



Fire Action

If you Discover a Fire



Shut the door to the room and activate the nearest emergency call point



Leave by the nearest available Fire Exit



Report to your nominated assembly point which is



Telephone the Fire Service on

On hearing the fire alarm



Stop what you are doing and leave the building by the nearest available Fire Exit closing doors behind you



Report to your nominated assembly point as detailed above



DO NOT PANIC - DO NOT RUN

- DO NOT** use the lift unless classed as Fire Lift
- DO NOT** attempt to fight the fire unless you have been trained in the use of extinguishers and are confident the fire can be dealt with safely
- DO NOT** return for any reason until informed it is safe to do so
- DO NOT** put yourself at risk



- DO** shut doors behind you
- DO** report missing persons at the Assembly Point



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