

Fire Action

If you discover a fire:



Operate the nearest manual call point and alert colleagues - shout “Fire! Fire!”



Call Security on x2222 (01235 778888 from a mobile) giving location and type of fire



Fight the fire with the correct type of extinguisher IF trained and it is safe to do so



Leave the building by the nearest available exit



Go to the assembly point for the building (.....)

If you hear the fire alarm:



Leave the building by the nearest available exit



Go to the assembly point for the building (.....)