

S-B-L Evacuation Procedure

All personnel must be familiar with the evacuation procedure. Everyone must know the location of the fire exits. When an alert is made;

- Close windows and doors to restrict the spread of smoke & fire
- Calmly move to your designated safe assembly area
- Do not lock doors
- Exit via stairs (Do **not** use the lifts)
- Stay close to the handrail as this allows fire officers to pass
- Upon exiting the building, go straight to the designated safe assembly area.

The designated safe assembly area for Albany house is outside of the Hippodrome theatre (see images below). Do not re-enter the building until the fire brigade have confirmed it is safe to do so.



Summary

An office fire can cause devastation on a large scale. A few simple precautions can reduce the risk of a fire starting or spreading within an office environment. If faced with a fire, don't panic. Raise the alarm and isolate the fire if possible. Keep low if the air is smoke filled or smells of fumes. Only attempt to fight a fire if it is safe to do so and the fire is small. You must choose the correct fire extinguisher and follow the PASS code. Follow the directions of the fire wardens during an emergency.

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