

Fire Action Procedure.

1. On discovering smoke or a fire:

- a. Raise the alarm by shouting **Fire, Fire** and activating the nearest break glass call point, making sure that everyone in the vicinity has heard you.
- b. If it is safe for you and you have been trained, use the nearest appropriate fire extinguisher
- c. If the fire extinguisher runs out or the fire continues to grow or the smoke increases, exit by the nearest fire exit, go to the Fire Assembly Point, and report the incident to the person in charge.

2. Person in charge – In the event of the fire alarm being raised:

- a. Ensure that people in the building are, or have evacuated, to the Fire Assembly Point.
- b. Proceed to the Fire Assembly Point and confirm the location and details of the incident.
- c. If flames or smoke has been reported, dial 999 and ask for fire brigade attendance, give the location, post code and phone number. **(Shavington-cum-Gresty Village Hall, Main Road, Shavington, Crewe, CW2 5DP)**
- d. Confirm that the buildings have been evacuated and carry out a roll call.
- e. Do not allow anyone to return to the building until told that it is safe.
- f. Send someone to the end of the road to meet the fire & rescue service and to direct them to the building concerned.

3. Occupants – if the fire alarm is raised:

- a. Leave the building by the nearest Fire Exit Door ensuring that anyone else in your building is also evacuating and proceed to the Fire Assembly Point for roll call.
- b. Do not stop to collect any personal items and do not return to the building until it is safe.