

FIRE ACTION PLAN

FOR ALL STAFF AND VISITORS TO THE MANOR HOUSE

- On discovering a fire – shout “*FIRE*” and activate the nearest manual call point
- Designate one person to call 999 and ask for the fire service. Start to evacuate the building
 - **DO NOT** stop to collect personal belongings
 - **DO NOT** re-enter the building until given *all clear* by the fire service

The Manor House, Old Town Street, Dawlish, EX7 9AP

What3words location: [///composts.sulk.rainy](https://www.what3words.com/#!/en/@@@composts.sulk.rainy)

- Ensure everyone from your office area or visiting group has left the building
- Everyone assembles behind the Monterey Pine at the assembly point (see location plan below)
- Roll-call that all your colleagues are accounted for
- Wait for the fire service to arrive and give as much information as possible

Manor House Fire Assembly Point:

