

**1. On discovering a fire**

- 1.1. If you discover a fire, raise
- 1.2. Make your way directly to
- 1.3. Do not stop to pick up your
- 1.4. Ensure that you, one of the
- 1.5. Do not return to the building

ing sure fire doors are closed  
behind you.  
person in charge has called the fire  
with "all clear" signal or message  
in charge.

**2. If you hear the fire alarm**

- 2.1. Close down any machinery
- 2.2. Immediately leave using the
- 2.3. Report to the assembly point
- 2.4. If you are with a visitor, en
- 2.5. Assist any disabled persons

exit. Ensure that no one is left in  
you.  
Location of Assembly Point>>.  
u.  
aid in accessing escape routes  
point.

**3. Fire Marshals**

- 3.1. Encourage staff around you
- 3.2. Ensure that the fire service
- 3.3. Report to the person in charge
- 3.4. [If within the marshals' res
- 3.5. If the roll call identifies any
- 3.6. When instructed by the "P

ed to the assembly point. Check  
area of responsibility have been  
and advise that him/her of any  
n numbers of  
complete and record the roll call and  
inquiries of workplace colleagues to  
own, record and report to the  
"all clear" signal.

<ul style="list-style-type: none"> <li>• <b>Fire Marshal Name</b></li> <li>•</li> </ul>	<p>Area of responsibility</p>
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**4. Person in charge**

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- 4.1. Establish if it is a genuine
- 4.2. Establish the location of the
- 4.3. Ensure that the fire service
- 4.4. Check with Fire Marshals
- 4.5. Complete the rollcall or col
- 4.6. Gather all other informatio
- 4.7. If the roll call identifies any  
to establish whereabouts of  
fire service.
- 4.8. Liaise with the Fire & Res  
location of the fire and, if a
- 4.9. Complete a Fire Report on  
findings. Investigate and d

ine.

been fully evacuated.

ed by the Fire Marshals.

on.

nquiries of workplace colleagues  
known, record and report to the

Advise on layout of the premises,  
of any flammable substances.

and inform staff of  
e alarm if the alarm is false.

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