

Fire Evacuation Procedures

If you discover a fire:

1. Activate the fire alarm using nearest call point
2. Dial 999 to call Fire Service
3. Where possible, attack the fire using the provided extinguishing equipment

Upon hearing the alarm:

4. Evacuate the building using the nearest, safest exit route (keys are provided for routes that may be secured out of hours) - **Do not stop to collect personal belongings**
 5. Close all doors behind you
 6. Report to the assembly point – **12HT car park** at the rear of the building (Rosefield Street)
 7. **Do not re-enter the building until you are told it is safe to do so**
- **Please ensure all staff are aware of these procedures** and are familiar with all exit routes and the location of call points and fire fighting equipment etc (floor plans for each floor are also available from the service page)
 - **Please nominate someone from your business** to be responsible for ensuring all of your colleagues and visitors exit the building promptly and safely when the fire alarm is activated
 - **We would expect all occupants and visitors** to adhere to 'common sense' fire precautions (not blocking fire exits, not leaving the microwave unattended when in use, not smoking near or in the building etc...)
 - **In the interest of all occupants' safety** – Please report anything that may be seen as an issue or hazard to the building's management as soon as possible
 - **Fire alarms are tested every Thursday morning.** The alarm will sound for around 10-15 seconds. If it sounds for any longer, please treat as a genuine alarm and evacuate as above
 - **We will conduct a full evacuation fire drill** randomly every 12 months

Emergency Contact Numbers:

Notion (Main office):	01926 889 885
Richard (Building Manager):	07857 363 095 (richard@12ht.co.uk)
Julia (Secondary Contact):	07811 955 690 (Julia@notionltd.com)