**Fire Procedure**

**BEFORE THERE IS A FIRE**

ENSURE YOU KNOW ✓ The evacuation procedure

✓ All exit routes

✓ Any special arrangements to assist disabled or sensory impaired

KEEP ✓ Fire exits, corridors and circulation areas clear

✓ All doors closed

**IF YOU DISCOVER A FIRE**

🡺 Raise the alarm by shouting “FIRE” and/or activate the nearest alarm

🡺 Ensure that the Fire Service has been called by dialling 999

🡺 Use a fire extinguisher ONLY if needed to get to an exit

🡺 Leave the building by the nearest exit

🡺 Report to the Assembly Point **ON Townsend Avenue IN FRONT OF NORRIS GREEN CLINIC**

🡺 Advise Fire Marshall location of fire and confirm Fire Service have been called

**IF YOU HEAR THE FIRE ALARM**

🡺 Evacuate quickly and calmly by the nearest safe route **DO NOT USE A LIFT**

🡺 Close all doors behind you to contain the fire and smoke

🡺 Report to Assembly Point **ON LONG LANE OUTSIDE OF FRONT GATE** for roll call

**FIRE MARSHALL**

🡺 Ensure everyone has safely evacuated the building

🡺 Ensure that the Fire Service have been called by dialling 999

**DO NOT RUN,**

**DO NOT COLLECT PERSONAL BELONGINGS,**

**DO NOT LEAVE THE SITE UNTIL THE FIRE MARSHALL HAS INSTRUCTED YOU TO DO SO,**

**DO NOT RE-ENTER THE BUILDING UNTIL AUTHOSRISED TO DO SO**