

# Public Fire Evacuation Procedure

## ***YOURSELF:***

- Leave the building promptly
- Use your nearest route (see green route signs)
- If you find smoke blocking your route then go a different way
- **DO NOT** block the exit:
  - Once you are out of the building go to the collection points (see diagram below).
  - Always move away from the building and keep the entrances clear for the Fire Brigade.
- **DO NOT** go back into the building until you are specifically told to do so

## ***HELPING OTHERS THAT YOU MAY ENCOUNTER:***

- **DO** help others to evacuate the building
- **DO** assist any disabled people who require help
- If there are disabled or injured people or others who cannot leave the building then **TELL** the nearest member of staff **EXACTLY** where they are

