FireOptix
FIRE SAFETY COMPLIANCE

# Fire action notice

Fill in the blanks before this goes on a wall. A notice naming the wrong assembly point is worse than one with a blank.

Written for premises on a simultaneous evacuation strategy. If your building has a stay-put or phased strategy, this notice is the wrong notice — take the wording from your fire risk assessment instead.

PREMISES

LOCATION OF THIS NOTICE

ISSUED BY

DATE

## IF YOU DISCOVER A FIRE

1. Raise the alarm immediately — operate the nearest call point.
2. Call the fire and rescue service, or make sure somebody has.
3. Leave the building by the nearest available exit.

## IF YOU HEAR THE ALARM

1. Leave immediately by the nearest available exit.
2. Close doors behind you.
3. Go to the assembly point and report in.
4. Stay there until you are told it is safe to return.

## DO NOT

Do not use the lift, unless it is a marked evacuation lift and you have been told you may use it.

Do not stop to collect personal belongings.

Do not return to the building for any reason until you are told it is safe.

Do not attempt to fight the fire unless you are trained and willing to, and it is safe to do so.

## FILL IN BEFORE THIS GOES UP

*A notice naming the wrong assembly point is worse than one with a blank on it.*

The alarm in this building sounds like

The assembly point is

At the assembly point, report to

Site contact, and number

Out of hours contact, and number

Anything specific to this part of the building

## FIRE AND RESCUE SERVICE

Call 999 or 112.

## NOTICE CONTROL

ISSUED

SUPERSEDES NOTICE DATED

CHECKED AGAINST THE FIRE RISK ASSESSMENT ON

BY

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