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| FIRE AND EMERGENCY SAFETY PLAN |
| To be completed by group representative or member of staff responsible for the property |
| Group: | Type property: |
| Address: |
| Group contact name: | Contact no: |
| **Actions to take if you discover a fire or there is a bomb threat or suspect package:** |
| 1. **Sound the alarm by:**
 |  |  |  |  |  |
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|  |  |  |  |
| 1. **Dial**
 |  |  |  |  | **to call the fire brigade, police or bomb disposal personnel** |  |
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|  |  |  |  |
| 1. **In case of a fire, tackle if possible using the appliances provided but do not endanger yourselves or others in doing so**
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| 1. **In case of a bomb threat or suspect package attempt to raise the alarm in adjacent buildings**
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| **Actions to take if you hear the fire alarm:** |
| 1. **Leave the building by the nearest available exit:**
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|  |  |
|  |  |  |  |
| 1. **Close all the doors behind you**
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| 1. **Report to the person in charge of the assembly point at:**
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|  |  |  |
|  |  |  |  |
| 1. **Do not stop to collect personal belongings**
2. **Do not use the lift**
3. **Never re-enter the building for any reason unless authorised to do so**
4. **Do not take risks**
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| Restrictions on any rooms that do not have adequate means of escape: |
| **Room:****Access:** | **Use:****Restrictions:** |
| **Room:****Access:** | **Use:****Restrictions:** |
| **Below draw a plan of you building and show: f**ire alarm points; fire extinguisher points; torches where no emergency lighting; emergency routes and exits; first aid box; assembly point |
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