**A1 Group**

**Emergency Evacuation Procedure**

**Discovery of Fire**

**Leave the building by the nearest fire exit**

**Call the fire brigade by mobile phone (after leaving the building)**

**Action Completed!**

**Report to the assembly point**

**Liaise with the fire brigade on their arrival**

**Do not re-enter the building**

**If fire in bottom yard (metal crushing and recycling area) muster station at top of the slope next to tyre bay**

**Total site / office evacuation is outside main gates to the site**

**Leave the Yard area immediately do not return until told to do so by Fire Marshal**

**Do not re-enter the building or yard area until told to do so by Fire Marshal**

**Only attempt to tackle small fires if confident to do so**

**Sound the alarm using the nearest fire alarm call point**