Sample Fire Safety & Evacuation Procedure

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On hearing the continuous alarm, stop work immediately and leave the building by the nearest available fire exit. Do not use the lifts. Do not stop to collect personal belongings.

The assembly point is the far side of the north car park, beside the cycle shelter. Report to your floor’s fire warden (identifiable by a hi-vis vest) so they can complete the roll call. Do not re-enter the building until a fire warden confirms it is safe to do so.

Fire alarms are tested every Wednesday at 9am; a test is a single short burst and requires no action. Fire extinguishers are for trained staff only and should never be used if it means putting yourself at risk.

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