

Fire Evacuation Procedure



In the event of a fire

Raise the alarm

Exit through the fire escape (stairs to car park)

Doors to offices across the landing will also unlock, additional stairs located within to the car park

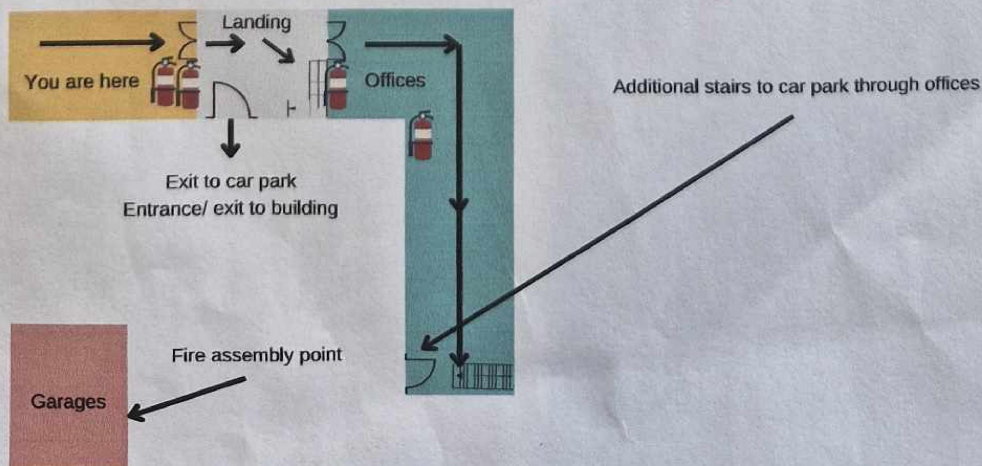
Go to the fire assembly point - white garages

Leave all personal belongings

Do not re enter building, wait for fire fighters

Call 999

Only try and tackle a fire if it is safe and you know what to do



USING A FIRE EXTINGUISHER

REMEMBER THE "PASS" TECHNIQUE

PULL THE PIN

1



Hold the extinguisher with the nozzle pointing away from you. Release the locking mechanism by pulling the pin at the top

AIM AT THE BASE

2



Aim the nozzle at the base of the fire, not at the flames. This is where the fire's fuel source is.

SQUEEZE THE HANDLE

3



Squeeze the handle to release the extinguishing agent. Keep a firm grip and aim steadily.

SWEEP FROM SIDE TO SIDE

4



Sweep the nozzle from side to side, covering the entire base of the fire. Maintain a safe distance as you do this.