



FIRE ACTION NOTICE

Post this notice by every fire alarm call point. Update the details whenever they change.

Workplace name

Assembly point

1

If you discover a fire

Operate the nearest fire alarm call point immediately. Do not attempt to tackle the fire unless trained and it is safe to do so.

2

When the alarm sounds

Leave the building by the nearest safe exit. Close doors behind you where possible and follow the escape route signs.

3

Go to the assembly point

Report to the nominated assembly point shown above. Stay there until you are accounted for and told it is safe to leave.

4

Do not use lifts

Use designated escape routes and stairs only. Assist visitors or colleagues who may need help, if it is safe to do so.

5

Do not re-enter the building

Never go back inside for belongings. Wait for instructions from the fire marshal or emergency services.

Call 999 in an emergency

Give the building name, full address, nature of the emergency and any known hazards.

Review this notice regularly and whenever the workplace layout, fire arrangements or assembly point changes.