

EMERGENCY EVACUATION

INSTRUCTIONS

Users - in the case of Fire or other emergency

- **EVACUATE**

Leaders, Tutors or Responsible Person - clear the building of all people as quickly as possible.

Take with you a list of people in the building if you have one to hand - but only if it is safe to do so.

Close all doors behind you.

- **DO NOT ATTEMPT TO PUT A FIRE OUT UNLESS YOU HAVE BEEN TRAINED TO USE FIRE FIGHTING EQUIPMENT**

- **CALL 999 FROM OUTSIDE THE BUILDING**

The address is Prestwood Common, Nairdwood Lane, Prestwood, HP16 0QF

- **ASSEMBLE AT THE KICK WALL SHELTER**

A roll call should be taken if possible.

- **REMAIN outside** until the Fire Officer says it is safe to return.

- **PHONE** – advise the parish council, during office hours on:

01494 864792