



Emergency Information and Evacuation Procedure



Please take the time to familiarise yourself with the Wolgarston site, its fire escape routes and fire extinguisher positions relating to the area you are working in. The assembly point in the event of an evacuation is the grassed area in front of the tennis courts. If you are unsure where this is, please ask prior to your letting taking place so as the people attending your function can be informed. **It is essential the information on this sheet is shared with the people attending YOUR letting.**

On discovering a fire please -

Operate the nearest fire call point  by breaking the glass.

If possible contact the emergency services by dialling 999 and inform them of the fire.

Evacuate the building in a calm and orderly manner and make your way to the assembly point.

On hearing the fire alarm (continuous bell) -

Please leave all belongings where they are and evacuate the building through the nearest fire exit. The green signs like this one  will direct you to the nearest safe point of exit.

Please close all fire doors in the room you are in and en-route if it is safe to do so, as this will act as a barrier against the smoke and flames.

Once outside please make your way to the fire assembly point, where registers can be taken and head counts confirmed.

Do not attempt to fight any fires unless they are affecting your escape and no other safe route is evident.

Do not attempt to re-enter the building until you have been told it is safe to do so by either a member of the senior management team or a member of the fire service.

Any missing persons must be reported to the emergency services by the person responsible for the head count.

**IF YOU ARE UNSURE ABOUT ANYTHING RELATING TO SITE SAFETY
PLEASE ASK**