



## FIRE ACTION

Any person discovering a fire: -

- 1 Sound the alarm
- 2 Dial **2222** to alert fire brigade  
(‘phone in entrance hall)
- 3 Attack the fire if possible using the  
appliances provided (by main door)

## ON HEARING A FIRE ALARM

- 4 Leave the building by a safe route
- 5 Close any doors behind you
- 6 Report to Assembly Point (**see over**)

**DO NOT TAKE ANY RISKS**  
**DO NOT RETURN TO THE BUILDING FOR ANY**  
**REASON UNLESS AUTHORISED TO DO SO**

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**IN THE EVENT OF FIRE OR EMERGENCY THE ASSEMBLY  
POINT IS SIGNPOSTED ‘**RIGHT**’ FROM THE CAR PARK  
ENTRANCE ALONG THE SHORT DRIVE TO THE  
“**FIRE ASSEMBLY POINT**”.**

## **Medical Emergency**

**In the event of a medical emergency requiring a removal to  
hospital the normal 999 procedure should be followed.**