

## Fire and Emergency Evacuation Procedures

The Westbury Centre has two fire exits via the north and south staircases. On hearing the fire alarm, which is a continuous siren, proceed to the nearest fire exit and assemble in the car park at the assembly point indicated on the Fire Action notice in your room. You will be advised when it is safe to re-enter the building.

Please make it a priority to familiarise yourself with both Fire Exit routes and to locate your assembly point in the car park.

If the alarm sounds:

- Do **NOT** use the lift.
- Leave the building by the nearest fire exit, as detailed above.
- Assemble in the car park at **Assembly Point B**.
- Remain at Assembly Point B until you are advised that it is safe to return to the building.

Fire wardens will check that everyone has left the premises and will then report this information to the Fire Officer.

Should the building need to be evacuated for reasons other than fire, i.e. a suspicious package, bomb alert or gas leak, the fire alarm will be sounded. Fire wardens will be positioned to direct everyone away from the hazard and out of the building to an assembly point a safe distance from the Centre.

The assembly point in such an event is:

### Westbury Road

Turn right out of the main gate into Ripple Road and take the first right into Westbury Road (opposite Elim Church) and assemble on the grass.

**If you require assistance to exit the building in an emergency situation or if you may not hear the Fire alarm, please let Level 3 Reception know.**