



# Firm Foundation Course

## **FIRE SAFETY EVACUATION PROCEDURE:**

### **If you discover a fire:**

Ensure everyone on the premises evacuates through the nearest fire exit shutting

Windows and doors as they go

Call the Fire Service

Ensure all your colleagues have evacuated through the nearest fire exit, giving assistance if required to due to mobility issues or disability.

Gather at the assembly point (Side Entrance into Cochran Close)

People in Room 1 (Front Room) should evacuate through the front door

People in Room 2 (Back Room) should evacuate through the rear door

People in Room 3 (top floor) should evacuate through the rear door

### **If the fire alarm rings:**

Shut all windows and any equipment that is dangerous to leave or unattended or which could create a fire risk

Leave the building shutting any doors behind you as you go.

People in Room 1 should evacuate through the front door

People in Room 2 should evacuate through the back door

People in Room 3 (top floor) should evacuate through the rear door

### **Meeting Point:**

Presley Way (Side Entrance into Cochran Close)