



## **Business Design Centre Staff Exhibitors/Tenants Fire Evacuation Procedure**

### **WHAT TO DO IN AN EMERGENCY**

**IF YOU DISCOVER A FIRE OR SOMEONE REPORTS A FIRE TO YOU IMMEDIATELY RAISE THE ALARM.**

**THIS MAY BE DONE IN SEVERAL WAYS.**

**PICK UP ANY INTERNAL PHONE AND DIAL 6666. THIS WILL CONNECT YOU WITH CONTROL. TELL THE DUTY OPERATIVE WHERE THE FIRE IS, YOUR LOCATION AND YOUR TELEPHONE EXTENSION.**

**OPERATE THE NEAREST FIRE ALARM CALL POINT BY BREAKING THE GLASS. IF YOU DO THIS (AND IT IS SAFE TO DO SO) PLEASE STAY NEAR THE FIRE POINT TO DIRECT THE ATTENDING SECURITY OFFICER TO THE FIRE OR DIAL 6666 AND INFORM THE DUTY OPERATIVE OF THE SITE OF FIRE.**

**IF IT IS DECIDED TO EVACUATE THE BUILDING YOU WILL HEAR THE FIRE ALARM BELLS AND TANNOY MESSAGE INFORMING YOU TO LEAVE THE BUILDING. PLEASE LEAVE BY THE NEAREST FIRE EXIT OR AS INSTRUCTED BY MEMBERS OF THE SECURITY STAFF. PLEASE FAMILIARISE YOURSELF WITH THE NEAREST FIRE EXITS TO YOUR OFFICE, SHOWROOM OR EXHIBITION STAND.**

**DO NOT STAY IN THE BUILDING ONCE YOU HAVE BEEN INSTRUCTED TO LEAVE. DO NOT STAY TO COLLECT HANDBAGS, VALUABLES ETC. LEAVE IMMEDIATELY.**

**FIRE ASSEMBLY POINTS ARE AS FOLLOWS:**

**FRONT OF BUILDING: FRONT OF BUILDING ALONG BERNERS ROAD AS ADVISED BY SECURITY**

**REAR OF BUILDING: PAVEMENT AREA OUTSIDE OF THE OLD ROYAL FREE HOSPITAL IN LIVERPOOL ROAD**

### **PLEASE REMEMBER:**

**DO NOT DO ANYTHING TO ENDANGER YOUR LIFE. RESTRICT YOUR ACTIONS TO TRYING TO PREVENT THE FIRE FROM SPREADING BY CLOSING DOORS/WINDOWS ETC. AND RAISING THE ALARM. TRY TO PREVENT PEOPLE FROM GOING NEAR THE FIRE UNTIL HELP ARRIVES.**

**PLEASE TRY TO STAY CALM AND ENCOURAGE OTHERS TO DO THE SAME. PLEASE HELP THOSE THAT APPEAR TO BE EXPERIENCING DIFFICULTIES.**