

**FIRE
ACTION**

FIRE ACTION

ANY PERSON DISCOVERING A FIRE:



RAISE THE ALARM:

Break the glass to operate the nearest fire alarm call point.



CALL THE FIRE BRIGADE:

Dial **8200** and ask Reception to call the **FIRE BRIGADE**.



ATTACK THE FIRE:

Only if you can do so without risk to yourself.

ON HEARING THE FIRE ALARM:



EVACUATE THE BUILDING IMMEDIATELY:

Use the shortest escape route – follow the green signs.
Close (but do not lock) doors and windows behind you.



MEET AT THE ASSEMBLY POINT:

Endsleigh Place – on the pavement outside Passfield Hall.

DO NOT:



Do not take personal risks.

Do not stop to pick up belongings.

Do not use the lift.

Do not re-enter the building until authorised to do so.