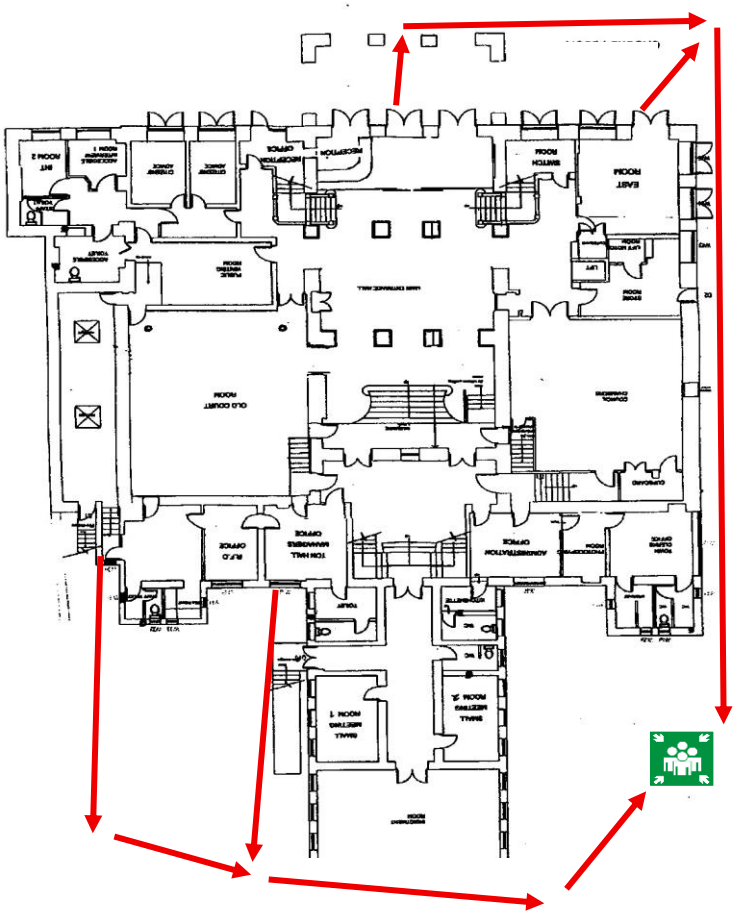
Fire Evacuation Procedure

On Discovering a Fire:

- Operate the nearest alarm system

On Hearing the Alarm:

- Close all doors & windows if safe to do so
- Calmly leave building by nearest emergency exit
- Do not stop to collect personal items
- Do not use lifts
- Proceed to Assembly Point, in Staff Car Park
- Await Fire Warden/Fire Brigade instructions
- Do not re-enter the building until authorised by the Fire Marshal/Fire Brigade