

**Notice 2 - specimen instructions for person responsible for calling the fire service**

**(also to be posted adjacent to the telephone or switchboard)**

**On hearing the fire alarm**

Call the fire service by telephone - **Dial "999"**

Give the operator your telephone number and ask for the "**fire service**", when the fire service replies

Give the call distinctly:

**Fire at.....**

(give exact address)

Do not assume that the call has been received until it has been acknowledged by the fire service

**Note:** if informed of any outbreak of fire by word of mouth, first operate the fire alarm  
And then call the fire service as above.