



FIRE EVACUATION PROCEDURE

On hearing the fire alarm, listen carefully and follow these instructions:

- *Leave the room/building immediately and go directly to the fire assembly point opposite the Pavilion in Queen Elizabeth's Walk. Care should be taken when crossing the road.*
- *Line up at the assembly point, where the person on duty will take a register and call 999.*
- *All belongings must be left and go directly to the assembly point.*

**DO NOT RE-ENTER THE BUILDING UNTIL
INSTRUCTED TO DO SO**

September 2015

This contract is to confirm that you – as the person hiring the room - have read and agree to and understand the fire/emergency procedures and have passed on this information to any other persons who are associated with your room hire booking:

Signed: _____

Date: _____