

Fire – Emergency Action Plan

Assembly point

- Right hand side (furthest from office) of gate at entrance to car par.

Action on discovery of fire

- Cover fire with fire blanket if fire is small/only just starting, and staff are trained
- Leave the building by the fire exit
- Do not re-enter the building
- Report to the assembly point
- Call 999, and ask for the fire brigade by a mobile phone, after leaving the building
- Liase with the fire brigade on their arrival
- Do not put yourself at risk

Action on hearing fire alarm

- Leave the building by the fire exit
- Do not re-enter the building
- Report to the assembly point
- Call 999, and ask for the fire brigade by a mobile phone, after leaving the building
- Liase with the fire brigade on their arrival

Visitors

- Ensure all visitors are taken to the assembly point
- Assist any disabled persons with their evacuation as necessary