

## Fire Evacuation Plan

Please follow below procedure for Shopping Centre Fire Alarm:

Fire assembly point is now Sienna Court Car Park.

1. If Fire Marshalls hear 2 or more LONG evacuation sirens (may contain short pause in between) staff MUST begin evacuation procedure.
2. All fire marshals wear High Vis jacket's
3. Evacuation procedure:
  - Production fire marshals to evacuate production area
  - Fire marshal to check upstairs and leave through dispatch fire exit.
  - Once area is clear fire marshals must head to fire assembly point.
  - Alexandra Mitchell & Jon Shillingford (office marshals) to evacuate office space, kitchen and toilets.
  - Alexandra Mitchell will grab register to take to fire assembly point, in Alex's absence, Jon to grab register before making his way to shutter.
  - Rachel Walker to evacuate her office & canteen then head to assembly point.

Anyone leaving Kitchen, toilets, canteen or office space, must leave from nearest fire exit (side door) and walk up queen street to get too fire assembly point

- Jon to evacuate hand sew.
- Front shutter no longer activated and must be manually opened by Hand Sew Fire Marshal.
- Jon to open shutter immediately and evacuate hand-sew and cutting through shutter exit.
- Staff to walk up Queen Street to get to the assembly point.

**STAFF MUST NOT HEAD BACK TO LOCKERS TO GET PERSONAL BELONGINGS.**

**IF YOU REQUIRE YOUR COAT/ JACKET, PLEASE MAKE SURE IT IS ON YOUR CHAIR AND NOT LEFT IN YOUR LOCKER.**