**A1 Wokingham Car Spares**

Emergency Evacuation Procedure - Fire

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

Only attempt to tackle small fires if confident to do so

Discovery of fire

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

Leave the building by the nearest fire exit

Report to the assembly point

Do not re-enter the building

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

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

Sound the alarm using the nearest fire alarm call point

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

Liaise with the fire brigade on their arrival

Done