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Example content:

Fire Emergency

- The **Fire Warden** for the site is: _____
- Insert here your method of audible fire alarm (e.g. continuous ringing bell, loudspeaker etc): _____
- The assembly area in the event of evacuation for the site is: _____

Raising the Alarm

On the discovering of a fire the following action is to be taken by that person:

- Activate the nearest manual alarm point **OR**

Let Fire Brigade Hang Up First

THEN:

Additional Actions Required:

- Advise main switchboard operator of location and extent of fire.
- Dispatch responsible person to advise other departments of the fire.
- Ensure Fire Warden is called
- Report fire to senior company officer

Control:

- .During a fire emergency, the FIRE WARDEN will assume complete control until the arrival of the Fire Brigade.