**FIRE EVACUATION PLAN**

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|  |  | **Sound the alarm by operating the nearest fire alarm call point** |
|  | **Dial 999 to call the Fire Brigade** |
|  | **If it is safe to do so, attempt to put out the fire using the appliances provided.** |
|  | **Leave the building by the nearest available point** |
|  | **Report to:**  Secondary Evacuation Point if the Primary one is unavailable: (insert location)  Primary Evacuation Point: (insert location) |
| **A screenshot of a cell phone  Description automatically generated** | **Do not stop to collect personal belongings** |

**DO NOT go back into the building for any reason until you are told to do so by the Person in Charge or the attending**

**Fire Brigade Officer in-Charge**