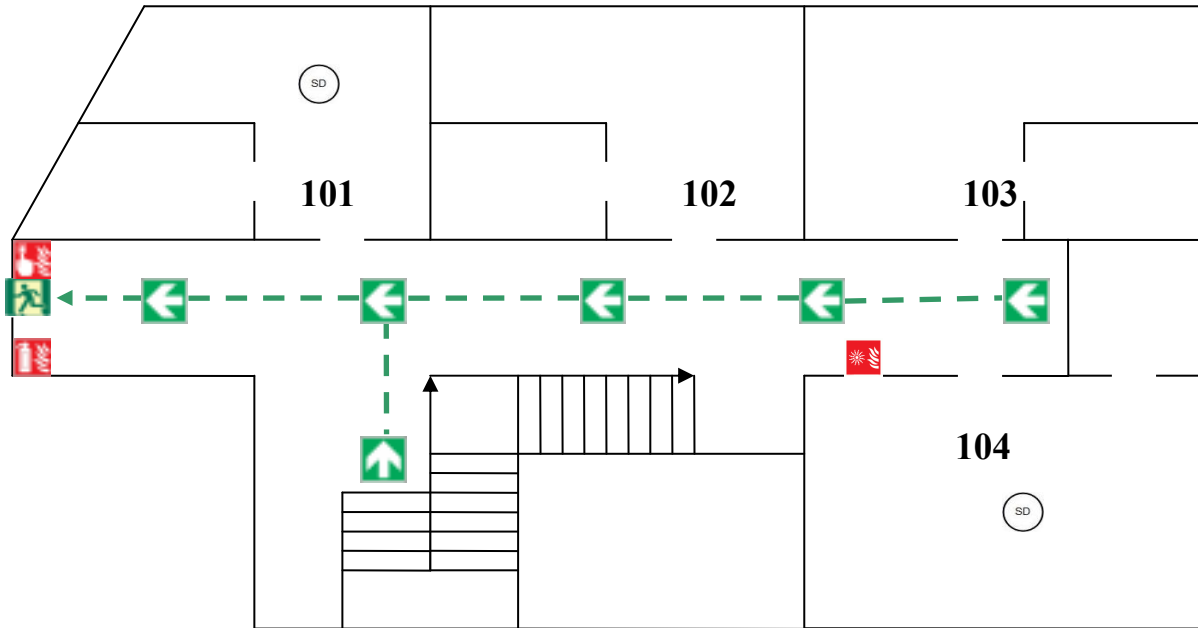




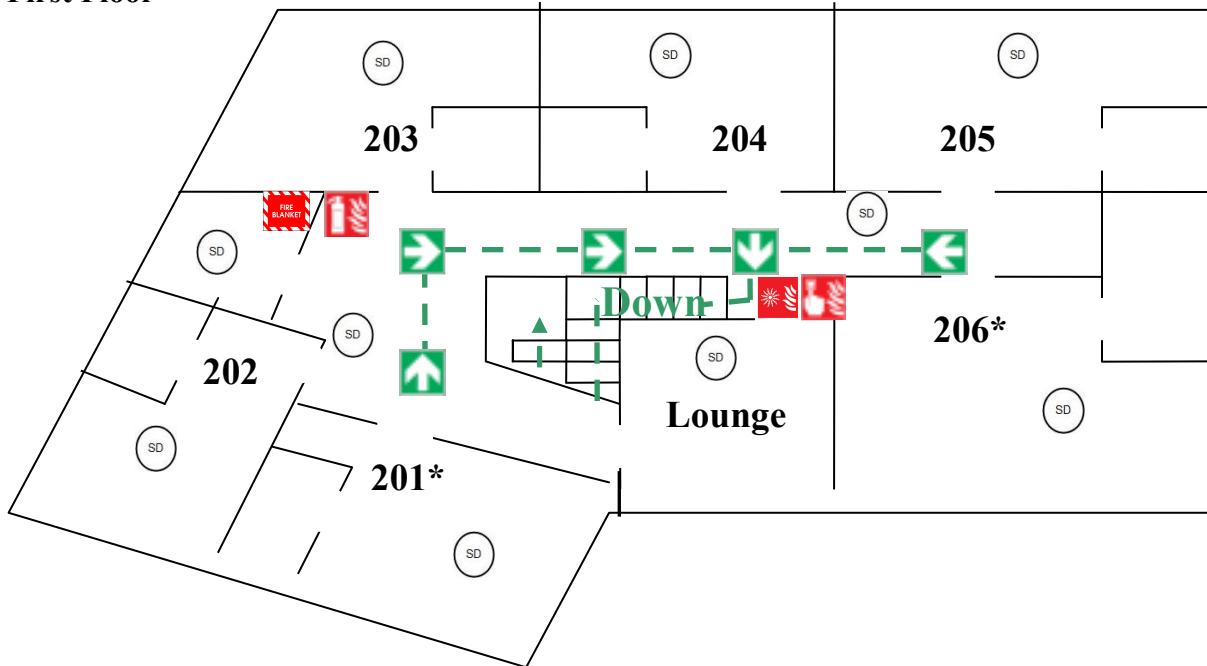
IMPORTANT
Floor Plan - Please familiarise yourself with the
emergency exits and equipment.

Windermere House

Ground Floor



First Floor



- | | | | | | |
|--|--------------------|--|----------------|--|-------------------|
| | Fire Alarm Sounder | | Fire Blanket | | Emergency exit |
| | Fire Extinguishers | | Smoke Detector | | Fire escape route |
| | Break Glass | | | | |



Emergency Evacuation Procedures

1. Fire Action Notices are displayed throughout the buildings. You should familiarise yourself with these instructions so that in the event of the alarm sounding you know what to do.
2. Evacuate as soon as the alarm sounds – do not go out of your way to collect personal belongings
3. Follow the evacuation arrows (green “arrow” signs) to your nearest safe emergency exit.
4. Your nearest safe emergency exit will not necessarily be the normal exit route therefore it is important you follow the signage.
5. On leaving the building make your way to the designated Fire Assembly Point which is located in North centre staff car park, you will be shown this on arrival.
6. Remain at the Assembly Point until given instruction to do otherwise
7. Do not under any circumstances re-enter the building until given authority to do so.

Fire List

Name of Group

Dates of Visit

Group Leader Course Director

Total No. Leaders Total No. Participants

Room 101	
1.....	
Room 102	
1.....	2.....
Room 103	
1.....	2.....
Room 104	
1.....	2.....
Room 201	
1.....	2.....
Room 202	
1.....	2.....
Room 203	
1.....	2.....
Room 204	
1.....	2.....
Room 205	
1.....	2.....
Room 201	
1.....	2.....