

FIRE EVACUATION PROCEDURES

Please note that all staff members have recently been trained in evacuation procedures, in the event of an emergency.

We thought it was a good opportunity to remind members what they should do, in the event of discovering a fire or the fire alarm sounding.

On discovering a fire, members should: -

- Activate the fire alarm via the nearest call point
- Not tackle the fire, unless they feel confident to do so.
- Evacuate the building



On hearing the fire alarm, members must: -

- Not ignore the fire bell or instructions and ACT IMMEDIATELY
- Follow whatever instructions are given to them by staff.
- Congregate at the FIRE ASSMEBLY POINT



In the event of an evacuation, please: -

- Do not delay, collecting belongings etc.
- Do not move vehicles, as this may block the route of emergency services.