

# FIRE ACTION NOTICE

## IF YOU DISCOVER A FIRE

### WARN OTHER BUILDING OCCUPANTS

[ENTER HOW TO ADVISE OF FIRE] & DIAL [111  
OR OTHER, E.G. 1-111] FROM A SAFE PHONE –  
ASK FOR FIRE

FIREFIGHTING EQUIPMENT IS LOCATED [ENTER  
LOCATION OF EQUIPMENT]

## WHEN WARNED OF A FIRE IN THIS BUILDING

[ENTER WHAT WILL HAPPEN TO WARN OF FIRE]

YOU MUST LEAVE THE BUILDING IMMEDIATELY  
USING THE NEAREST EXIT

EXITS ARE LOCATED [ENTER THE LOCATION OF  
THE EXITS]

ASSEMBLE IN [ENTER THE ASSEMBLY AREA]

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*IF YOU REQUIRE ASSISTANCE TO EVACUATE,  
[ENTER WHAT TO DO IF ASSISTANCE IS  
REQUIRED]*