

# **GENERAL FIRE PROCEDURE**

## **IF YOU DISCOVER A FIRE**

### **1. SOUND THE ALARM**

- OPERATE THE NEAREST FIRE ALARM CALL POINT (BREAK GLASS), AND
- INFORM A MEMBER OF THE LOWRY STAFF, OR
- TELEPHONE SECURITY ON EXT. 2111 WHO WILL CONTACT THE FIRE BRIGADE

## **ON HEARING THE EVACUATION MESSAGE**

### **2. EVACUATE**

- QUICKLY AND CALMLY BY THE NEAREST SAFE ROUTE
- FOLLOW EXIT SIGNS IF NECESSARY
- LOWRY STAFF TO FOLLOW EVACUATION PROCEDURES

### **3. CLOSE ALL DOORS**

- BEHIND YOU TO CONTAIN THE FIRE AND PREVENT THE SPREAD OF SMOKE

### **4. PROCEED TO**

- THE ASSEMBLY POINT:

# **THE PLAZA NEXT TO THE FOOTBRIDGE RAMP**

**PERSONS WHO REQUIRE ASSISTANCE DUE TO A DISABILITY SHOULD INFORM A MEMBER OF THE LOWRY STAFF IMMEDIATELY**

### **5. DO NOT**

- USE LIFTS
- RUN
- STOP TO COLLECT PERSONAL BELONGINGS
- RE-ENTER THE BUILDING UNTIL ADVISED TO DO SO BY THE FIRE BRIGADE OFFICER

### **6. ENSURE YOU KNOW**

**ANY SPECIAL ARRANGEMENTS TO ASSIST THE DISABLED (INCLUDING PERSONS WITH A SENSORY IMPAIRMENT)**