








Fire Escape Plan



FIRE ACTION

	On Discovering a Fire Anyone detecting smoke or the smell of burning should investigate immediately and raise the alarm if a fire is suspected. Raise the alarm by operating the nearest fire alarm manual call point.
	Passing on Information Exact details of all fire alarm calls must be reported to the call centre on internal extension 2222.
	On Hearing The Alarm Signal The fire alarm system within this building is a single stage system that will give: A continuous ringing warning signal; follow the building evacuation plan.
	Evacuation Plan The evacuation procedure in operation within this building is to leave the building by the nearest available fire exit and assemble at the building assembly point located: <div>CEC Car Park</div>
	Fighting Fires Fire extinguishers are provided within this building. If you have been trained and it is safe to do so then they are available for your use against a fire.
	Do Not • Take risks • Stop to collect belongings • Move between floors or use lifts unless directed • Re-enter the building or area unless authorised to do so

Assembly Point is allocated to the buildings shown below

