

Fire Safety Protocol 12



Fire Action Notice

Fire Action Notice



IF YOU DISCOVER A FIRE:

1. Sound the alarm by operating the nearest fire alarm call point.
2. Call for assistance. Contact the switchboard on the emergency number: **2222** or the Emergency Services direct **9999**.
3. Attack the fire only if it is safe to do so and you have received the appropriate training using the fire fighting appliances provided.
4. Leave the building immediately if you cannot control the fire or your escape route is threatened.

IF YOU HEAR THE ALARM

5. Leave the building **AT ONCE** using the nearest available exit which is located at:

6. Close all doors behind you.
7. Report to the person in charge of your assembly area which is located at:



8. **DO NOT:**
 - Stop to collect personal belongings
 - Use the lifts
 - Re-enter the building for any reason until authorised to do so
 - Take any undue risks