

BBC Studioworks Emergency Evacuation Procedures

B B C Elstree Centre

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FIRE ALARM & EVACUATION PROCEDURE ELSTREE CENTRE



IF YOU DISCOVER A FIRE

Immediately operate the nearest **Break Glass Fire Alarm** call point.

Dial 666 (external 0207 7651 666) from a place of safety on the nearest internal telephone and tell Security Control Room:

- **Who you are.**
- **The precise location and nature of the fire.**

The Fire Brigade will be called by the Security Officer on duty who will also arrange for an immediate response to your call.

Try to extinguish the fire using the nearest suitable fire extinguisher but

DO NOT TAKE ANY PERSONAL RISKS

Leave the building immediately by the nearest available route closing doors behind you and go to the **NEAREST** assembly point.

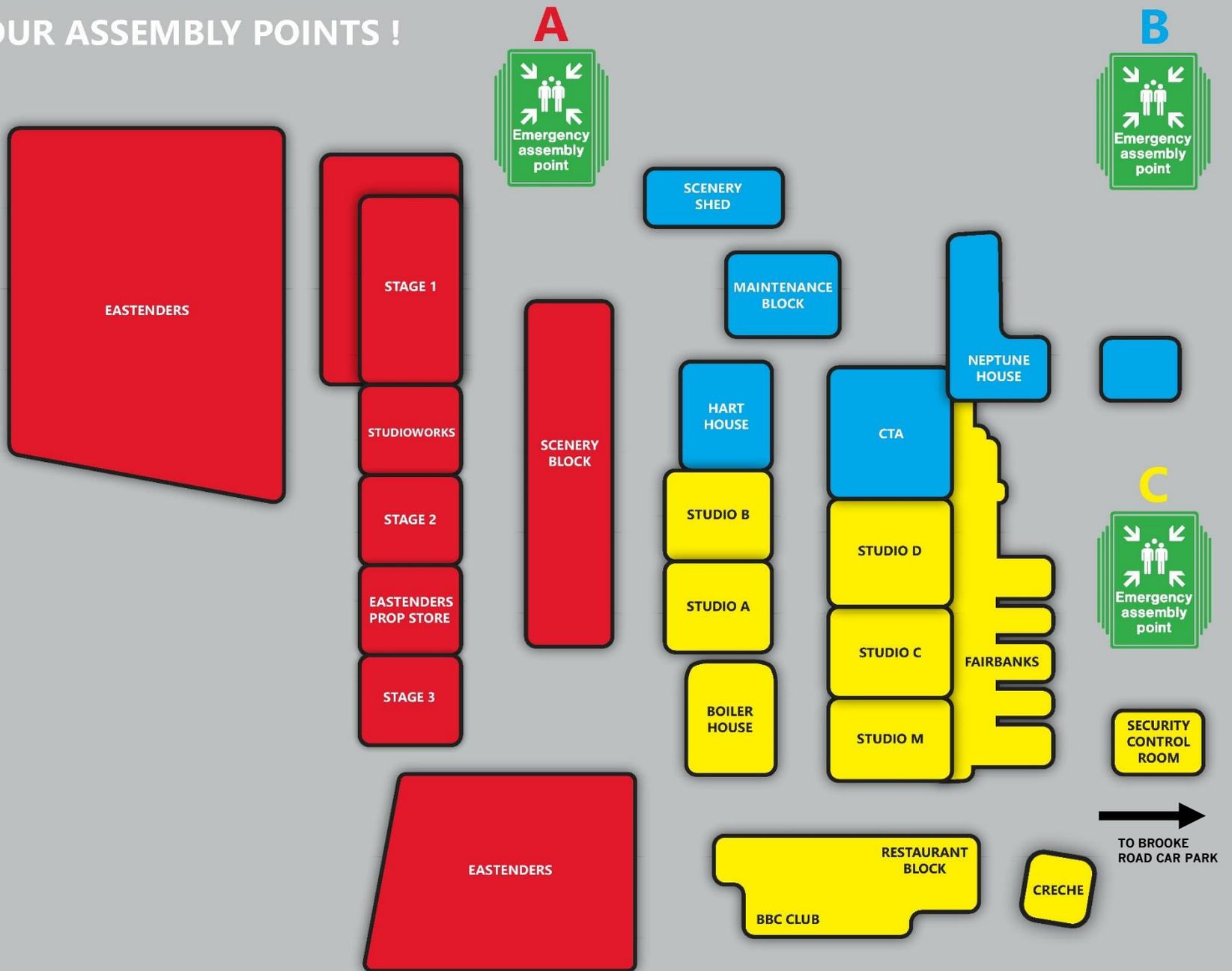
IF YOU HEAR THE FIRE ALARM

On hearing the EVACUATION ALARM:

- Leave the building immediately by the nearest available route.
 - If it is safe to do so, turn off all electrically powered equipment, unless there are local instructions to the contrary, and close doors behind you.
 - Go to your **NEAREST** assembly point and wait for further instructions.
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- **DO NOT TAKE ANY PERSONAL RISKS.**
- **DO NOT USE LIFTS TO EVACUATE THE BUILDING.**
- **DO NOT STOP TO COLLECT PERSONAL BELONGINGS.**
- **DO NOT STOP TO CHECK IF THE ALARM IS GENUINE.**
- **DO NOT RE-ENTER THE BUILDING UNTIL TOLD IT IS SAFE TO DO SO BY THE FIRE BRIGADE THROUGH PREMISES MANAGEMENT.**
- **DO FOLLOW THE INSTRUCTIONS OF THE FIRE WARDENS.**

KNOW YOUR ASSEMBLY POINTS !



OFF SITE ASSEMBLY POINT BROOKE ROAD CAR PARK

