

# FIRE ACTION

## ANY PERSON DISCOVERING A FIRE

<b>Sound Alarm if not activated</b>	Leave the building to assembly point, if safe to do so close doors and windows.
<b>Call Fire Brigade</b>	<b>Call 999 give address as:</b>  <b>BISHOPS NYMPTON PARISH HALL, SPIRE LAKE CLOSE, BISHOPS NYMPTON, SOUTH MOLTON EX36 4NY</b>
<b>Fire Extinguishers</b>	Attack small fire with Fire Appliances if safe to do so.
<b>Evacuation</b>	Ensure building has been fully evacuated check toilets, kitchen, bar.
<b>Caretaker</b>	Report incident to Caretaker, by phone, to be recorded <b>07305 812174</b>

## ON HEARING THE FIRE ALARM

<b>Leave the building</b>	Leave the building to assembly point. Assemble on lawn in front of main entrance. If safe to do so close doors and windows.
<b>Cause</b>	Investigate why Alarm has been triggered, if false alarm, cancel and reset at panel.
<b>If no Cause found</b>	Decide if it is safe to allow people back into the building  Do not permit entry until all areas have been checked as fire could be in another part of the building.  Phone caretaker immediately <b>07305 812174</b>