

Atrium Suite

FIRE PROCEDURES

IF YOU DISCOVER A FIRE:

- ❖ Raise the alarm by pressing the nearest break alarm – inform all occupants of your meeting as quickly and calmly as possible.
- ❖ Only tackle the fire if you are competent to use the equipment provided without undue risk to yourself – fire extinguishers are provided throughout the building. It is important to use the correct type of extinguisher, as failure to do so could prove disastrous to yourself and others.
- ❖ Leave by the nearest exit, closing all doors behind you and report to the assembly point (Zone 3 – located at the front of the building (see map attached) DO NOT USE THE LIFTS.
- ❖ Disabled persons should be accompanied to a position at the top of the nearest stairwell. The trainer/facilitator responsible for the attendees will arrange for the safe evacuation of the attendee, liaising with nominated fire wardens and the Fire Brigade if necessary. It is normal practice for two people to evacuate each disabled person – DO NOT USE THE LIFTS.
- ❖ Evac Chairs are available for disabled persons – located at the front and rear of the building on the third floor.

DO NOT SHOUT OR RUN – THIS TENDS TO CAUSE PANIC

IF YOU HEAR THE FIRE ALARM:

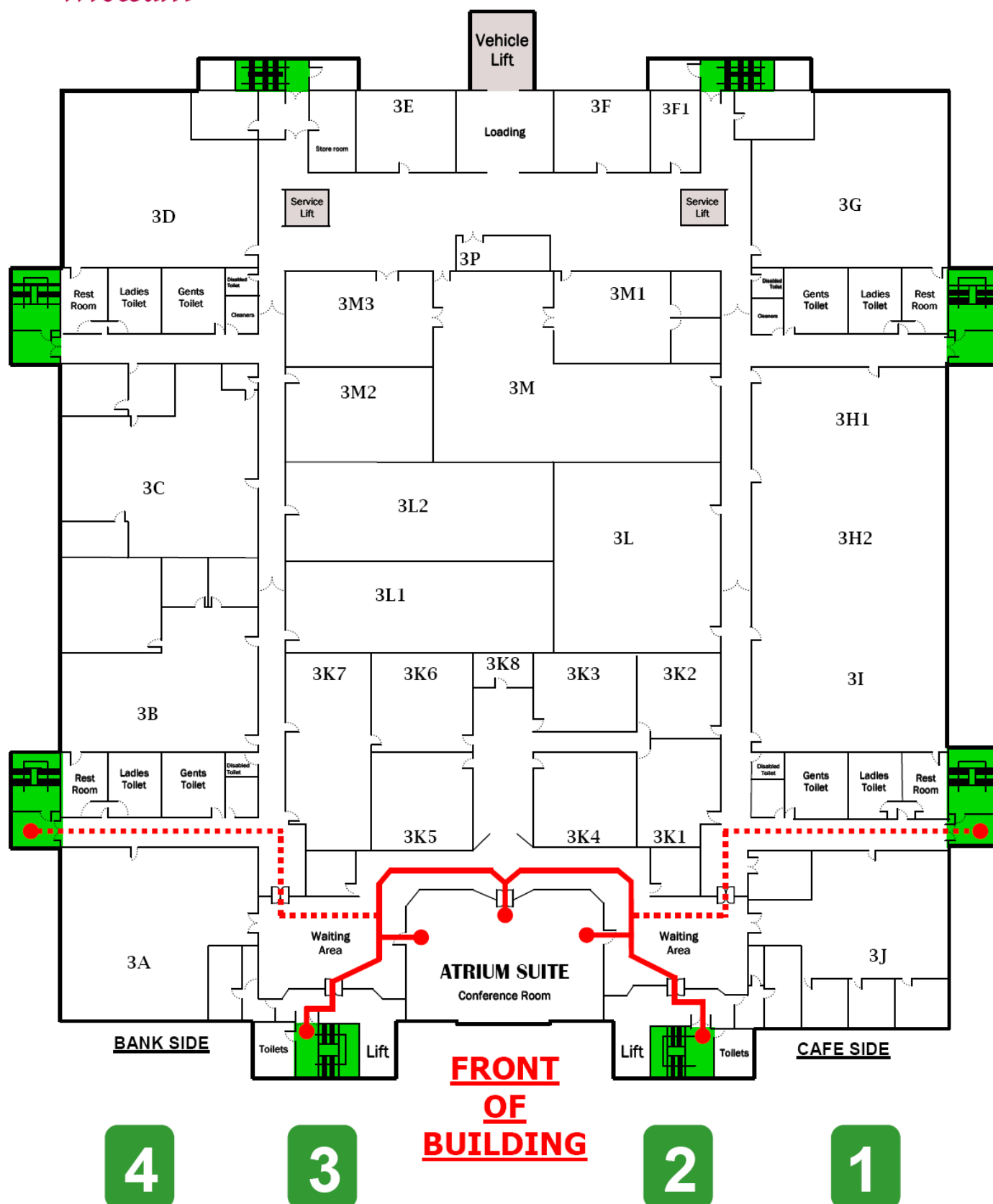
- ❖ Evacuate the building via the nearest exit
- ❖ Close all doors behind you
- ❖ Do not stop to collect personal belongings
- ❖ Make sure you escort your visitors to the assembly point – DO NOT USE THE LIFTS
- ❖ Meet at the designated fire assembly point
- ❖ A fire register will be taken by the Redwither Tower fire marshal. It is important that the trainer/facilitator puts on the orange Hi-Vis vest so they can be identified by the Redwither Tower fire marshal. The vest can be found above the fire extinguisher located on the wall in the Atrium Suite.

FIRE SAFETY ADVICE:

- ❖ Do not take risks.
- ❖ Keep fire doors closed.
- ❖ Make note of the position of your nearest exit, alarm and extinguisher.
- ❖ In the event of an evacuation please do not return to the building under any circumstances until advised to do so by an authorised person, i.e. a Fire or Police Officer, or the person in charge of your assembly area.

GENERAL INFORMATION:

- ❖ The Fire alarm in Redwither Tower is tested every Monday morning at approximately 8:00am. The alarm will sound for approximately 30 seconds. Any fire alarm sounding for longer than this or at any other time must be considered a warning of a fire and evacuation procedures put into place.



Fire Evacuation Procedure

Atrium Suite

Your assembly area is fire point



Evacuation Procedure

1. Upon activation of the fire alarm evacuate the building via the highlighted escape routes on the map.
2. **DO NOT STOP** to collect belongings
3. Proceed to your numbered assembly area as indicated above and report to your nominated fire warden.

Fire Warden

1. Upon activation of the fire alarm evacuate staff from the building or area involved
2. Check that any staff or visitors with disabilities are assisted.
3. Carry out a sweep of your office and communal areas.
4. Go to the Fire Assembly Point and report anyone left in the building, to the Assembly Point Coordinator