

# If you discover a fire:



Activate the nearest fire alarm call point by breaking the glass. If you don't have one, **SHOUT!**



A colleague might be working in a noisy area or not be aware that there's a fire, also consider your customers who may not know what to do.



Call the emergency services - **999**. Don't assume that someone has already done this. Give the operator clear information and as much detail as possible.

Make sure everyone knows that this is not a drill.

## If you hear an alarm:



## Keep calm and be thoughtful of others



Leave immediately through the nearest fire exit. Don't go back or stop to collect your belongings.



Point out fire exits to others.



There may be people who are less mobile or someone with a disability.



Visitors and customers may not be familiar with the fire exit procedures. Offer assistance if you can.



### Don't use a lift, use the stairs:

Lifts can trap smoke and suffer mechanical failure or a power cut if a building is on fire.



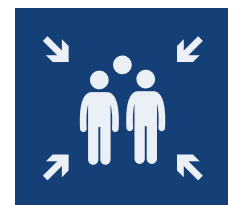
### If it is safe to do so, close doors and windows on the way out:

Fire needs air to sustain it. Closing windows and doors will reduce the amount of air and slow the fire. A closed door will also block a fire and stop it spreading so quickly.



### Once out of the building go straight to the assembly point:

- Make sure you know where the assembly point is – go straight to it so you can be accounted for.
- Inform the person in charge of anyone unaccounted for or still in the building - the fire services need to know.
- DO NOT go back into the building until told to do so by the proper authorities.



Like this? Info taken from Upskill People's online Fire Safety Essentials course.

Find out more at [www.upskillpeople.com](http://www.upskillpeople.com)

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