

Fire Evacuation Procedure

Conference & Meeting Rooms

Please
read
carefully

1. Raise the Alarm

- If you **discover a fire**, **activate the nearest fire alarm (break glass)** immediately.
- Call **999** and report:
 - Location: **NORTH EAST BIC, SR5 2TA**
 - Type and location of fire, if known

2. Evacuate Immediately

- **Stop all activities** (meetings, presentations, etc.).
- **Do not use the lift** – use stairs only.
- **Leave personal belongings** behind unless safe to take.
- Assist others (e.g., people with disabilities, injuries, or mobility issues).

3. Use the Nearest Exit

- Locate and proceed to the **nearest safe exit** (follow evacuation signage displayed throughout the building).
- If the primary exit is blocked, use an **alternate exit route**.
- **Close doors** behind you to contain fire and smoke.

4. Assembly Point

- Proceed to the **designated assembly point**:
 - Please see assembly point map displayed or by scanning the QR code located within the meeting room.
- **Check in** with the BIC Fire Marshal and inform of any delegates unaccounted for.

5. Accountability

- A designated person (e.g., meeting host or supervisor) must:
 - Take a **headcount**.
 - Report any **missing persons** to the Fire Marshal's and/or emergency responders.

6. Wait for the “All Clear”

- **Do not re-enter** the building until given the “All Clear” by fire officials or Fire Marshal.

Important Notes

- **Know your exits** before every meeting.
- Ensure that **visitors** are aware of the evacuation procedure.
- Familiarise yourself with:
 - Fire alarm pull stations
 - Extinguisher locations
 - Emergency exit routes



If you require any further information, please contact a member of BIC staff

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