



## FIRE SAFETY PROCEDURES EMERGENCY EVACUATION – HIGH MELTON

### If you discover a fire:

1. Raise the alarm by breaking the nearest fire alarm call point
2. Evacuate as outlined below

### On hearing the alarm:

1. Leave the building by the nearest available exit
2. Go immediately to the designated assembly point – **THE CENTRAL Lawn** or **THE LAWN AT THE FRONT OF THE STABLES**

### DO NOT:

1. Stop to collect belongings
2. Use the lifts
3. Congregate close to the building
4. Re-enter the building until authorised to do so

### General information:

1. Please evacuate the building by your nearest available exit, as quickly but as calmly as possible, do not assume that this is the same way as you entered the building
2. Please be aware of the correct assembly point, these vary at High Melton depending on the building you are located in
3. Do not block the roadways as these are required for access by the fire service
4. Please ensure all students, visitors and contractors are aware of the evacuation procedures

### Evacuation of Disabled persons

Disabled persons should evacuate in accordance with their Personal Emergency Evacuation Plan (PEEP)

If you have any queries regarding the above information, please contact the Health and Safety Department.