

Fire and Evacuation

If you discover a fire

- Operate the fire alarm immediately via one of the call points situated close to an exit door
- Do **not** tackle a fire unless you are trained to do so - never put your personal safety at risk
- Report to the assembly point at St John's Churchyard (Druid Street)

On hearing the fire alarm

- Leave the building immediately and proceed to the assembly point
- Use the nearest available exit
- Do not use the lifts
- Do not stop to collect personal belongings
- Do not return to the building until you are instructed to do so

Visitors

If you are host to a visitor please ensure that the visitor emergency procedures are read and understood by your guest upon arrival.

- A host is responsible for their guest for the duration of their stay
- Any visitors should remain with their host if an emergency occurs and accompanied to the assembly point in St John's Churchyard

Personal Emergency Evacuation Plans (PEEPs)

- Personal emergency evacuation plan policy for buildings managed by corporate facilities management
- As part of the risk assessment process line managers must identify any members of their staff who require assistance during an evacuation. This may be due to a difficulty in negotiating stairs (on their own) or through a hearing or visual impairment.
- A PEEP for the individual will be drawn up and formally agreed with the building manager. All relevant training and instruction will be provided to those with a designated role in the evacuation of the person covered by the PEEP.