

FIRE EVACUATION PROCEDURE

PRECAUTIONS

Please take some time to study these Floor Plans and ensure that you are familiar with:

- (1) The location of all exits from the building,
- (2) The location of the Fire Alarm Points and Extinguishers,
- (3) The nearest escape route from the area you are in,
- (4) The designated Fire Assembly Points in the case of an Emergency Evacuation.

FIRE OBSERVED AND CONFINED

- * If fire is observed try to isolate and confine the outbreak.
- * Raise the Alarm by breaking the glass at the nearest Fire Alarm Point and sound the alarm.
- * Use your mobile phone (if you can) to alert Reception (Dial 01 8057777)
- * State the exact location of the fire.
- * Ask Reception to alert Fire Brigade.
- * Alert all or as many personnel in the building as possible.

EVACUATE

- * Leave the building by the nearest exit as indicated on the Floor Plan.
- * Please remain calm.
- * Proceed to the designated Fire Assembly Point.
- * Fire Wardens / Services will initiate a roll-call to account for all personnel.
- * Do not return to the building for any reason unless authorised to do so.

FIGHTING FIRE

- * If it is considered that the fire can be extinguished easily then return with someone and try to extinguish it **BUT**

Never attempt to fight a fire alone.

Only attempt to put out a very small fire, no larger than a waste paper bin.

Do not take risks.

Remember that life is more important than property.