

# **Premises Evacuation Procedure**

## **What you should do if you discover a fire**

- Raise the alarm at the earliest possible opportunity
- Close any open windows, if safe to do so.
- Close the door and leave area quickly.
- Do not attempt to extinguish the fire yourself.
- Signal the existence of a fire by shouting and activating the fire alarm system, leave the building and proceed to the fire assembly point.
- When at the fire assembly point you should either call the Fire & Rescue Services immediately or advise the senior person present of the location & details of the fire - that person is then responsible for alerting the Fire & Rescue Service.

## **What you should do when the fire alarm is activated**

The senior person will call the Fire and Rescue Service immediately.

- Turn off any electrical equipment you are using, if this can be done swiftly and without any delay.
- Close any doors or windows as you leave.
- Do not stop to collect personal belongings.
- Leave the building by the nearest available fire exit if safe to do so.
- If you are asked to help with the evacuation of a disabled colleague or visitor, please do so with a minimum of delay provided you are not endangering yourself.
- Assemble at the designated point outside the premises and ensure that you have made yourself known to the senior person present.
- Do not re-enter the premises unless given permission by a fire safety officer or the senior person present.

## **REMEMBER**

- Close, but do not lock, all windows and doors.
- Assist anyone who is disabled or requires assistance to exit the premises, if it is safe to do so.
- Do not stop to collect personal belongings.
- Familiarise yourself with extinguishers, alarm points and escape routes.

March 2026