**Coffee & Donut 4**

**EMERGENCY ACTION PLAN**

**ASSEMBLY POINT - Minimum of 100 metres away from the unit**

**ACTION ON DISCOVERY OF FIRE**

* **RAISE THE ALARM**
* **CALL THE FIRE SERVICE**
* **ISOLATE THE GAS AND ELECTRICITY AND REMOVE CYLINDERS TO A SAFE DISTANCE.**
* **TACKLE THE FIRE IF SAFE TO DO SO.**
* **ENSURE VISITORS ARE ESCORTED TO A PLACE OF SAFETY.**
* **AT ASSEMBLY POINT CARRYOUT A ROLL CALL.**
* **LIASE WITH FIRE BRIGADE ON THEIR ARRIVAL.**

**IF IN DOUBT LEAVE BY THE NEAREST EXIT AND ASSEMBLE AWAY FROM THE UNIT AT A SAFE DISTANCE**

**DO NOT PUT YOURSELF IN DANGER**