

FIRE SAFETY BRIEFING - Appendix B4

REACTION TO A FIRE

1. If you discover a fire
Break the glass in the nearest call point and evacuate the building at the nearest exit.



2. Once in a safe place contact
Fire Brigade on telephone number 999

- 3 If the fire alarm goes off you **MUST:**
Calmly make a fast and safe evacuation via the nearest exit

Should any of these exit routes be blocked follow the standard fire exit signs which will indicate the shortest route.

You may take an item of clothing to keep you warm outside, but leave any other belongings. Close your room door behind you as you leave.

- 4 Go immediately to the assembly point
You should not re-enter the buildings until instructed that it is safe to do so by the Fire Officer.



You should study one of the blue Fire Action Plan notices fixed to walls around the building for your nearest assembly point

RECOGNISE THE DOOR RELEASE



- 5 To get out break the glass to release the door and evacuate the building at the nearest exit.

