On discovering a fire - operate the nearest fire alarm call point.

Dial extension ‘44444’ and confirm the following:
1. Location of the fire
2. Some indication of its extent
3. Whether all occupants have evacuated the building

Only attempt to fight the fire, if it is safe and practical to do so – using the most appropriate fire extinguisher for the type of fire you intend to tackle

Do not use WATER on ELECTRICAL or FLAMMABLE LIQUID fires.

On hearing the fire alarm – leave the building by the nearest AVAILABLE FIRE EXIT

1. CLOSE – all doors as you leave.
2. Do NOT – stop to collect belongings
3. Do NOT – use the lift

When clear of the building - proceed to your designated FIRE ASSEMBLY POINT

DO NOT RE-ENTER THE BUILDING UNTIL YOU ARE INFORMED IT IS SAFE
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FIRE INFORMATION