

12 GREEK STREET, LEEDS

FIRE ALARM EVACUATION PROCEDURE

Any person discovering a fire should:

- 1) Immediately raise the alarm by breaking the nearest Fire Alarm break glass alarm**

On hearing the Fire Alarm Bell sounding continuously:

- 2) Leave the building by using the nearest Fire escape**
- 3) DO NOT attempt to tackle the fire, or take personal risks**
- 4) DO NOT use the lift**
- 5) DO NOT stop to collect personal belongings or clothing**
- 6) DO NOT run or panic, please remain calm at all times**

Please go immediately to your Designated Assembly Point which is situated outside The Liquorist, Greek Street.

Please see your Company's Fire Warden

**The Fire Warden(s) / Fire Brigade will inform you when it is safe to
re-enter the building**