



SUBJECT: Fire Evacuation Safety

RECIPIENTS: All Council Services (including schools)

ISSUE DATE: REF:

Dec 2011

HSB8



Reminder to all LCC employees

During any emergency evacuation you MUST NOT:

1. Carry “Hot Drinks” to the assembly point

Please **DO NOT** carry hot drinks whilst evacuating the building, leave hot drinks and vacate the building by the quickest route.

2. Drive in the car park during emergency evacuations

If you have been evacuated **DO NOT** attempt to leave the site in your car. If you are already driving in the car park when an emergency evacuation begins, park your vehicle in a safe position where it does not cause an obstruction and wait at the nearest assembly point.

If you require further assistance or clarification on the subject please contact:

Your Mouchel Health & Safety Adviser