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**FIRE EVACUATION PROCEDURE**

PUBLIC INFORMATION – FIRE DRILL

Scarborough Spa is equipped with a fully automated fire alarm system and if an outbreak of fire is detected, a recorded announcement will immediately be transmitted over the public address system.

THERE ARE TWO DIFFERENT ANNOUNCEMENTS:

1. Announcement 1 advises that a possible fire has been discovered elsewhere in the building and that people should remain in their location whilst it is investigated.
2. Announcement 2 advises that a specific area must be evacuated.

The moment evacuation 2 is announced, members of staff will secure open all exit doors and stand-by to assist all occupants in leaving the building. This will be done in a controlled and orderly manner and the public will be directed to the assembly points accordingly.

*N.B. The alarm system does permit the Duty Manager to override the recorded messages with ‘live’ announcements if necessary and therefore everyone should remain alert for any special instructions being broadcast over the PA system.*

Once evacuated from the building, people should move away to the nearest muster point: please see attached for reference

Staff will endeavour to ensure that people massing on the Forecourt and Approach Road do not obstruct access for the emergency service vehicles and for the same reason, people with vehicles will not be allowed access to them until the emergency is over.

N.B. NEVER USE THE LIFTS DURING AN EMERGENCY EVACUATION