

## **Fire and emergency procedure**

All staff should read and familiarise themselves with the below procedure. It applies to all staff and visitors:

What to do in the event of a fire:

- If you discover a fire, raise the alarm immediately and follow this evacuation procedure:
  - Emergency door release are located by the two entrance doors to the building.
  - If you hear the evacuation alarm, you must leave your workstation immediately.
  - Do not return to collect personal belongings.
  - Do not smoke.
  - Make your way directly to the designated fire assembly point (paved area outside Down Lane Park on Ashley Road, left out of our Berol House entrance).
  - Make sure the fire service is called.
  - Act responsibly and assist visitors where appropriate.

## **The designated assembly point**

- All staff must gather paved area outside Down Lane Park on Ashley Road (left out of our Berol House entrance) in the event of hearing the fire alarm.
- The two main office doors are opened by pressing the green emergency door release button.
- There are two emergency exits (at both ends of the building) and they are opened by pushing the push bar.
- When you reach the assembly point, report to the Fire Marshal immediately so that your presence can be recorded, and time is not wasted searching for you.
- Report any missing persons.
- Do not return to the building unless instructed to do so.

Fire alarms are tested weekly at 11am on Tuesdays, excluding bank holidays.