(This is only an example. If you wish to use this document   
please amend and complete in relation to your own premises/procedures)

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| --- | --- |
| **Premises** |  |
| **Address Line 1** |  |
| **Address Line 2** |  |
| **Town** |  |
| **Post Code** |  |
| **Responsible Person(s)** |  |

|  |  |
| --- | --- |
| **Date** |  |
| **Plan produced by** |  |

**Emergency instructions**

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| 1 | The action employees should take if they discover a fire  Immediately operate the nearest alarm call-point.  If the fire is small and you are trained to use fire extinguishers, you may attempt to tackle the fire without taking any personal risks. |
| 2 | **How will people be warned in there is a fire**  The electrical fire alarm system will sound on operation of the manually operated alarm call-point or automatically by the fire detection system. |
| 3. | **How the evacuation of the building will be carried out**  On hearing the alarm:  Everyone in the building should leave the building by the nearest exit and report to the assembly point at the front of the building.  Visitors should be escorted from the building and accounted for at the assembly point. |
| 4. | **Power/process isolation**  The following equipment/plant/processes need to be isolated on the the sound of the alarm (identify plant/equipment and procedure): |
| 5. | **Procedure for anyone working or onsite outside of normal working hours when the normal evacuation arrangements may not be feasible**  Normal working hours are: …………………………….  On hearing the alarm anyone on site should leave the building by the nearest exit.  Contact ………………. On ……………….. to report that the fire alarm has activated and you have left the building |
| 6. | **Identification of escape routes and assembly point**  All exit doors can be used as escape routes.  The staircase and routes leading to the front door are protected routes.  The assembly point is located: ……………………………………… |
| 7. | **Fire fighting equipment provided**  Fire extinguishers are located in circulation areas and near fire exit doors.  Only trained employees should attempt to fight a fire and only if safe to do so without taking personal risks. |
| 8. | **Duties and identity of employees with specific responsibilities in the event of fire.**  **On hearing the alarm**:  *NB. Procedures must ensure that there are steps taken to confirm the presence of a fire before calling the Fire and Rescue Service. Also consider how this will be carried out outside of normal working hours (cleaning staff and any others that may be onsite at unusual times)*  All staff will usher visitors out of the building and assemble at the nominated assembly point.  Fire Wardens will ensure:   * their areas are cleared of people * registers are collected on the way out * all doors and windows are closed * a roll call is made to ensure everyone is out. |
| 9. | **Arrangements for the safe evacuation of people identified as being especially at risk, such as contractors, those with disabilities, members of the public, visitors and those onsite outside of normal working hours.**   * **visitors:** the host / employee must take responsibility for any visitor they may have and ensure they leave the building by the nearest exit * **contractors:** must be given information about fire procedures and leave the building at the nearest exit * **people with disabilities:** specific arrangements may need to be made for those with disabilities. These arrangements may be made with the assistance of the Area Health and Safety Adviser. |
| 10. | **How will the Fire Service and any necessary emergency services be called and who will be responsible for doing this.**   * on confirmation of fire ………………………….will Dial 999 and ask for the Fire Service or other emergency service as appropriate. * Fire Wardens will call the Fire Service in the absence of ……………………….. (this may be best achieved using a mobile phone) |
| 11. | **Procedures for liasing with the Fire Service on arrival and notifying them of any specific risks, e.g. the location of highly flammable materials.**   * ………………………………….or other member of the Fire Wardens will liase with the Fire Brigade on their arrival. |
| 12. | **The following arrangements and training is given to staff at the centre:**   * all staff - fire drills three times a year * all staff - fire briefing once a year (may be in conjunction with fire drill) * Fire Warden training: for designated fire wardens * record of training to be kept within fire manual * training to reviewed on a yearly basis and planned into budget. |