



Fire Evacuations Procedures

The following instructions have been issued to all Retailers of the Pavilions Shopping Centre. The Retailer is instructed to display them in a prominent place and familiarise their personnel with the contents.

ACTIONS TO BE TAKEN UPON DISCOVERING A FIRE

- 1) Operate the Fire Detection and Alarm immediately, by activating the nearest Fire Detection and Alarm Manual Call Point/Break Glass Unit. Pavilions Security staff will call the Fire Brigade.
- 2) Inform a senior member of staff where the fire is located.
- 3) Assist in the evacuation of the public from your premises.
- 4) IF IT IS SAFE TO DO SO, use portable firefighting equipment to attack the fire.
- 5) Evacuate to your designated assembly point, which is:

EP1 OXFORD ROAD, NEXT TO CHURCH / BT EXCHANGE

ACTIONS TO BE TAKEN UPON HEARING THE ALARM

The Pavilions Shopping Centre has a 2 stage alarm system using a verbal 'ALERT' message, and a verbal 'EVACUATION' message. The following actions should be taken in response to each message:

- 1) The 'ALERT' message is broadcast over the Pavilions Shopping Centre's Public Address System, as follows:

"YOUR ATTENTION PLEASE! YOUR ATTENTION PLEASE! AN INCIDENT HAS BEEN REPORTED IN ANOTHER PART OF THIS BUILDING. LISTEN FOR FURTHER ANNOUNCEMENTS"

In response to this alarm, you should assure the public that there is no immediate danger and listen for further announcements.

- 2) The 'EVACUATION' message is broadcast over the Pavilions Shopping Centre's Public Address System* as follows:

"YOUR ATTENTION PLEASE! YOUR ATTENTION PLEASE! THERE IS AN INCIDENT! PLEASE EVACUATE THE AREA CALMLY BY THE NEAREST AVAILABLE EXIT"

In response to this alarm you should evacuate members of the public, and staff, from your premises. When vacated, you should secure your premises, and report immediately to the Fire Marshal at your assembly point.

KEEP CALM – USE THE NEAREST AVAILABLE EXIT – DO NOT USE LIFTS

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