

## Fire Emergency Plan

### **STAFF**

On discovering a fire, break the nearest call point, begin evacuation and dial .....

On hearing / viewing the alert or alarm at the main panel, staff to investigate the alarm location where safe to do so.

When satisfied that there is no fire, cancel and re-set at the main panel.

Staff should only tackle a fire if competent in the use of the extinguisher and feel confident the fire can be dealt with safely. Staff must not put themselves at risk.

Staff to assemble outside .....

The senior member of staff present at the time should report to the senior fire officer on their arrival and pass over the following information.

- Confirmation or not of a known fire and its location.
- Confirmation or not of any known missing persons and their last known position.
- Any known injured persons.
- Access points to the fire area and any known hazards.