

# **Non-Performance Evac**

## **Daytime Duty Manager**

**Check nearest fire panel for location of alarm**



**Physical check of alarm location if safe & comfortable to do so**



**Attend FOH and sweep area if practical and safe**



**Ensure FOH staff have evacuated to muster point**



**Provide any First Aid as required**



**Advise NW2 of alarm**



**Roll call any visitors at muster point**



**Make emergency services call**



**Await their arrival, inform of the situation and follow their requests**