

PREMISES FIRE, EVACUATION AND FIRST AID INSTRUCTIONS (SHE 9)

Office Location:

Action on Discovering a Fire/Emergency

All building users should be familiar with these instructions and the premises Fire Action Notices which are displayed throughout the building.

- Alert others by a loud clear announcement of "FIRE FIRE FIRE" alerting others of the incident.
- Follow local procedures for calling the Fire Brigade by dialling the following:

Internal Phones: 999
Mobile Phones: 999
- Leave the building by the nearest safe fire exit and make your way calmly and orderly to the fire assembly point located in the car park.

Only attempt to extinguish the fire if you have been trained and competent to do so, by using the fire appliance and DO NOT TAKE RISKS.

- Advise the Premises Fire Marshall of the location of the fire and any action taken.

Fire Marshalls: Sharon Jones

On Hearing the Fire Alarm

- Fire Alarm tests will be carried out on, do not evacuate the building during the alarm testing.
- Otherwise, on hearing the alarm, leave the building immediately.
- USE THE NEAREST AVAILABLE FIRE EXIT
- DO NOT STOP TO COLLECT PERSONAL BELONGINGS OR TAKE ANY RISKS (You cannot replace life!!!)
- Proceed calmly to the designated assembly point.
- Muster in to department groups until the emergency services arrive or fire marshals instruct you that it is safe to return in to the building.

Section	Revision No	Issue Date	Review Date	Approved
SHE 9		July 11	July 12	Yes/BMP

Individuals with Physical, Mental or Sensory Impairments

- If you feel that you are unable to respond to any evacuation of the premises, either due to a mobility or sensory impairment, please make this known to others immediately.
- Appropriate procedures for your evacuation in the event of such an emergency can then be put in place.

Accidents and Near Miss Procedures

- If you have an accident whilst in the building contact the premises First Aiders or Reception
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- The First Aider will offer first aid and if required will contact the emergency services.
- All accidents must be logged in the accident books held securely by each office manager.
- The office manager is then required to follow Accident Reporting Flow Diagram
- All accidents and near misses are also to be reported by email to the affected individuals Line Manager and External Safety Consultancy.

Office First Aiders: Elliott Nash

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