**A1 Wokingham Car Spares**

Emergency Evacuation Procedure - Alarm

NB: Ensure all visitors and contractors are taken to the assembly point

If fire in bottom yard (metal rushing and recycling area) muster station at the top of the slope

Done

Do not re-enter the building or yard area until told to do so by the fire marshal

Liaise with the fire brigade on their arrival

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

Report to the assembly point

Leave the yard area immediately and do not return until told to do so by a fire marshal

Action of hearing alarm

Leave the building by the nearest fire exit

Do not re-enter the building

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

NB: Assist any disabled persons with their evacuation as necessary