



FIRE ALARM – RECEPTION CHECKLIST

STAY CALM – ACT CLEARLY – SAFETY FIRST!

112
FIRE BRIGADE

IMPORTANT:
Your own safety and
the safety of guests
come first!

1 ALARM & FIRST ACTIONS



- ☐ Take the fire alarm seriously – stay calm.
- ☐ Has the fire brigade been alerted? ☐ Yes ☐ No
→ Call **112** immediately.
- ☐ Check fire alarm control panel / alarm display.
- ☐ Inform your manager / person in charge.

2 INFORM GUESTS



- ☐ Inform guests in the lobby immediately.
- ☐ Instruct evacuation (speak calmly and clearly).
- ☐ Announce: Do not use elevators.
- ☐ Direct guests to the nearest emergency exit / stairway.

3 DOCUMENTS & INFORMATION



- ☐ Secure room list / occupancy plan.
- ☐ Print or secure guest list digitally.
- ☐ Have information about groups / special guests ready.
- ☐ Prepare list of “Missing Persons”.

4 SUPPORT EVACUATION



- ☐ Keep escape routes clear (no obstructions at reception).
- ☐ Do not allow anyone to return into the building.
- ☐ Collect last information from the building.
- ☐ Coordinate feedback with other departments.

5 MEET & INFORM FIRE BRIGADE



- ☐ Meet the fire brigade.
- ☐ Inform them about the fire location / affected area.
- ☐ Provide room occupancy and information about missing persons.
- ☐ Explain access to the building / provide keys if required.

6 AT THE ASSEMBLY POINT



- ☐ Go to the assembly point (when it is safe).
- ☐ Coordinate headcount with management.
- ☐ Report any missing persons immediately.
- ☐ Follow instructions from the emergency services.

GENERAL RULES



Do not use
elevators!



Do not re-enter
the building!



Do not spread
panic!



Keep doors and
escape routes
clear!

PEOPLE FIRST – YOUR ACTIONS CAN SAVE LIVES!