

FIRE ACTION PLAN

ACTION ON DISCOVERY OF FIRE



SOUND THE ALARM BY ACTIVATING A CALL POINT OR SHOUTING **FIRE!**



ONLY IF TRAINED, CONFIDENT, AND IT IS SAFE, ATTEMPT TO TACKLE SMALL FIRES WITH A FIRE EXTINGUISHER OR IF THE FIRE IS BLOCKING THE ESCAPE ROUTE.



LEAVE THE BUILDING, AND THEN, IF NOT ALREADY DONE, CALL THE FIRE BRIGADE ON 999 AND INFORM THERE IS A FIRE AT:

HEATHFIELD COURT, HEATHFIELD TERRACE, LONDON, W4 4LS

ACTION AFTER HEARING AN ALARM



LEAVE THE BUILDING BY THE NEAREST FIRE EXIT USING THE STAIRS,



AND CLOSE ALL DOORS BEHIND YOU.



DO NOT USE THE LIFT, STOP TO COLLECT ITEMS, PETS OR RETURN TO YOUR FLAT.

REPORT TO THE FIRE ASSEMBLY POINT OUTSIDE THE MAIN ENTRANCES AND AWAY FROM THE BUILDING



**BEWARE OF EMERGENCY VEHICLES - DO NOT OBSTRUCT ACCESS
DO NOT RE-ENTER THE BUILDING UNTIL THE FIRE BRIGADE HAS
STATED IT IS SAFE! DO NOT PUT YOURSELF AT RISK!**



STAY PUT - FLATS / DISABLED PERSONS



IF SAFE, ASSIST DISABLED PERSONS WITH EVACUATION AS NECESSARY.



IF INSIDE A FLAT AND UNABLE TO ESCAPE, NOTIFY THE EMERGENCY SERVICES OF THE FIRE, THEN FIND SOMEWHERE SAFE TO WAIT WITH AN ACCESSIBLE EXTERNAL WINDOW UNTIL THE EMERGENCY SERVICES ARRIVE – KEEP ALL DOORS CLOSED, BLOCK THE BOTTOM OF THE DOORS, AND OPEN THE WINDOW TO CALL FOR ATTENTION. **IF YOU ARE IN DOUBT - GET OUT!**

Call: 999 or 112