



Fire and Emergency Evacuation Plan

For

Martinique House

Emergency Instructions

1	The action employees should take if they discover a fire: <i>Immediately operate the nearest alarm call-point.</i> <i>Attack the fire if possible, with an appliance available, without taking personal risks and only if you have received the correct training.</i>
2	How will people be warned in the event of a fire: <i>The electrical fire alarm system will sound on operation of the manually operated alarm call-point.</i>
3	How the evacuation of the building will be carried out: <i>Everyone in the building should leave the building by the nearest exit and report to the assembly point at the front of the building.</i>
4	Identification of escape routes: <i>All exit doors can be used as escape routes.</i> <i>The staircase and routes leading to the front door are protected routes.</i>
5	Firefighting equipment provided: <i>Fire extinguishers are located in circulation areas and near fire exit doors.</i>