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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:** | | | | | |  |  | | | | |  | |  |  |
|  |  | | | | | | |  |
|  |  | | | | |  | |  |
| 1. **Dial** |  |  |  |  | **to call the fire brigade, police or bomb disposal personnel** | | | | | | | | | |  |
|  |  | |  |
|  |  |  |  |
| 1. **In case of a fire, tackle if possible using the appliances provided but do not endanger yourselves or others in doing so** | | | | | | | | | | | | | | | |
| 1. **In case of a bomb threat or suspect package attempt to raise the alarm in adjacent buildings** | | | | | | | | | | | | | | | |
| **Actions to take if you hear the fire alarm:** | | | | | | | | | | | | | | | |
| 1. **Leave the building by the nearest available exit:** | | | | | | | |  |  | | | |  |  |  |
|  |  | | | | |  |
|  |  |
|  |  | | | |  |  |
| 1. **Close all the doors behind you** | | | | | | | | | | | | | | | |
| 1. **Report to the person in charge of the assembly point at:** | | | | | | | |  |  | | | |  |  |  |
|  |  | | | | |  |
|  |  | | | |  |  |
| 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 | |
|  | |