

DERWENT LONDON

The White Chapel Building



Temporary Fire Safety Management Plan & Evacuation Procedures

(Revision 3)

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1.0 Introduction

When a fire breaks out in a building in, which people are present, the primary need is for those people to be able to escape safely and quickly. Special experience and knowledge are needed to plan in advance what the escape routes should be and how they should be protected and equipped so that they will remain effective in an emergency for as long as necessary.

Being prepared will greatly reduce the likelihood of the fire emergency procedures not being effectively carried out. It is vital at all times that you are prepared.

This building is provided with reception and security staff, a comprehensive fire alarm system, trained fire wardens, competent management and a Health & Safety Management System with a Fire Risk Assessment carried out each year it is therefore considered that this building is classed as a 'Managed Building'.

All Persons in Whitechapel Building must be aware of the following, with responsible persons needing to be prepared in their additional areas as indicated below.

The requirement of The Regulatory Reform Order 2005 (Fire Safety) (RRO), which came into force 1st October 2006.

The order has introduced radical and wide-ranging reforms to fire safety legislation in England and Wales. The legislative regime applies to most non-domestic properties and requires "A Responsible Person" – defined in the case of a workplace as the Employer to the extent that the workplace is under his control and is to carry out a "Fire Risk Assessment" to ensure that the more detailed fire safety requirements of the RRO are being met. As well as an "Alterations Notice" a Fire Inspector (as defined in the RRO),

A FIRE INSPECTOR CAN ISSUE ENFORCEMENT AND PROHIBITION NOTICES AS THEY DEEM NECESSARY.

1.1 All Persons

General Fire Prevention

Know what action is to be taken on discovering a fire.

Know where to find fire fighting equipment and fire alarm call points.

Know how to use an extinguisher.

Know the layout of your floor.

Know your escape routes.

Know your assembly point.

Know what action is to be taken on hearing the fire alarm.

Know your floor wardens and their deputies.

Look after, and escort your visitors and contractors to the assembly area.

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Under the Fire Safety Regulatory Reform Order 2005 (Fire Safety) tenants are responsible for ensuring that the correct frequency of fire training for their employees is carried out and are recorded for audit purposes.

Each employee is to receive fire training with practical exercises where possible.

- 1. On induction training.**
- 2. On an annual basis thereafter.**
- 3. The Landlord will conduct a Fire Evacuation Drill every six (6) months.**

The Landlord undertakes an annual Fire Risk Assessment for the building which includes all areas where the Landlord has responsibility (Plant Rooms, Common Area etc); this is to assess the impact on the remainder of premises.

Tenants are responsible for their own demise and are required to have competent person carry out a Fire Risk Assessment of their areas of responsibility. Any "Significant Findings" arising out of the Fire Risk Assessment **must be** communicated to the Landlord.

On majority request the Landlord will provide Fire Warden Training once a year.

Landlord is responsible for the servicing of the;

- Common area Fire Extinguishers
- Common area Emergency Lighting
- Dry Risers
- Smoke Ventilation System
- The entire Fire Alarm System
- Sprinkler System

2.0 Means of Escape in Case of Fire

2.1 *INTRODUCTION*

Means of escape in case of fire can be defined as “structural route” forming an integral part of the building whereby persons can escape from fire by their own unaided efforts to a place of “Ultimate” Safety or “Comparative” Safety’.

For example, if a person leaves the building from any level and exits direct to open air, then they are in a place of “Ultimate” safety. However, if entering a staircase from an upper floor of offices and the staircase is enclosed by fire resisting walls and doors it is a place of “Comparatively” Safety until they exit into the open air.

2.2 *DETAILS AND DESCRIPTION*

The escape routes are indicated with the appropriate Safe Condition 'Fire Exit' signage (Green & White Running man) and Emergency Lighting is provided which will illuminate automatically in the event of an electrical power failure.

The system illuminates all stairways, exit routes and directional signs and changes to floor levels, to enable persons to leave the premises without assistance from normal lighting.

The assembly point available for the building is:

BRAHAM STREET “OPEN SPACE” AT JUNCTION MANSELL STREET



3.0 Means for Giving Warning in Case of Fire

3.1 INTRODUCTION

In any building, which is used as a workplace there should be a means of giving warning in the event of a fire. Therefore, a fire alarm should be provided to give warning to persons in case of fire in the building. This can be a manually operated system, which consists of break glass call points located at entrances onto the main fire exit routes, or in larger buildings automatic detection systems are fitted throughout to detect fire & smoke.

3.2 Details and Description

Fire Alarm System

Whitechapel Building is fitted throughout with an automatic fire detection and alarm system to achieve a minimum category L2 level of coverage in accordance with BS 5839 Part 1. Manual call points are provided adjacent to all storey exits and final exits from the building.

Aspirating smoke detection is provided in the upper atrium void to allow activation of the atrium smoke control systems. Further aspirating systems are provided to the deeper ceiling voids around the atrium on the office floors.

The detection system actuates a voice alarm system that has been installed in accordance with BS 5839-8. The main control and indicating equipment for the fire detection system and voice alarm control panels are located in the fire control centre at ground floor. Minor modifications to the layout of detectors and ceiling mounted speakers on the above ground floors have been undertaken as part of the modification works. The main control and indicating equipment and voice alarm panels will be retained.

The basement levels will be provided with heat detection linked to the landlord's main fire panel whilst they remain shell spaces. The automatic fire detection and alarm systems at these levels will be subject to the fit-out design for those areas. Provision have been made to allow tenants to link their fire detection and alarm systems into the landlord's system. In the event of the activation of a tenant's system an alert will be raised on the landlord's panel.

Any electromagnetic hold open and security devices provided as part of the modification works are installed compliant with BS 5839: Part 3. Accordingly, where these devices are required on escape routes they will ***fail to their safe position*** on: receipt of a fire alarm signal or electricity supply failure. Such devices will be equipped with a manual override facility, located adjacent to the device. Note: electronic locks are only used on escape routes where the associated population is less than 60 persons.

The system is fully automatic. On full actuation of the alarm will sound (continuous warbling siren) on all floors, the lifts will go to the ground floor and their doors will open. The plant is automatically shut down.

There nine (9) Fire Panels provided in the Whitechapel Building, these are located in the various locations throughout the building, ***all panels*** will display all fire conditions, they are located in the following areas:

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- Ground Floor Security Office. Node 1
 - Ground Floor Core A Riser. Node 3
 - 1st Floor Core A Riser - Node 4
 - 3rd Floor Core A Riser - Node 5
 - 5th Floor Core A Riser - Node 6
 - 7th Floor Core A Riser - Node 7
 - 7th Floor Core A Riser - Node 8
 - B3 Level Facilities Office - Node 9
 - B3 Level Core A Riser - Node 2
- The fire alarm is tested on a weekly basis @ **10:00 am** each Wednesday at **The White Chapel Building**, this is to test its operational effectiveness. Should any defects or issues be observed during the test please notify Security Office on: **0203 451 9001**

Phased Evacuation

Whilst undergoing necessary improvements to the voice activation element of the fire alarm system, there will be a manual voice instruction which will be broadcast over the automatic voice instructions. **The manual voice instructions must be followed.**

Furthermore, the following temporary procedures will apply

In the event of a fire alarm activation, the building will be instructed to evacuate as follows:

- Affected level, the level above, the Roof, Ground and all Lower Ground floors will be instructed to evacuate
- All remaining floors held on alert signal.
- In order to avoid congestion there will be a 3 minute delay, following which the remaining floors will evacuate in pairs, cascading upwards and downwards from the affected floor.
- A time delay of a further 3 minutes between each phase of the evacuation will be allowed. This is achieved using the Manual Voice Control System originating within the Control room.

4.0 Means for Fighting Fire

4.1 Introduction

Under 'The Regulatory Reform Order 2005' (Fire Safety) (RRO), it is a requirement, where people are employed to work, to provide a means for fighting fire.

4.2 Dry Risers

Whitechapel Building is fitted with three Dry Risers located on the perimeter of West and East elevations of the building which will serve every floor of the building. The purpose of a Dry Riser system is to enable the Fire Brigade to pump high pressure water into the riser, thus allowing them to draw on the supply wherever it may be needed within the building. The Fire Brigade will be directed to these areas upon arrival.

4.3 Smoke Ventilation System (Atrium Smoke Control)

The atrium is provided with an existing temperature control system which will be retained. The existing smoke vent system consists of the following major components:

Approx. 160m² of vents at roof level, 40m² of which are AOVs operated by the atrium smoke detection or activation of the sprinkler system. The remaining 120m² of vents can be manually opened by the fire service.

Aspirating smoke detection within the atrium void.

10m² of inlet air vent provided by dedicated louvers at high level ground floor in the glazed facade.

The vent system has been designed to control the heat and smoke from an assumed 2.5MW fire load. This is considered to be acceptable for the proposed use of the atrium base where combustible materials and ignition sources will be limited. To control the fire loading in the atrium the following should be managed:

Where possible non-combustible or solid timber furnishings should be provided, any soft furnishings should be treated to reduce their ignition potential and resist ignition from smouldering and flaming ignition sources (ignition source 0 and 5 respectively) when tested in accordance with BS 5852.

Fire loads should be controlled to areas not greater than 10m² and be separated from other areas of combustible materials by at least 4m; except where those areas are protected by a sprinkler system.

4.4 Sprinkler System

The building is protected throughout by an automatic sprinkler system. The system is a wet pipe system designed to OH III in accordance with BS 5306 Part 2 and is permanently charged with pressurised water, distributed by a network of pipes throughout the building.

Two sprinkler installations are provided to serve the entire building, which include:

Low rise Installation 1 serving Basement Level 3 to Level 4 inclusive; and
High rise Installation 2 serving Level 5 to Level 9 (plant room's level 8 & 9) inclusive.

The sprinkler system is provided with fast response sprinkler heads and valve arrangements to meet the life safety recommendations made in BS 5306 Part 2.

The sprinkler system is connected to the fire alarm system indicator panel, which initiates the occupant warning system via the flow switches. Monitoring devices are also installed and link to the fire alarm system to monitor the status of each pumpset, water storage, zone valve and installation control valve set.

In its existing condition sprinklers are omitted from the ceiling voids (900-1500mm) on the office floors.

4.5 Fire Resisting Doors

The doors: -

Office doors and ones which open onto the fire escape stairways at all levels that are signed with a blue disk, marked "Fire Door Keep Shut"

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To cupboards, plant rooms and service riser ducts in the tenanted and common parts, and which are signed "Fire Door Keep Locked"

These are fire-resisting doors and should either be kept shut or locked. They should not be wedged or held open in any way. If they are, or if they do not close into the door - frame correctly, please report the fact to reception. This requirement is to ensure that, in the event of a fire, the fire escape routes from the upper floors of the building, i.e. the fire escape stairways, are protected from smoke and flame, enabling employees and visitors to safely make their escape, and to prevent fire spreading from floor to floor.

4.6 Portable Fire Fighting Equipment

Portable fire extinguishers are provided in the Common Parts and Plant Rooms. Extinguishers have a label on it that describes its method of operation and the type of fire it can be used to extinguish. The contents of an extinguisher are indicated by a coloured zone on the body of the extinguisher.

4.6 Types Portable Fire Fighting Equipment Used In Multi Tenanted Offices.



Type	Used on the following
Water	Carbon based fires involving paper, wood, cloth, etc. DO NOT USE ON ELECTRICAL FIRES
Foam	Flammable liquids, petrol etc and Carbon based fires involving paper, wood, cloth, etc. DO NOT USE ON ELECTRICAL FIRES
Carbon Dioxide	Electrical, Flammable liquids and flammable gases.
Powder	Often termed the 'multi-purpose' extinguisher, It can be used on paper, wood, plastic. On Liquids petrol, oil etc. Flammable Gases such as propane, butane, methane and electrical fires.

You should make yourself aware of the location your Fire Extinguishers their method of operation and the type of fire each is suitable to extinguish (See chart above), so that in the event of a fire you do not have to search for one.

Fire Extinguishers within the tenant's demise are the tenant's responsibility and must be serviced annually.

5.0 Discovering a Fire

5.1 All Persons

- If you discover a fire you should follow the steps outlined below.



Fire Action

If you discover a fire



Operate the nearest fire alarm point



Call the Fire Brigade by telephoning 999 and state there is a FIRE at: Whitechapel Building, 10 Whitechapel High Street, London.



Leave the building by the nearest exit



Report to the person in charge at the assembly point in **BRAHAM STREET** **“OPEN SPACE” AT JUNCTION MANSELL STREET**



- Do not stop to collect personal belongings.
- Do not use lifts.

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In case of Fire;

- 1 Operate the nearest call point.
- 2 Call the Fire Brigade, Dial 999
- 3 Fight the fire, if safe and trained to do so.
- 4 Leave the building by the nearest safe route
- 5 Do not stop to collect belongings
- 6 Do not use the lifts
- 7 Proceed to the assembly area.

The assembly point available for the building is:

BRAHAM STREET "OPEN SPACE" AT JUNCTON MANSELL STREET.



6.0 Evacuation Procedure

On hearing the evacuation fire alarm sound, the following should be carried out:

6.1 All Persons

- Must evacuate the building by the nearest available escape route. If you have visitors or contractors with you, instruct them to follow you.
- Close doors & windows without causing delay.
- **DO NOT STOP TO COLLECT PERSONAL BELONGINGS.**
- Leave the building by calmly walking to the assembly point, never run.
- **DO NOT RE-ENTER THE BUILDING UNTIL INSTRUCTED TO DO SO.**

6.2 Once an evacuation has started the procedure must be completed. This is to prevent accidents by the merging of persons going out and persons going back in.

6.3 DISABLED PERSONS

- Disabled Persons must be escorted to the relevant **assembly area** with a 'Buddy'.
- Disabled Persons must not be left alone.

REGARDING EVACUATION OF DISABLED PEOPLE

Be aware of the specific needs of the Disabled Persons and Persons with Impaired Mobility, Vision and Hearing; be aware that each individual will have different needs due to the varying levels of Disability and Impairment.

Wheelchair Users and Persons with Impaired Mobility

Wheelchair Users and Persons with Impaired Mobility should have an identified "Buddy" and they should be moved along the specific escape routes to the identified refuge point (Or a landing on a protected fire stair) Do not attempt to lift the wheelchair or occupant unless you have been specifically trained to do so. All tenants are responsible for their own Disabled Staff, Staff with Impaired Mobility & their Visitors with Disabilities and Impaired Mobility. In addition, they must carry out a Personal Emergency Evacuation Plan (PEEP) for each individual (This must be recorded for the Audit Process). There are two designated Fireman's Lifts which are situated in Core A & Core C.

(FIREMANS LIFT ARE NOT TO BE USED BY TENANTS THESE ARE FOR THE SOLE USE OF THE FIRE BRIGADE)

People with Impaired Vision

Look out for the people who may be disoriented. Tell them your name and speak clearly giving them instructions. Use your arm to lead them through the evacuation route identified by the green & white running man. Provide continuous commentary as to where you are going. If you have Employees or Visitors within your demise with Impaired Vision then they also must have a "Buddy". In addition, they must carry out a Personal Emergency Evacuation Plan (PEEP) for each individual. Do not point as these gestures will go unnoticed.

People with Impaired Hearing

These people may not have heard the alarm. Attract their attention some way or another and ensure that they follow the evacuation route identified by the running man. All tenants are responsible for their own Staff with Impaired Hearing & their Visitors with Impaired Hearing. In addition, they must carry out a Personal Emergency Evacuation Plan (PEEP) for each individual.

6.4 Building Manager / Reception / Security Officers / Building Engineer

- On hearing the fire alarm call the Fire Brigade, 'Don' your Hi Visibility Jackets/Vests and take up the following duties.
- **Member of reception team** will 'Don' their Hi Visibility Jacket/Vest and make their way to **BRAHAM STREET "OPEN SPACE" AT JUNCTION MANSELL STREET**
- The reception and security will assist with the evacuation and guide people to the Assembly area **BRAHAM STREET "OPEN SPACE" AT JUNCTION MANSELL STREET**
- The Building Manager and Building Engineer hold access keys, know location of plant areas, riser cupboards, and location of any Hazchem etc and meet the Fire Officer at the reception on his arrival.
- The Building Manager will obtain the results of the evacuation from the Tenants Chief Fire Marshals at the assembly point; the Building Manager will relay the results of the evacuation and relay any pertinent information to the Fire Officer.
- Ensure any disabled register is current and up to date.
- Prevent unauthorised entry and anyone re-entering the building.

6.5 Fire Warden Duties

On hearing the evacuation of the fire alarm: -

- Security Manager will call 999.
- Ensure that all persons (including visitors and contractors) in your area of responsibility evacuate by the nearest available escape route immediately.
- Check your area, including toilets, meeting and store rooms to ensure that all personnel under your care have evacuated.
- Do not take personal risks through delay.
- Proceed to the assembly point and await further instructions
- The tenants Security Manager is to report to the **Incident Controller** at the assembly point and make your report. e.g. *"All areas/floors for Freemantle/Encompass clear", or words to that effect.*

6.6 Individual staff duties

Normal working Hours

Security Manager / Supervisor during out of hours Fire brigade will be called by the Security Manager when the fire alarm is activated. He will remain in the control room, monitoring the disabled refuge control panel. The Building Manager will direct the Fire Brigade officers to the control room.

Supervisor Make his way to the 'Courtyard' area, directing all staff/visitors/contractors in Core B, on the ground floor, to the fire exits at the Courtyard on Braham Street. He is to ensure that both fire exit gates are open, also ensuring that nobody enters the building until the 'All Clear' has been given by the Security Manager.

Reception Officer (1) will position himself outside the main entrance, preventing access. Once the 'All-clear' has been given, the reception officer is to return to his normal post until relieved. As occupiers are entering the building, all passes must be checked. If occupiers do not have their passes (e.g. left them on their desk when they had to evacuate), the relevant office manager, who will be assisting you at the speed lanes, will be able to confirm entry. This is to ensure the foot traffic flows fluidly. During this time, constant communication needs to be upheld to ensure the fire marshal (Reception 2) knows when to allow the next floor to re-enter.

Reception Officer (2) (Site entrance) Should make his way to the Cycle store entrance via the cycle store, to ensure that no occupiers or others attempt to gain access to the building.

Loading Bay Officer will close the loading bay shutters and ensure that the area is secure. He is then to position himself on the ground floor by the staircase in Core C, directing occupiers to the fire exit on Whitechapel High Street. Once Core C has been cleared, he is to make his way to outside the main entrance via that same fire exit, closing the fire exit door behind him, to prevent access and help direct occupiers to the muster point via Lemman Street. Once the all clear has been given, the officer should make his way back to the loading bay. NO Deliveries are to be taken until all occupiers are back in the building and you are sure that personnel are in place to accept the delivery.

Reception Manager (1) is to do a complete sweep of the ground floor, Atrium and shower rooms, ensuring that its clear of occupiers/public/contractors. Once confirmed, position yourself at the muster point, assisting reception 2.

Reception (2) should immediately collect the Emergency Grab Bag and then make her way to the evacuation Muster Point on Braham Street. This person should position herself at the fire marshal point and await for each occupier' Fire Marshal to come to her, do not go walking around looking for fire marshals. Once each floor has declared themselves clear, the details should be passed on to the control room. Use the fire evacuation time and register checklist.

Reception (3) will make her way to the fire exit on Whitechapel High Street, next to Unruly entrance, and instruct tenants to make their way to Braham Street via Lemman Street. Once Core C has been evacuated, please position yourself at the muster point, assisting reception manager and reception 2.

Building Manager/Senior Maintenance Once the fire Brigade are on site, she/he should escort them to the control room, giving as much information as possible on what has been found. Once officers are at the control room they will take charge.

Maintenance He will do a complete sweep of B3, exiting the building via the fire escape route/staircase in Core A, ensuring occupiers are not wondering around. Once Core A has been fully evacuated, please position yourself, see picture below, to help control the muster point.

Cleaning Supervisor will contact his staff to ensure they have evacuated. He is to position himself by the fire exit at the courtyard on Braham street to prevent access.

Outside of normal working hours

If an alarm is detected during the normal 'Out of hours' times – Nights & Weekends – due to the reduced number of security team available on site, the below rules apply:

The Duty Supervisor is to inform the security officers to go to their evacuation points to ensure the safe evacuation of any occupiers that may be in the building.

Officer no 1 is to position himself outside the front doors to ensure that no persons can enter, the **second officer** is to position himself at the cycle entrance assisting any occupiers that utilize Core A staircase.

The Supervisor is to call the Fire brigade and then make his way to the muster point to meet any occupiers

When the Fire Brigade arrives the officer at the front doors should inform the Supervisor so that he can make his way back to the control room and meet the FB.

Once the FB are satisfied with the situation the panel can be reset. The officer at cycle entrance should go around to the Muster Point to inform the occupiers that it is now clear to return. All officers to return to normal duties.

E-mail should then be sent to all FMs and Derwent Properties management informing them of the incident.

7.0 Assistance to Emergency Services

7.1 Building Manager / Reception / Security Officers / Building Engineer

- Ensure all keys are available which could provide access to other areas such as switch rooms, gas shut off valves and plant enclosures.
- Provide precise details as to the location and status of the emergency.
- Provide details of the location and type of any fire fighting appliances and dry risers, if asked.
- Provide the location of fire alarm reset panel, etc.
- Provide details of all specialist and emergency engineers who may be called to provide assistance with plant. In addition, ensure that if the Fire Brigade have to get access to all floors they must be given the floors plans, which indicate the route, to take in order to activate the door(s) control Break Glass Units.
- Remember that in an emergency situation, the Senior Fire Officer will assume Absolute Authority until the emergency is over.

8.0 Procedures for Persons Working Out of Normal Hours

This Building is provided with 24 Hours Security

- 8.1** Out of hours, any person(s) remaining at work must inform the Encompass "Duty Manager" of their direct dial phone number. The Encompass "Duty Manager" will therefore know who is still present in the building in the event of a Fire Alarm Activation. All persons must respond to the Fire Alarm Activation by evacuating the building immediately and move directly to the Fire Assembly Point. All persons evacuating must then report to Security Staff at the Assembly Point informing them they have vacated their demised area.

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8.2 If Security staff at the assembly point does not receive confirmation that occupied areas have been vacated, this must be reported to the fire brigade on arrival.

8.3 Once at the assembly point, await further instructions from Security.

9.0 FIRE WATCH CONTINGENCY PLAN – The White Chapel, London.

If for any reason the fire alarm system is taken out of service in your area or suffers a system failure, then a Fire Watch Plan **must be** implemented. This must also be recorded for Audit Purposes

A. Action to be taken on discovering a Fire: -

1. In case of fire the Fire Watch Warden is to raise the alarm by activating the nearest fire alarm system call point and shout **FIRE. FIRE. FIRE.** Notify Reception/Security of the fire.

WORD OF MOUTH, FIRE ALARM or AIR KLAXON HORN MAY RAISE THE ALARM

2. If the fire is considered small enough to be easily and safely extinguished (i.e. a waste paper bin fire) attempt to put the fire out with the nearest correct type of extinguisher, but **Do Not** take personal risks.

ONLY ATTEMPT TO EXTINGUISH A FIRE IF IT IS SAFE TO DO SO AND YOU HAVE A CLEAR ESCAPE ROUTE AWAY FROM THE FIRE. NEVER PUT YOURSELF AT RISK

3. Never attempt to fight large fires.

4. From the floor of the incident the tenant would:

- Inform Security – **Telephone: 0203 451 9001**

5. Inform the other floors in their demise by either or all the following:

- Activating a Fire alarm call point
- Shouting **FIRE. FIRE. FIRE.**
- Sound the Klaxon horns
- Phone

Security is to immediately inform other tenants Receptions and nominated fire wardens on each floor. **Ring the Fire Brigade.**

6. Normal evacuation procedures **must** then come into play.

7. If the fire is considered too large, or if it should get out of control or an escape route is threatened, leave the building quickly and calmly by the nearest available escape route. Wherever possible, assist in the evacuating visitors. **DO NOT** stop to collect personal belongings.

- Information to be given: Name and address of the premises.
- Any missing persons
- Location and type of fire
- Location and involvement of hazardous materials

8. Report to the Fire Assembly Point. Fire wardens to check that their area of the building has been evacuated and report this to the nominated person(s).

B. Evacuation Procedures

If you hear the fire alarm or other warning, leave the building in a calm and orderly fashion using the nearest safe fire exit and report to the pre-determined assembly points.

IF YOU CAN!

Switch off any machinery.
Close all doors behind you.
Close windows behind you.

DO NOT!

Use the lifts.
Never delay departure by gathering personal belongings