

Audiologic Fire Evacuation Plan - Nexus



It is imperative that all employees read the below and sign to confirm that they have done so. A hard copy is also placed on the display board at the printer station.

If you have guests visiting Nexus, you must have them sign in (and out) at the security desk. It is then your responsibility to highlight to ALL visitors on the location of our fire exits and assembly point.

Fire Exits

- Employee entrance, front door
- Customer entrance, front door
- Side exit: door between print area and Snug (employee side)
- Rear exit: behind/to the side of the Boardroom (customer side)

Assembly Points

- Rear of carpark, immediately next to the bin store. Head towards the back left of the carpark, you'll be walking towards the main road at the rear of the building. Assembly point signpost is clearly visible above car height.

In case of a fire

- Activate nearest fire alarm, by pressing/pushing the black dot
- Contain fire and smoke by closing all doors
- Contact emergency services on 999
- Assist anyone in immediate danger ONLY IF SAFE to do so
- Extinguish small fires (only if you have been trained and if safe to do so), if you cannot, evacuate via the nearest exit closing doors as you leave and attend the nearest/safest assembly point

Use Extinguisher - only after alarm has been raised and emergency services called

- **ENSURE THAT YOU HAVE THE CORRECT EXTINGUISHER**
- **PULL THE PIN** break seal and test extinguisher
- **AIM AT THE BASE OF THE FIRE** ensure you have a means of escape behind you
- **SQUEEZE THE OPERATING HANDLE** to operate extinguisher and discharge agent
- **SWEEP FROM SIDE TO SIDE** completely extinguish the fire

DO NOT fight a fire if the room is filling with smoke or the fire is spreading

DO NOT continue to extinguish a fire if more than one fire extinguisher is required

On hearing the fire alarm

- Stop work, stay calm and act immediately
- Leave via the nearest fire exit
- Remain at the assembly point and wait to be accounted for
- If you're away from your work-station at the time of alarm, DO NOT RETURN to your desk, go straight to the assembly point

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DO NOT USE THE LIFT IN THE EVENT OF A FIRE

After Evacuation

- Remain at the assembly point
- Please report anyone suspected of remaining in the building to your fire warden
- Emergency Services will advise you of when you can re-enter the building
 - o Securitas/Neil will liaise with the emergency services

Familiarise yourself with the closest emergency exit.

Fire alarms are checked weekly by HTS, early hours, so not to disturb our working day. If you hear a consistent alarm outside of this time frame, please evacuate the building immediately.

Fire Wardens

The following personnel have had fire warden training:

Nicola Boyle	Anne Broadley	Vicky Clayden
Jamie Collier		
Laura Davidson	Sophie Greenwood	Amber Jones
Sophie Millward		
Sam Reeves	Anna Shahin	Sophie Smith
Sarah Springthorpe		
Rhoda Warren		

I can confirm that I have read and understood the importance of the above information.

Name: **Anne Broadley**

Signature: 

Date: 2025. Next revision, JAN 2026



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Anne Broadley (anne.broadley@audiologic.co.uk)

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Signed:

Jun 6, 2025, 4:38 PM WEST (Jun 6, 2025, 3:38 PM UTC)

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