.
- Leave the premises by the nearest exit, closing all doors and windows behind you.
- Wait at the assembly point until the Fire and Rescue Service arrive.

THE ASSEMBLY POINT IS LOCATED:

INFORMATION REQUIRED

GENERAL GUIDANCE:

- Only fight the fire with the equipment provided if you can do so without undue risk and have been trained accordingly.
- Do not stop to collect personal belongings.
- Do not shout or run - this may cause panic.
- Do not use the lifts, exit the premises using the nearest stairwell.
- Do not re-enter the building until the Fire Officer tells you it is safe to do so.
- You **MUST** inform the Fire Officer if anyone remains inside the premises.

Disabled Persons

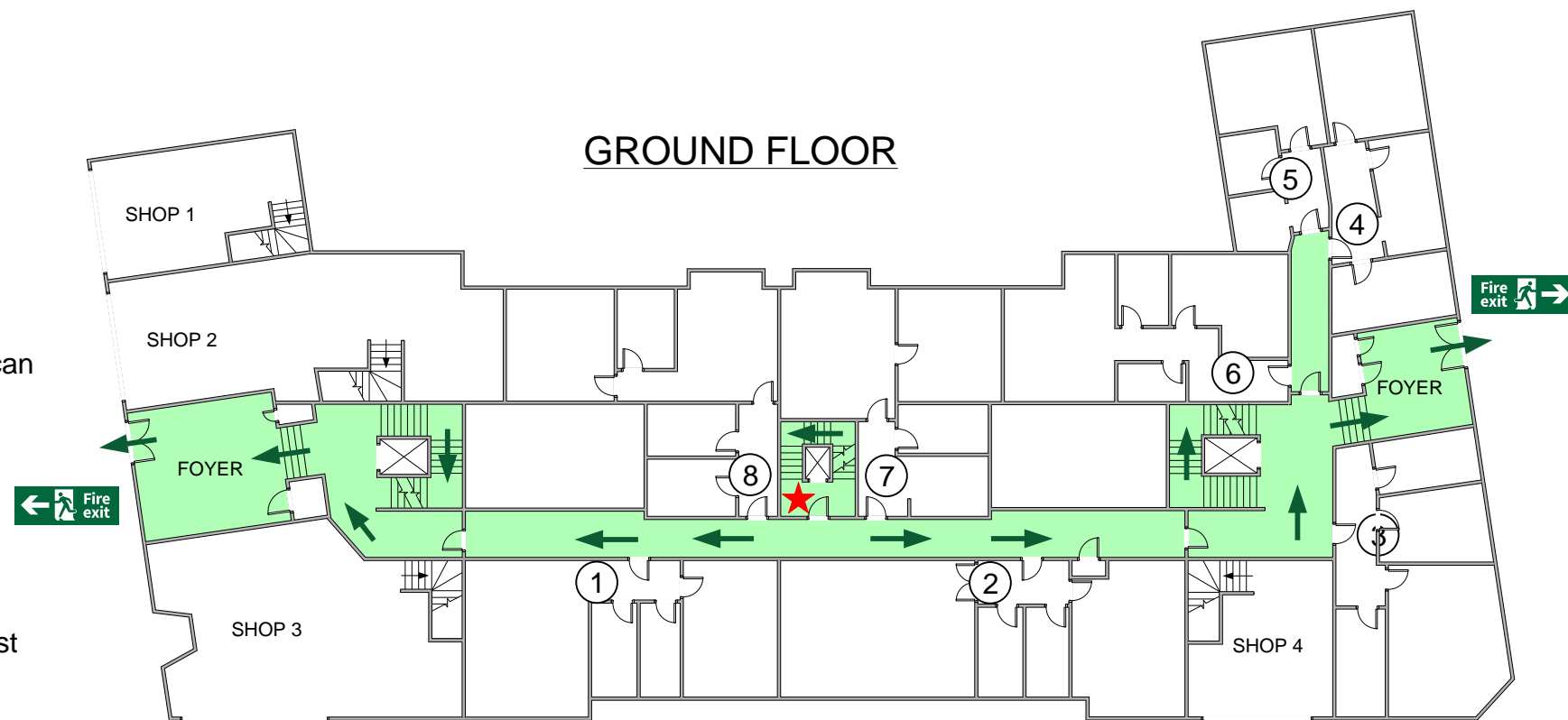
Remain in a safe refuge point on the fire escape stairwell until it is safe to be evacuated.

Visitors

If you hear the fire alarm sound, follow the above FIRE PROCEDURE and leave the premises following the illuminated guidance signs to the nearest stairwell.

Fire Emergency Plan

The emergency plan has been developed following a fire risk assessment of the building as required by the Regulatory Reform (Fire Safety) Order 2005. The aim of the plan is to ensure that in the event of fire everyone, (including residents, contractors and employees), is sufficiently familiar with the action they should take so that the building can be safely evacuated. The buildings emergency plan and the fire risk assessment are kept in the premises fire document folder and available for inspection by Enforcement Authorities.



ASSEMBLY POINT INFO

DRAWING INFO

CLIENT	
ADDRESS	
DRAWING NO.	REV.
DRAWN BY	DATE
CHECKED BY	DATE

LEGEND

- EMERGENCY ESCAPE DIRECTIONAL ARROW
- DESIGNATED FIRE EXIT
- YOU ARE HERE (SEE DRAWING)

RES
FIRE PROTECTION ENGINEERS

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