FIRE EMERGENCY PROCEDURE

Business Name:	
Worksite:	

The site manager will make personnel aware of the site's fire drill during their induction.

However, they must acquaint themselves with the site's fire procedure, and its, as relevant:

- Permanent or temporary alarm call points
- Emergency fire-escape routes and assembly points
- Fire-fighting equipment

Discovering a Fire

- ·Sound alarm, and shout to alert others on site.
- •Send a colleague to notify the Responsible Person, and if different, the Site Manager.
- •Try to put out fire if it is safe and you have training.

On Hearing an Alarm

- Leave premises by quickest exits, and don't delay to collect personal items
- •The Responsible Person (or their deputy in their absence) will start the emergency fire plan and call 999 to notify the emergency as soon as possible.

Checking Premises

- Designated People will check the premises is empty
- Designated People will help others to the assembly point
- Designated People will close doors (especially fire doors)

Assembly Points

- Meet at designated assembly points
- •A Designated Person will carry out a roll call
- Assist, providing names of people near you at time of alarm

Returning to Premises

- Do not hamper fire crews
- •Do not re-enter premises until instruced it is safe to do so, by the fire brigade or by the Responsible Person

Name of the Responsible Person:	Telephone Number:	

Designated People			
Responsibility:	Name:	Telephone Number:	
Deputy Responsible Person			
Check to Clear Premise:			
Roll Call:			

FIRE EMERGENCY PROCEDURE

Premises Floor Plan