

# In the Event of a Fire at ROE

Staff and visitors must be aware of how to respond to fire alarms on site

## Raising the Alarm

If you discover a **fire**:

- Raise the alarm – activate manual call point (break glass).
- Shout – Fire! Fire!



## Leave the Building

- Leave by the nearest available exit.
- Call the **Site emergency number:** ext. **222**; or **(9)999** out of hours
- **DO NOT** use lifts.
- **DO NOT** attempt to tackle fires unless you have been trained, and it is safe to do so.



## Muster Points

On leaving building, go to the designated Muster Point:



- If you know the location of a fire inform the Building Warden;
- Follow any instructions given by the Building Warden;
- **DO NOT** block site access routes for Emergency Services; and
- **DO NOT** enter the building until the person in charge has reported it is safe to do so.

**ALL** Fire Alarms **MUST** be responded to, even if it is known to be a Fire Drill.

