



Fire Evacuation Procedure

All visitors to Unit 5 Millennium Way who are attending meetings or training are to sign in and out so that in the event of a fire or other emergency requiring evacuation of the building, Serendipity Healthcare Ltd can ensure that all those on the premises are evacuated safely and accounted for.

It is the responsibility of staff to accompany visitors at all times in the building and to escort them to the assembly point in an emergency situation.

Anyone detecting a fire should activate the alarm immediately by breaking the glass on the nearest red fire alarm box and call the emergency services.

In the event of a fire or emergency, leave the building promptly and calmly by the route advised by the most senior person which will be the nearest safe exit – look for the green running man signs. Close doors and windows behind you if it is safe to do so.

Fire evacuation ladder is located in the main office. There is a break glass point to assist in breaking a window. The ladder can be used on any window.

Serendipity Healthcare Ltd staff will direct you to an assembly point in the car park at the front of the building. It is imperative that you remain at the assembly point where a member of staff will check that all those signed in have left the building and you must remain and wait for further instruction.

Do not re-enter the building until advised to do so by the most senior person or member of the emergency services.

Fight the fire with appropriate fire extinguisher only if you know how and only if it is safe to do so with no risk to your own personal safety or that of others.

Emergency First Aid can be administered by: Sarah Pickles, Lisa Ward, Jane Richardson, and any other qualified person in attendance

First aid supplies are located in the kitchen area.

Office Fire Evacuation Procedure
Serendipity Healthcare Ltd
Unit 5 Millennium Way, Dunston, Chesterfield, Derbyshire
S41 8ND



All accidents and incidents must be reported immediately. A log will be formed on carefree

Sarah Pickles IOSH – Director