

FIRE EVACUATION PROCEDURE

ALL STAFF MUST BE MADE AWARE OF THE FIRE EVACUATION PROCEDURE FOR THEIR PLANT.

YOU NEED TO KNOW: -

1. **DRILL FOR SWITCHING OFF MACHINERY IF APPROPRIATE**
 - Ensure you are aware of any emergency stop procedures for equipment you may be using at the time.
2. **PROCEDURE FOR DIALLING 999**
 - Ensure somebody has contacted the emergency services.
 - Be aware of the nearest public telephone if required.
 - Keep calm.
 - If you are required to notify emergency services speak slowly and clearly.
 - Give address and location of the fire.
3. **HOW TO RAISE THE ALARM**
 - What methods are used to raise the alarm, familiarise yourself where the alarms are located.

IMPORTANT: Ensure that staff understand that when the alarm has been raised, they should evacuate the premises IMMEDIATELY.

IF YOU HEAR THE FIRE ALARM...

1. **PROCEED CALMLY TO YOUR APPROPRIATE FIRE EXIT**
 - Where are they generally?
 - Where is the nearest one to their workstation
2. **GO TO YOUR FIRE ASSEMBLY POINT/MUSTER POINT**
 - Where is it?
 - Who do you report to for roll call?
3. **NOTIFY YOUR FIRE OFFICER?**
 - If there is an appointed fire officer for your department or location, you need to know a) who they are and b) where to find them.
4. **DO NOT STOP TO COLLECT PERSONAL BELONGINGS**
 - Leave quickly, quietly and calmly, never go back or stop to collect personal items.
5. **NEVER RE - ENTER PREMISES**
 - Until instructed to do so by someone in authority.
6. **DON'T BE A HERO!!!**

THE SAFETY OF ALL PERSONNEL IS MOST IMPORTANT,

NEVER PUT YOURSELF OR OTHERS AT RISK.