

FIRE EVACUATION PROCEDURE

- Please ensure that you are familiar with your nearest Emergency Exits
 - If you discover a **FIRE** raise the alarm immediately via the nearest 'break glass' or by informing a member of staff or Duty Manager.
 - Fire extinguishers & break glasses are located next to each Fire Exit within the Halls.
 - In the event of an Emergency Activation you will hear the following automatic message:
 - **'ATTENTION, ATTENTION, AN EMERGENCY SITUATION EXISTS WITHIN THE BUILDING, PLEASE LEAVE VIA THE NEAREST EXIT'**
 - On hearing this message, please leave the Building **IMMEDIATELY** by the nearest Exit in a calm and orderly manner.
 - **DO NOT** use the lifts or attempt to take anything with you. Move well away from the building to the marked assembly points 'A', 'B', 'C' & D on the car parks as directed by TIC staff.
- ☐ **DO NOT** attempt to return to the building until the 'all clear' has been given by either TIC's Fire Evacuation Controller or The Chief Fire Officer.