

**EMERGENCY EVACUATION PLAN**

If you discover a fire:

1. Hit the alarm immediately.
2. Make sure everybody leaves the vicinity, following the evacuation plan.
3. Attempt to extinguish the fire, using the nearest extinguisher.
4. If this fails, exit the room, close the door and leave the building.

In the event of the fire alarm sounding, you should:

1. Stop what you are doing and make your way to the nearest emergency exit, following any instructions given by the Fire Marshall.
2. DO NOT stop to collect personal items.
3. WALK, don’t RUN to the nearest exit.
4. Make your way to the Assembly Point (see map below).
5. At the Assembly Point, do not smoke (in case of gas leak) and wait to be told it is safe to return.

If you are assigned as Floor Marshall, prior to leaving the building:

1. Ensure all rooms are checked and that everybody leaves the building.
2. Ensure doors are closed (to isolate / contain the fire).
3. Report to the Fire Marshall at the Assembly Point.

Location of Assembly Point:

* **INSERT A DIAGRAM OF THE DIRECTION TO THE ASSEMBLY POINT**
* **THIS CAN BE AN OVERVIEW OF THE EXTERNAL BUILDING WITH BASIC DIRECTIONS TO THE ASSEMBLY POINT**