

3.2.3 Fire Evacuation Procedure

The following fire evacuation procedure must be strictly adhered to:

All Employees and Sub-contractors:

1. Upon discovering a fire immediately activate the fire alarm.
2. Walk (do not run) to the nearest fire exit.
3. Make way to the 'Fire Assembly Point' – this is located at the fence b beside the vehicle wash area as signed. Make sure that you stay a safe distance from the fire.
4. No one must re-enter any building until you have been given the all clear to do so by the Management.

Manager:

1. Upon hearing the fire alarm, you will immediately dial 999.
2. When asked which service you require you will answer - FIRE
3. When connected, slowly and clearly give the following information:

This is **Mid Ulster Auctions Ltd**
We have a fire!

Our address is:
1 – 6 Loves Hill
Castledawson Road
Magherafelt
BT45 8DP

4. Do not replace the receiver until this information has been correctly acknowledged.
5. Make your way to the 'Fire Assembly Point', taking with you a list of all personnel to enable you to carry out a roll call.
6. Liaise with the Senior Fire Officer and only give the instruction for re-entry into the building upon the advice of the Senior Fire Officer.
7. Carry out an investigation into the cause of the fire, as per the procedure detailed in section 3.3.