**FIRE ACTION NOTICE**

**The preservation of life is paramount - remain calm to ensure your safety and that of others**

Several of the following actions can be conducted in parallel:

**1.** **Quickly assess the situation:**

* Do not attempt to fight a fire if you do not feel competent to do so.

If it is an electrical fire, DO NOT USE EITHER OF THE EXTINGUISHER TYPES AT THE READING ROOM UNLESS YOU ARE CERTAIN THAT THE ELECTRICAL POWER HAS BEEN TURNED OFF.

**2.** **Alert:**

* Shout **‘FIRE, FIRE, FIRE’** as loud as possible and for long enough to be sure that all persons in the building have heard it.

**3. Call:**

* Call the **Fire & Rescue Service (FRS)** using 999 or 112 on a mobile phone, giving

Location: **BERKSWELL READING ROOM, MERIDEN ROAD, BERKSWELL CV7 7BE**

What3Words: **punks.expert.apron**

**Do not assume someone else has made the call.**

If possible and safe to do so, someone should stay at the roadside and wait to liaise with the FRS.

**4. Evacuate:**

There are **SIX** fire exits from the building all clearly marked and with Door Exit Push Bar:

* 2 x Front Entrance, 2 x Left Hand Side (Kitchen and Committee Room) and 2 x Right Hand Side (Side entrance and Storage Room).

**USHER PEOPLE OUT OF THE BUILDING/** **DO NOT STOP TO COLLECT ANY PERSONAL BELONGINGS**

* Use the Fire Exits to assemble at the front of the building
* If practical, TWO people should work together, to ensure that all rooms have been fully evacuated and that all ‘users’ have gathered at the Fire Assembly Point.

If safe to do so, the last person out should try to close all doors behind them to prevent the fire and smoke spreading through the building and also to reduce the level of oxygen available in any room to feed the fire.

**UNDER NO CIRCUMSTANCES SHOULD YOU RE‐ENTER THE BUILDING UNTIL THE FIRE AND RESCUE SERVICE HAVE TOLD YOU THAT IT IS SAFE TO DO SO.**

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