

FIRE ACTION NOTICE

DISPLAY AT EVERY FIRE POINT

What to do on discovering a fire and on hearing the alarm — worded for a construction site

KD-NOT-FN-004 Rev A0

Regulatory Reform (Fire Safety) Order 2005 arts 13, 14 and 15, CDM 2015 regs 30 and 32 and HSG168 (3rd edition, 2022): a site has a means of raising the alarm that everyone can hear, routes and exits kept clear, a place to muster and people who know what to do. A building's fire action notice assumes a fixed alarm, fire doors and a lift that returns to the ground floor; a site has an air horn or a klaxon, a scaffold, a hoist and a compound that moves every month, so this notice is worded for a site. The fire plan behind it is KD-FIRE-FP-002, the marshals are appointed on KD-FIRE-FM-003 and the drills are recorded on KD-SITE-FD-030. One of these at every fire point.

1 THIS SITE

PROJECT / SITE REF	SITE	DISPLAYED FROM	ISSUED BY

2 FIRE ACTION

FIRE ACTION

THE ALARM ON THIS SITE IS

WHERE IT CANNOT BE HEARD

IF YOU DISCOVER A FIRE

1. Raise the alarm as written above. Shout FIRE so the people near you hear it.
2. Leave by the nearest safe route. Do not use the hoist. Do not go up a scaffold to get away from a fire.
3. Go to the assembly point below and report to the fire marshal.
4. Dial 999 from a safe place, or make sure someone has. Give the address on the emergency notice.
5. Only attack the fire if it is small, you are trained, the extinguisher is right, and your way out is clear.

IF YOU HEAR THE ALARM

1. Stop work. Make plant safe if it takes seconds — engine off, keys out, cylinder valves shut.
2. Leave by the nearest safe route. Do not collect tools, bags or vehicles. Do not use the hoist.
3. Go to the assembly point. Answer your name. Stay there until the fire marshal says you may go.
4. Do not go back in for anything or anyone. Tell the fire marshal if somebody is missing.

3 ASSEMBLY POINT AND MARSHALS

ASSEMBLY POINT

WHERE EXACTLY

FIRE MARSHALS

THIS FIRE POINT

SIGNED

FIRE PLAN REF / REV

REDO WHEN

FIRE ACTION NOTICE

continued

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R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-02	first-issue	First issue.	— not yet approved —
A0	2026-09-02	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.