

# BBC Studioworks

## Emergency Evacuation Procedures

# TELEVISION CENTRE

### If you discover a fire:

- **Operate the nearest call point**

*(The call point will show a flashing light to acknowledge an alert. The alarm will not immediately sound but Security staff will respond)*

- **Alert others in the vicinity by shouting 'fire!'**

If trained, and the fire is small enough try to extinguish the fire using the nearest suitable extinguisher.

### **DO NOT PUT YOURSELF IN DANGER**

- **Leave the building immediately via the nearest fire exit**
- **Close any doors behind you**
- **Do not use any lifts**
- **Proceed to the external assembly point**
- **Inform Studioworks Security and/or call the Emergency Services by dialling 999**

### On hearing the fire alarm:

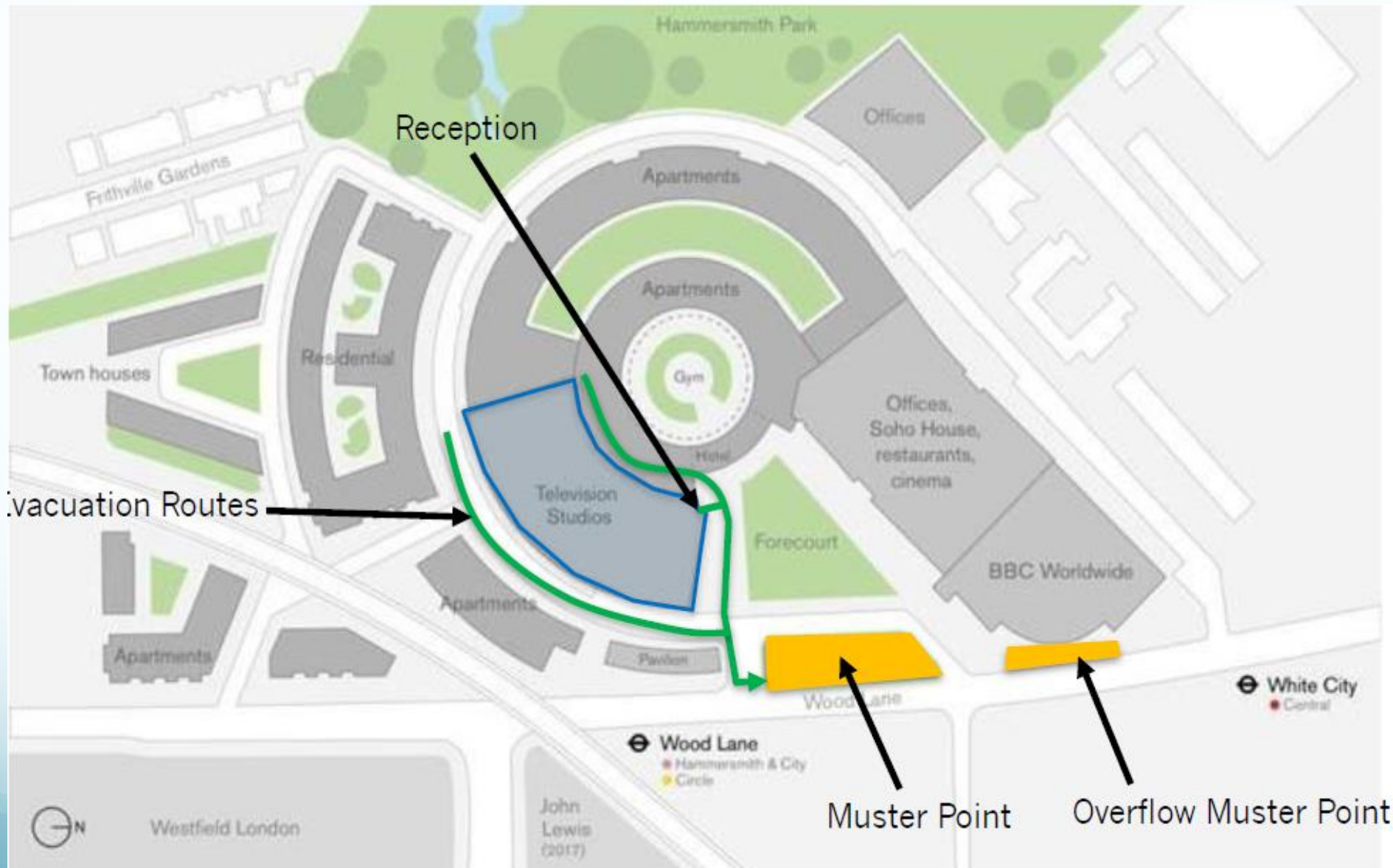
- **Leave the building immediately via the nearest fire exit**
- **Encourage others to evacuate as you leave**
- **Close any doors behind you**
- **Do not use any lifts**
- **Proceed to the external assembly point and await further instructions**

- **FOLLOW INSTRUCTIONS FROM FIRE WARDENS/SECURITY**

- **DO NOT STOP TO COLLECT PERSONAL BELONGINGS**
- **DO NOT RE-ENTER THE BUILDING UNTIL TOLD SAFE TO DO SO**

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v1.0	14 <sup>th</sup> August 2023

# TELEVISION CENTRE MUSTER POINT



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v1.0	14 <sup>th</sup> August 2023