FIRE ACTION

Building: _____

If you discover a fire

1. **Raise the alarm** by operating the nearest fire alarm call point.

   Nearest call point: _____

2. **Call the fire and rescue service: dial 999.** Give the address of the building.

   Nearest phone: _____

3. **Leave the building** by the nearest available exit, closing doors behind you.

4. **Only tackle a fire** if you have been trained and it is safe to do so.

On hearing the fire alarm

1. **Leave the building** at once by the nearest available exit. Close doors behind you.

2. **Do not use lifts.** Do not stop to collect belongings.

3. **Go to the assembly point** and report to the person in charge.

4. **Do not re-enter the building** until you are told it is safe to do so.

ASSEMBLY POINT

_____

Fire marshal / warden: _____

Free fire action notice from evacplangenerator.com/uk/fire-action-notice