

Netring Ltd

Fire Safety Procedures

October 2008

This document is available online at: <http://www.netring.co.uk/policies>

1. On discovering a fire

- If you discover a fire, raise the alarm immediately
- If you have been trained and feel it is safe to do so, attempt to fight the fire using the equipment provided.
- If this fails, evacuate immediately. Ensure that no one is left in the room and close the door and windows behind you.
- Ensure that you, or the person in charge has called the fire service. Fire service telephone no. 9 then dial 999
- Play your part in the role call so you are safely accounted for.
- Do not return to the building/premises until given an “all clear” signal or message from the fire marshal for your area or the person in charge.

2. If you hear the fire alarm

- Operate any essential shutdown devices, e.g. machinery
- Ensure that no one is left in the room and close the door and windows behind you.
- Immediately leave using the nearest available fire exit.
- Report to the assembly point for a roll call at the front of the building meeting point.
- If you are with a visitor, ensure they accompany you.
- If disabled persons are employed, ensure they have heard the alarm and, if appropriate, provide aid in accessing escape routes and exits, and accompany them to the assembly point.

3. Fire Marshals

- Encourage staff around you to evacuate and proceed to the assembly point. Check that any visitors or disabled persons within your area of responsibility have been properly cared for.
- Ensure that the fire service has been called.
- Report to the person in charge as detailed below and advise that him/her of any absentees or persons unable to be evacuated.
- If the roll call identifies anyone as missing make enquiries of workplace colleagues to establish whereabouts of that person, and if unknown, record and report to the person in charge.
- When instructed by the “Person in Charge” give the “all clear” signal.

4. The person in charge is Robert Gray.

- Establish if it is a genuine fire or a false alarm.
- Establish the location of the fire if genuine.
- Ensure that the fire service has been called if genuine.
- Check that the premises have been fully evacuated.
- Investigate and determine the cause for the alarm if the alarm is false.
- Complete the roll call.
- If satisfied that everything is in order, give the “all clear” signal.
- Gather all other information regarding the evacuation.
- If the roll call identifies anyone as missing make enquiries of workplace colleagues to establish whereabouts of the person, and if unknown, record and report to the fire service.
- Check what fire fighting action has been taken and whether any fire fighting equipment has been used and by whom.

- Liaise with the fire service on its arrival. Advise on layout of the premises, location of the fire, and, if appropriate, the location of any flammable substances.
- Complete a Fire Report on events that took place and inform staff of findings.