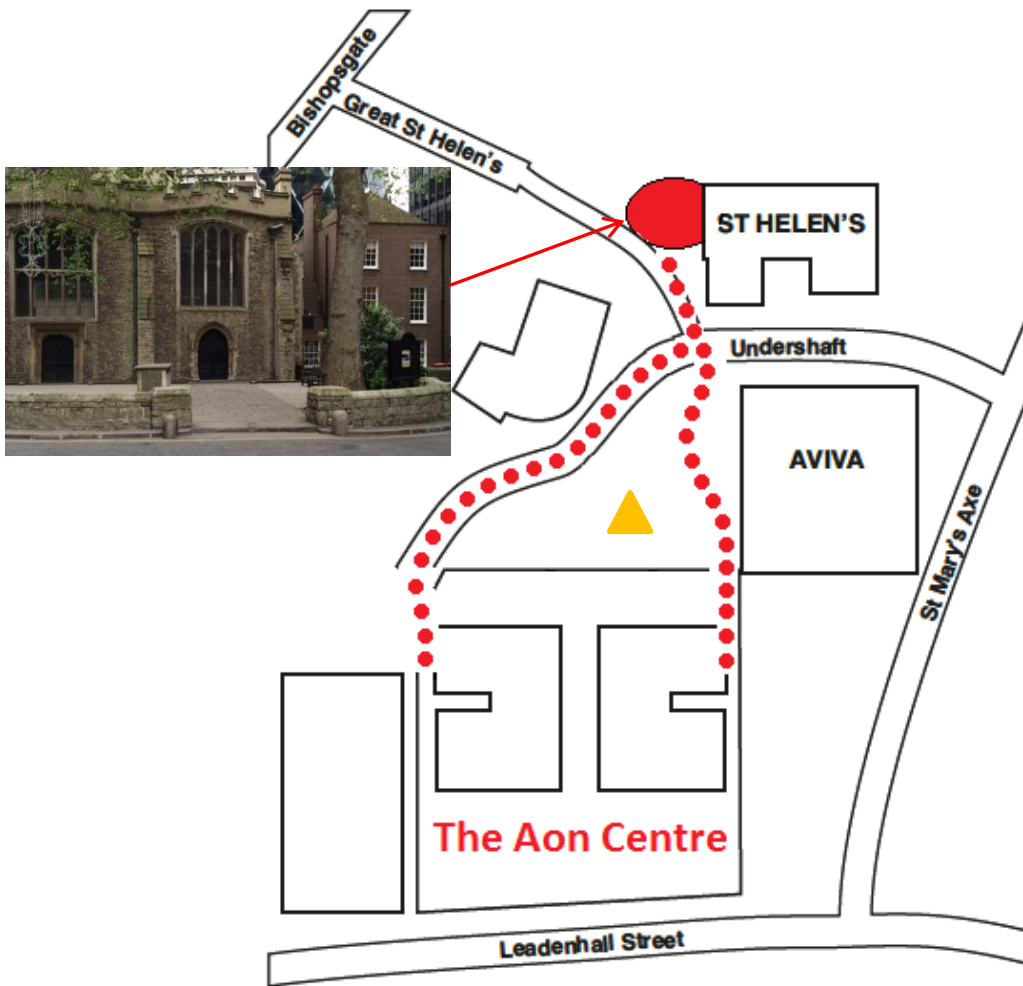




THE AON CENTRE FIRE EVACUATION PROCEDURES



Key:

-  Assembly Point Coordinator
-  Route to Assembly Point

Fire Evacuation Procedures (visitors/guests):

If you discover a fire

Immediately operate the nearest fire alarm call point



On hearing the Fire Alarm

On hearing the alarm, remain at your current location and wait for further instructions. A sequence of pre-recorded PA messages will then follow.

Evacuation confirmed

If the incident determines an actual evacuation of the building is required, a further sequence of pre-recorded PA messages will then follow.

When advised to do so, please leave the building by the nearest available exit and proceed to Aon's Guest assembly point at St Helen's Church courtyard as shown on the map above/below (*depends where you place this on the App and Aon Avenue*).

Your host or a trained Aon Incident Marshall will join you at the assembly point, and will keep you informed of the situation and when it is safe to return to the building.

Disabled visitors/guests

Your host or a trained Aon Incident Marshall will escort you safely to a dedicated 'Refuge' point within the building, where you should remain until the Fire Emergency Services or a member of the Security Team collect you.



Fire Evacuation Procedures (Aon colleagues):

If you discover a fire

Immediately operate the nearest fire alarm call point



On hearing the Fire Alarm

On hearing the alarm, remain at your current location and wait for further instructions. A sequence of pre-recorded PA messages will then follow.

Evacuation confirmed

If the incident determines an actual evacuation of the building is required, a further sequence of pre-recorded PA messages will then follow.

When advised to do so, please leave the building by the nearest available exit and safely disperse away from the building. You will be kept informed of the situation and when it is safe to return building via an SMS message to your preferred mobile device.

Disabled colleagues

Your 'buddy' will escort you safely to a dedicated 'Refuge' point within the building, where you should remain until the Fire Emergency Services or a member of the Security Team will collect you.



Invacuation

In certain emergency situations, it may be necessary to remain within the building.

In such circumstances, communication will either be conveyed across the PA system, or more locally through the Aon Incident Marshalls.

The advice given in these situations **MUST** be adhered to, to ensure you're safety and wellbeing.