

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

**Office Location: The Depot**

### **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” should be made alerting others of the incident.
- Follow local procedures for calling the Fire Brigade by dialling the following:  
  
Internal Phones: 9-999  
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 Marshall**

Sharon Jones

### **On Hearing the Fire Alarm**

- Fire Alarm tests will be carried out on Monday mornings at 10.30 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 The appointed area 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 the 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 and the external Safety Consultancy.

### **Office First Aiders – Elliott Nash**

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