



FIRE ACTION

INTRODUCTION

All staff, visitors and contractors should read these instructions and make themselves familiar with the means of escape from this building.

ACTION ON DISCOVERING A FIRE

1. Raise the alarm by breaking the nearest **BREAK GLASS UNIT**
2. Evacuate the building quickly and calmly by the nearest available safe exit and go to the assembly point.
3. Give any relevant information to the person taking the roll call.
4. **Do not** re-enter the building until informed that it is safe to do so by the Fire & Rescue Service.

ACTION ON HEARING THE FIRE ALARM

(The fire alarm is a continuous Siren)

1. Switch off all electrical appliances before leaving the building, where possible.
2. Leave the area using the nearest available safe exit
3. **Do not** stop to collect coats or other personal belongings.
4. If possible, close all doors and windows behind you.
5. Proceed directly to the designated assembly point.
6. If you have any visitors on the premises, you must lead them to the **Assembly Point** and inform the person taking the roll call.

THE **ASSEMBLY POINT** is:

The grassed area on the other side of the road adjacent to the Post Office