

In the Event of a Fire at SO

Staff and visitors must be aware of how to respond to fire alarms on site

Raising the Alarm

If you discover a **fire**:

- Raise the alarm – activate manual call point (break glass).
- Shout – Fire! Fire!



Leave the Building

- Leave by the nearest available exit.
- Call the **Site emergency number**: ext. **2222**; or mobile **01793 444510**
- **DO NOT** use lifts.
- **DO NOT** attempt to tackle fires unless you have been trained, and it is safe to do so.



Assembly Points

On leaving building, go to the designated Assembly Point:



- If you know the location of a fire inform the Floor Warden;
- Follow any instructions given by the Emergency Response Team;
- **DO NOT** block site access routes for Emergency Services; and
- **DO NOT** re- enter the building until the Chief Incident Control Officer has reported it is safe to do so.

All Fire Alarms **MUST** be responded to, even if it is known to be a Fire Drill.

