

Fire Evacuation Procedure

- On discovering a fire, sound the alarm via the break glass panel immediately and start the evacuation process
- On hearing the fire alarm immediately start the evacuation
- All fire exits are clearly marked
- Take the daily register out of the building
- DO NOT stop to collect any personal belongings
- All children must be taken to the assembly point at the front of the building
- Once you have exited the building DO NOT RETURN
- GET OUT AND STAY OUT
- Management will do a head count and take a register to ensure everyone has safely exited the building. THIS IS A PRIORITY.

STAY CALM AND EXIT SAFELY

THE EMERGENCY SUPPLIES WILL BE STORED IN THE CARPARK