Ashford Business Services Ltd

FIRE DRILL NOTICE

Document	Date	From	To
OF-MC-001	9 November 2026	James Patel, Office Manager	All staff

Subject: Fire drill - 9 November 2026

DRILL: 9 November 2026 at 10:30 am | Assembly point: Assembly point | Fire warden: Sarah Mitchell

Evacuation steps

1. When the alarm sounds, leave the building promptly and go directly to Assembly point.
2. Do not use lifts. Do not stop to collect personal belongings.
3. Report to Sarah Mitchell at Assembly point so you can be accounted for.
4. Do not re-enter the building until Sarah Mitchell gives the all-clear.

Office Managers must check their area, including Sarah Mitchell, is clear. Questions: James Patel, Office Manager.