

FIRE EMERGENCY

When fire is discovered:

- Activate the nearest fire alarm
- Notify the local Fire Department by calling **999**. (from the company phone)

Fight the fire ONLY if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated escape routes.
- Assemble on the Pavement directly to the left of the entrance to Wolverley House
- Remain outside until the Registrar tells you that it is safe to reenter.

DO NOT USE THE LIFT

Emergency Coordinator and floor supervisors must (underline one):

- Coordinate an orderly evacuation of personnel.
- Emergency coordinator to perform an accurate head count of personnel reported to the designated area.
- Provide the Fire Department personnel with the necessary information about the facility, including floor plans and details of hazardous materials.

Floor supervisors must:

- Ensure that all employees have evacuated the area/floor.
- Report any problems to the Emergency Coordinator at the assembly area.

Assistants to the Physically Challenged should:

- Assist all physically challenged employees in emergency evacuation.

Policy Date: 01/11/2025

Next Review Date: 31/10/2026



Signature: