

# Fire Emergency Evacuation Plan

**Any person discovering a fire or being alerted to the existence of a fire should:**

1. Sound the alarm using one of the fire call points located next to fire exits.
2. Alert the Fire Service by contacting them. Dial 9 for an outside line and then dial 999

The Company's Postal Address is:

Plasmotec Limited Ward Road Lincoln Park Buckingham Road Industrial Estate Brackley Northamptonshire NN13 7LE Tel 01280-701335
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3. The person discovering the fire should report the fire to the Fire Service unless they are sure it has already been reported.
4. Try to extinguish the fire using the nearest appropriate fire extinguisher but only if it is safe and you have been trained to do so.
5. Evacuate the building by the nearest safe route
6. Close all doors on exit unless in use by another evacuating by means of that door.
7. Report to the assembly point:

Entrance to Ward Road

8. Individuals must not return to the building for any reason until advised it is safe to do so by a senior department head / Fire Marshall.
9. No individual should take unnecessary risks.