

Fire Procedure for General Staff and Tenants

In the event of a fire and providing there is no danger to the persons concerned every effort should be made to extinguish or contain the fire pending the arrival of the fire brigade. The magnitude of the outbreak must dictate whether attacking the fire should take priority over reporting and evacuation. All staff and tenants should be familiar with the exit routes and should also know the location and type of fire extinguishers in the building.

If you discover a fire you should:

1. Activate the fire alarm.
2. If there is a reasonable hope of extinguishing the blaze, attack the fire immediately.
3. Do not under any circumstances, expose yourself to danger.
4. If you are not successful in extinguishing the fire fully call the Fire Brigade on 112.
5. Leave the building by the nearest fire exit and proceed to the designated Assembly Point is on the public footpath on Railway Street outside the car entrance to the basement.
6. Do not use the lifts

If you hear the alarm you should:

1. Switch off any equipment under your control and leave the building by the nearest fire exit.
2. Proceed to the designated Assembly Point is on the public footpath on Railway Street outside the car entrance to the basement.
3. Do not stop to collect personal belongings.
4. Once outside, do not enter the building until you are told it is safe to do so.
5. Do not use the lifts
6. Management will on occasion perform fire drills to ensure that procedures are known and followed in the event of a real fire.