

## **ELLIOTT NASH LIMITED PREMISES FIRE, EVACUATION AND FIRST AID INSTRUCTIONS (SHE 5)**

**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

- 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: 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 Main yard by the gate**

**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 hrs 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!!!)

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SHE 5		July 11	July 12	Yes/BMP

- 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.

### **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
- 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.
- All accidents and near misses are also to be reported by email to the affected individuals Line Manager and Company Safety Coordinator.
- **Office First Aiders – Elliott Nash**

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