

Fire Emergency Procedures and Means of Escape

Model Policy Statement: Fire Procedures

In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.

If a fire is discovered, the alarm will be raised immediately. This should be the first action taken on discovery of any fire, however small. Dowse Haulage refutes the notion that the alarm should be raised only in the event of a large fire.

All employees are empowered to take this action if they believe there is a fire; no authority should be sought from any other person. Dowse Haulage will always support employees who operate the fire alarm system in good faith, regardless of whether or not it is ultimately determined that a fire existed.

Responsibility for summoning the fire brigade is outlined in the fire procedures. The person responsible is Marc Dowse

Dowse Haulage does not require persons to attempt to extinguish a fire, but extinguishing action may be taken if it is safe to do so.

Immediate evacuation of the building must take place as soon as the evacuate signal is given. All occupants, on evacuation, should report to the pre-determined assembly points, which is **Outside the main gate**.

Re-entry of the building is strictly prohibited until the fire brigade officer in charge declares it is safe to do so. Silencing of the fire alarm system should never be taken as an indication that it is safe to re-enter the building.

Employees should report any concerns regarding fire procedures, so Dowse Haulage can investigate and take remedial action if necessary.

Arrangements for Securing the Health and Safety of Workers

Dowse Haulage will, in consultation with employees and their representatives:

1. ensure any deaf persons on the premises are aware of the activation of the fire alarm, and that disabled persons are given assistance to evacuate the building
2. appoint persons to be responsible for specific procedures in the event of fire, including:
 1. the person responsible for summoning the fire brigade
 2. fire wardens
 3. those responsible for carrying out roll calls or supervising evacuation assembly points
 4. fire incident controllers responsible for liaising with the fire brigade on arrival
 5. inspect the means of escape
 6. test and inspect fire-fighting equipment and fire warning systems

Safe Systems of Work

1. Activate the nearest and/or safest fire alarm on discovery of any fire, however small. Do not wait until you have informed another person, such as a manager, switchboard operator, fire warden, security control room operator, etc.
2. If fire procedures involve informing a continuously manned location on site, do so, provided this action is taken from a place of safety after operating the fire alarm system.
3. Do not rely on automatic fire warning systems. Summon the fire brigade without delay by the usual method as automatic methods of transmission can fail.
4. Only attempt to extinguish a fire if it is safe to do so. Guidance on the circumstances under which fire fighting should be avoided or discontinued is included in staff fire safety training.
5. Evacuate the building as soon as the evacuate signal is given. Employees should be familiar with the procedure through the staging of regular fire evacuation drills. Do not wait to conclude meetings or telephone calls or to collect belongings.
6. Switch off any equipment which, if left unattended, may itself constitute a fire hazard.
7. As you make your escape, close doors, particularly those designated as fire resisting doors.
8. Report to the pre-determined assembly points. Do not re-enter the building until the fire brigade officer in charge declares it is safe to.
9. Fire wardens. Check that each area of the building has been evacuated and report this to the nominated persons at the designated evacuation assembly points.
10. Fire incident controller. Liaise with the fire brigade on attendance and arrange such assistance from Dowse Haulage as the fire brigade may require.

Summary Policy Statement

In the event of fire, the four most important actions are, in chronological order, to:

1. raise the alarm
2. summon the fire brigade
3. Evacuate the building
4. Attempts to extinguish the fire should only be made if it is safe to do so.