



## **ACE WINDOWS FIRE PROCEDURE**

- ON DISCOVERING A FIRE, RAISE THE ALARM BY SHOUTING “FIRE FIRE FIRE”
- ON HEARING THE ALARM ALL PERSONS ARE TO LEAVE THE BUILDINGS BY THE NEAREST SAFE ROUTE
- STAFF / FIRE WARDENS TO ENSURE THAT ALL MEMBERS OF THE PUBLIC LEAVE THE BUILDING AND AID THE DISABLED AND VULNERABLE
- ALL PERSONS MUST REPORT TO THE ACE WINDOWS ASSEMBLY POINT WHICH IS SITUATED AT THE CORNER OF RAILWAY STREET (NEAR THE ROAD SIGN)
- THE COMPETENT PERSON MUST CONTACT THE EMERGENCY SERVICES VIA A 999 CALL

**NOTE - IN NO CIRCUMSTANCES SHOULD ANY PERSON  
RE-ENTER A BUILDING WHICH IS IN ON FIRE**