

FIRE EVACUATION PROCEDURE

x+why Colmore Row

IF YOU DISCOVER A FIRE

- 1.Alert all individuals in the workplace by activating the nearest RED fire alarm call point. There is one located through this door, by the fire escape stairs
- 2.Call 999
- 3.If trained and providing it is safe to do so, fight the fire
- 4.Use the nearest fire exit to evacuate

Use the clear signposts to direct you to your nearest exit

PLEASE NOTE: It is the responsibility of each office to ensure that they nominate a fire marshal to be responsible for clearing their office

DURING EVACUATION

- 1.Stay Calm and evacuate the building immediately by following the fire exit signs and proceeding to the ground floor when you hear the fire alarm
- 2.Do not stop and collect belongings
- 3.Head directly to the assembly point and alert the relevant people that your office is safe and has been cleared

DO NOT USE THE LIFTS WHEN THE FIRE ALARM IS BEING SOUNDED

ASSEMBLY POINT:
Cathedral Square,
Colmore Row
B3 2QB

