



Action in Event of a Fire

If you discover a fire:

- Operate the nearest fire alarm.
(If you do not know please ask where the alarms are situated)
- Alert a Fire Marshall - Sandra, (in her absence, Linda)
- Fire Marshall will check the panel and call the fire brigade by dialling 9999
(Because you need to dial 9 before you get an outside line)
- Fire Marshall will undertake the evacuation procedure
- Attack the fire with appliances provided only if you are competent to do so
- Proceed to the Assembly Point which is the grassed area at the rear of the building
- Fire marshall will liase with the emergency services and as per their instruction alone will advise if and when it is safe to return to the building

On hearing the fire alarm:

Leave the building by the nearest available exit

Close all doors not connected to automatic closing devices behind you

Report to the Assembly Point which is the grassed area at the rear of the building

Do not re enter the building till the emergency services or fire marshall instructs you to do so