# EMERGENCY PROCEDURES

## 1. UPON HEARING THE ALARM (INTERMITTENT)

a) The alarm will be silenced whilst the activated area is checked.

b) Standby and await further information.

## 2. UPON HEARING THE ALARM (CONTINUOUS RINGING)

a) **LEAVE THE BUILDING** by the nearest available exit – follow all instructions given by Brighton Centre Staff and Duty Manager.

b) **DO NOT** wait to collect personal belongings (e.g. coats, handbags) and **DO NOT** wait around for others.

c) **DO NOT USE THE LIFTS.**

d) **DO NOT run or panic** – there is no need. Move swiftly but calmly.

e) **CLOSE THE DOOR** if you are the last to leave the room you are in.

f) **PROCEED** to the assembly point at the junction of RUSSELL ROAD/WEST STREET at the rear of the building, located between the Travelodge Hotel and the Cinema

g) **WAIT** at the assembly point for further instruction from Brighton Centre staff.

h) **DO NOT leave the assembly point**

j) **DO NOT RE-ENTER THE BUILDING without permission.**

Arrangements for the safe evacuation of persons identified as being especially at risk, such as disabled people, lone workers, young persons, e.g. use of Evac-chairs, buddy systems, additional fire wardens for public areas etc..

We do have staff trained in the use of the evac chairs. These are situated on all floors that have stairway egress. The disabled persons chair will also be taken down with them by another person.

## 3. IF YOU SHOULD DISCOVER A FIRE (AND NO ALARM HAS YET BEEN SOUNDED)

a) **OPERATE THE ALARM** from the nearest alarm point.

b) Proceed as per point 2 above.