

ACTION IN THE EVENT OF FIRE **IF YOU DISCOVER A FIRE**

ACTION 1 Immediately operate the nearest fire alarm call-point

ACTION 2 Attack Fire, if possible, with appliances provided but **DO NOT** take personal risks

ON HEARING THE FIRE ALARM

ACTION 3 a) The Clerk or office staff will call the Fire Brigade immediately by dialing **999**.

b) In the event of the office staff not being available, the person discovering the fire or someone on their behalf will telephone the Fire Brigade.

c) Give operator telephone number (01572 822681) and ask for FIRE.

d) When Fire Brigade answers, give call distinctly i.e.,

**FIRE AT UPPINGHAM TOWN COUNCIL, TOWN HALL,
HIGH STREET EAST, UPPINGHAM, RUTLAND, LE15 9PY**

e) **DO NOT** replace receiver **UNTIL** address has been repeated by the Fire Brigade.

ACTION 4 All personnel will, on hearing the fire alarm, leave the building by the nearest **FIRE EXIT** and report to the assembly point at the front of the Town Hall, or the rear car park.

ACTION 5 Where practicable, each floor will be checked and evacuated by persons designated.

REMEMBER

A) REMAIN CALM - DO NOT PANIC.

B) DO NOT STOP TO COLLECT PERSONAL BELONGINGS.

C) DO NOT RE-ENTER BUILDING UNTIL THE ALL CLEAR IS GIVEN BY THE FIRE OFFICER.