

The Outdoor Learning Centre (OLC)

Fire Evacuation Procedure

- If you discover a fire in the building press the nearest break glass to trigger the alarm to alert everyone in the building to leave by the nearest exit.
- On hearing the fire alarm, all occupants are to exit through the nearest safe fire exit (see building site plan) and assemble in the car park area.
- A member of staff **must immediately make a call to the emergency services, (999)** to ensure the fire brigade know that they will need to attend site. Ensure you inform the fire service of the exact location of the building affected.
- Occupants must **NEVER** put themselves at risk. Do not go into an area where you can smell smoke or have concerns for your safety. Raise the alarm, get out of the building and let the emergency services take over.
- Emergency lights will illuminate the exit route from the building.
- Fire extinguishers must **ONLY** be used as a means to escape the building. If your exit is clear there is no need to use the extinguishers – let the emergency services take over.
- A member of staff should meet the fire service and provide them with any information they may have in relation to the fire alarm activation.
- The fire service will need to know whether all personnel have been safely evacuated.
- **NEVER** stop to collect personal belongings.
- **NEVER** re-enter the building until told that it is safe to do so by the fire officer.

