

BBC Studioworks

Emergency Evacuation Procedures

TELEVISION CENTRE

If you discover a fire:

- **Operate the nearest call point**

(The call point will show a flashing light to acknowledge an alert. The alarm will not immediately sound but Security staff will respond)

- **Alert others in the vicinity by shouting 'fire!'**

If trained, and the fire is small enough try to extinguish the fire using the nearest suitable extinguisher.

DO NOT PUT YOURSELF IN DANGER

- **Leave the building immediately via the nearest fire exit**
- **Close any doors behind you**
- **Do not use any lifts**
- **Proceed to the external assembly point**
- **Inform Studioworks Security and/or call the Emergency Services by dialling 999**

On hearing the fire alarm:

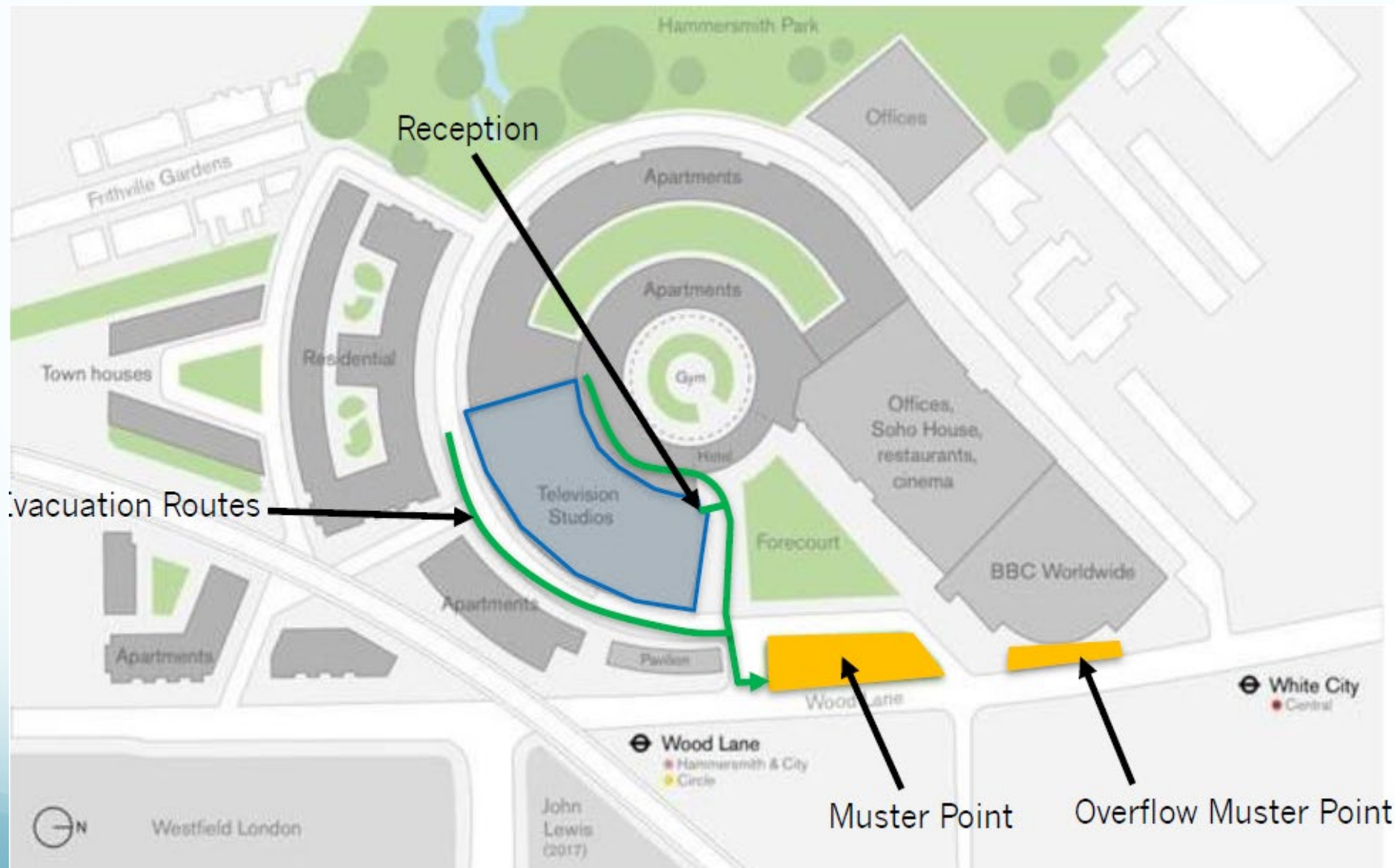
- **Leave the building immediately via the nearest fire exit**
- **Encourage others to evacuate as you leave**
- **Close any doors behind you**
- **Do not use any lifts**
- **Proceed to the external assembly point and await further instructions**

- **FOLLOW INSTRUCTIONS FROM FIRE WARDENS/SECURITY**

- **DO NOT STOP TO COLLECT PERSONAL BELONGINGS**
- **DO NOT RE-ENTER THE BUILDING UNTIL TOLD SAFE TO DO SO**

Version	Issued
v1.1	5 th June 2026

TELEVISION CENTRE MUSTER POINT



Version	Issued
v1.0	14 th August 2023