

The following instructions are intended for guidance only and may need to be adapted according to circumstances.

**MODEL FIRE INSTRUCTION NOTICE FOR STAFF FOR A BUILDING
ADOPTING PHASED EVACUATION**

INSTRUCTIONS TO ALL STAFF

On discovering fire:

- Raise the alarm by breaking the glass of the alarm call-point.
- Call for assistance and attack the fire with the fire-extinguishing equipment provided.
- Do not take undue personal risk.
- Evacuate if unsafe or in doubt.

On hearing the first stage alarm:

- Stand-by for evacuation.

On hearing the second alarm:

- Evacuate.

The assembly point is at _____.

INSTRUCTIONS TO TELEPHONE SWITCHBOARD OPERATOR*

On being notified of an outbreak of fire:

- Call the Civil Defence Main Operations Centre immediately TELEPHONE NO 995.

Notify: (1) _____
(2) _____
(3) _____

- Ensure that appropriate voice messages are broadcast.

*To be kept where the operator can refer to them instantly.