

THE EDUCATION CENTRE

FIRE EVACUATION PROCEDURE

On Hearing a Fire Alarm

- Leave the building promptly by the nearest available Fire Exit following your identified Fire Evacuation Route.
- Remember to shut doors behind you where possible.
- If you find smoke is blocking your exit then go to your next nearest Fire Exit.
- Do **NOT** block any exits
- Once you have evacuated the building move away from the Centre and gather at the Fire Assembly Point
- Do **NOT** go back into the building under any circumstances until you are specifically told to do so by a member of the Fire Brigade. Please note the silencing of the alarms is **NOT** a signal to re-enter the building.
- If there are disabled people, injured people or others who cannot leave the building then inform the Fire Wardens of exactly where they are in the building. Do **NOT** try to assist them yourself.

THANK YOU FOR YOUR CO-OPERATION