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**EMERGENCY EVACUATION INSTRUCTIONS**

**Minster Chambers**

**Alarm Method:** Constantly ringing bell

**Emergency Evacuation Method:**

1. On hearing the alarm, immediately leave the room by the nearest exit following the emergency route signs out of the building. If it is safe to do so and time permits, close all doors, windows and switch off all electrical appliances.
2. Once out of the building make your way immediately to the assembly point in the ***Minster Grounds opposite the Refectory seating area (a green/white fire assembly point sign marks the area).***
3. Report to your Fire Marshal taking the roll call. Individual tenants are to ensure that all visitors are escorted from the building, a role call is taken of their staff/visitors and this is reported to the Minster Fire Marshal in control.
4. Do not return to the building until told to do so by a designated Minster Fire Marshal. An investigation may be required in the event of no obvious fire or other emergency.

**If you discover a fire**

* Sound the alarm by pressing one of the fire alarm points on evacuating the building.
* While evacuating the building, telephone the emergency services on 999 stating the nature and area of the fire. State your location as:

**The Minster Centre / Minster Chambers**

**Church Street**

**Southwell**

**Nottinghamshire**

**NG25 0HD**

* Proceed to the assembly point in the ***Minster Grounds opposite the Refectory seating area (a green/white fire assembly point sign marks the area).***
* Do not stop to collect belongings
* Report to your Fire Marshal immediately on arrival at the assembly point.