



## Fire and Emergency Procedures

Members and visitors should make themselves aware of the actions to be taken on discovery of a fire and should be familiar with the exit routes and location and type of fire extinguishers in the building.

**Emergency Exits:** All exits must be kept clear of furniture and other equipment at all times.

### **If you discover a fire you should;**

- Activate the fire alarm
- Call the fire brigade (don't hang up until instructed to do so)
- If there is a reasonable hope of extinguishing the blaze attack the fire immediately.
- Do not, under any circumstances, expose yourself or others to danger.
- Leave the building closing windows and doors if possible as you go (remembering to assist anyone with a disability) by the nearest exit and proceed directly to the designated Fire Assembly Point.
- Do not, under any circumstances, re-enter the building unless you are told that it is safe to do so by a member of the Fire Services.

### **If you hear the fire alarm you should;**

- Leave the building by the nearest exit (remembering to assist anyone with a disability).
- Do not stop to collect personal belongings.
- Do not, under any circumstances, re-enter the building unless you are told it is safe to do so by a member of the Fire Services.

Fire drills should be carried out on a regular basis so that everyone is familiar with the procedures to be followed in the event of a fire.