PICKUP
FreightServices

Fire Emergency Procedure

- In the event of fire all visitors are instructed to immediately warn others in the vicinity, raise the alarm, evacuate the buildings, proceed to the fire assembly point, at the end of the safety walkway

- If the fire alarm sounds all visitors should immediately stop what they are doing and evacuate the building following the signed fire escape routes and proceed to the fire assembly point, await there until further instructions and under no circumstances must they re enter the building to retrieve such items as personnel possessions until given permission to do so by an authorised person.

- Named members of staff will be appointed and trained as fire marshals and it is their job to sweep the building without endangering themselves to ensure that it has been safely evacuated and no persons are trapped or remain in it for whatever reason.

- The fire co-ordinator or his/her deputy in his/her absence will ensure that the emergency services have been called on reaching the fire assembly point

- Fire information e.g. fire co-ordinator and deputy, name of fire marshals, time/date of fire alarm test, any training is placed on company notice board.

- Entrance to the site must be kept clear at all times to allow access to emergency services

- The fire co-ordinator or his/her deputy in his/her absence to be aware of any highly flammable chemicals to be able to inform the emergency services on their arrival and notifying them of any special risks.