



Staff - Fire Action Plan

IN THE EVENT OF A FIRE

1. **Any person who suspects a fire on the premises must raise the alarm at the nearest break glass point.**

When the alarm sounds, **ALL STAFF** must:

- Ensure staff and visitors are directed to the fire assembly point via the nearest fire escape route.
- Assemble at the **FIRE ASSEMBLY POINT**.

2. **The allocated person must immediately call the fire brigade:**

- **Dial 999.**
- Provide the correct address:

- Provide the correct telephone number: _____

3. **The allocated person, IF SAFE TO DO SO, must attempt to identify the source of the fire and, if required, commence total evacuation of the premises.**

4. **It is the duty of all concerned to try to prevent injury prevention or loss of life:**

- Do not cross the path of the fire.
- Do not put yourself or others at risk.
- Stay calm and do not panic.
- Do not attempt to fight a fire unless familiar with firefighting techniques.

5. **The allocated person must prepare to meet the fire brigade to:**

- Help identify the source of the fire from information gathered during evacuation.
- Inform them of any persons still in the building.