Listen, Look, Leave

What should you do if a fire alarm goes off?

If it goes on for longer than 10 SECONDS, it is not a test

Look for the hi-vis vest

Look for signs to it

A fire zone map can be

Found with the vest

If the vest is still there, put it on and search the area.

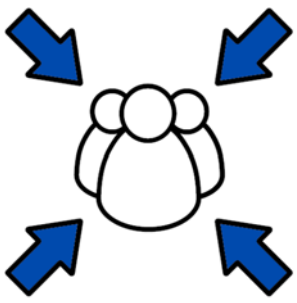
- Toilets
- Lift lobbies
- Meeting rooms
- Washrooms
- Storerooms

If possible, support people who need help.

If the vest has gone, or someone else is wearing it, then leave.

Once the area is clear, leave.
Sweep the area as you go.

Go to the building's assembly point.



Look for the Fire Marshall.

If no Fire Marshall is present, and you are the first one there wearing a vest,

then assume the role of the Fire Marshall. Go to the building's fire panel and put on the Fire Marshall jacket.

The Site Manager can support you.

As Fire Marshall you need to:

Collect information
Make sure the building is clear
Contain the area
Call the fire service
Confirm when it is safe to go back