

In Case of a Fire

On discovering a fire:

- 1 – Sound the alarm using a call point
- 2 – If the fire is small and you have been trained, use an extinguisher but do not put yourself at risk!
- 3 – Dial 999 to alert the fire and rescue service.

On hearing the fire alarm:

- 4- Leave the building by the NEAREST emergency exit
- 5- Do NOT delay to collect personal belongings
- 6 – Make your way to the assembly point in the car park and report to the person in charge
- 7-Do NOT re-enter the building until told it is safe to do so

Action by staff and responsible persons:

- 8 – On hearing the alarm direct people towards their nearest emergency exit
- 9-Check the premises have been cleared, including the toilets
- 10-Direct people to the assembly point and report to the person in charge