



FIRE EVACUATION EMERGENCY PLAN AND TESTING PROCEDURES

Testing

The smoke alarms are tested during the first week of every month by Jake Quinney.

Emergency lighting is tested during the first week of every month by Jake Quinney, annual inspections are to be carried out by a competent electrical contractor.

Fire extinguishers are checked annually by CHUBB.

Actions to be taken upon discovering a fire:

- Immediately raise the alarm: Verbally inform all persons to evacuate the building immediately.
- Attempting to extinguish a fire for reasons other than facilitating your escape from the building is not recommended unless you are competent to do so.

Actions to be taken hearing a fire alarm:

- In the event of a fire/smoke alarm all personnel must stop immediately what they are doing, leave the building by the nearest fire exit and report to the fire assembly point, which is the main staff car park at the side of the building. If you are on the telephone you must apologise to the other person and hang up immediately. Where it is reasonably practicable to do so, stop machinery and shut doors, and windows behind you to slow down the spread of smoke or fire, **do not put yourself at risk!**
- Paul Sweatman or another nominated person (Lisa Blockley) will instruct all personnel to stop what they are doing and leave the building by the nearest fire exit (staff must not stop to collect personal belongings).
- Staff must ensure the safety of their visitors and escort them from the premises.
- A nominated person (Paul Sweatman) will conduct a roll call to ensure that all staff are present. No staff must re-enter the building until they have been instructed it is safe to do so by the responsible person (recommend person who calls the register or the attending fire brigade officer).

To assist with the roll call following an evacuation it is imperative that all employees indicate whether or not they are on the premises, this should include the workshop as well as the main building. This can be done by using the 'in or out board' situated next to the door of the main office.



This is to be used even if the employee is only on the premises for a few minutes. Failure to comply with this request may lead to confusion and put individuals at unnecessary risk.

Actions to be taken to notify the emergency services:

- The decision to call the emergency services will be made by a responsible person (Paul Sweatman or Lisa Blockley). Everyone should be aware of 999 emergency number, but some mobiles use the European emergency number 112.
- The emergency services will ask if there has been any investigation prior to the call, if you are alone or feel it is unsafe to enter the building then make them aware that you have carried out an external investigation only. If a visual internal investigation has been completed this information must be relayed.

Actions to be taken for fire alarm on arrival at CAS premises:

On arrival at the premises and discovering the fire/smoke alarms are in alarm status, carry out a “safety walk” of the building externally, looking for signs of fire. A good indication that there may be a fire in the building is heat coming from the back of the doors or on the roller shutters, these can be checked carefully using the back of the hand (Do not touch the metal handle of the doors first as this may result in burns)

DO NOT ENTER THE BUILDING FURTHER IF YOU DO NOT BELIEVE IT SAFE TO DO SO.

IF THERE IS THE SLIGHTEST DOUBT - CALL THE FIRE BRIGADE ON 999/112

On entering the building and discovering the fire/smoke alarms in alarm status the following guideline should be followed:

- Do not put yourself or others at risk.
- Always assume that it could be a fire.

If the fire is obvious i.e. flames/smoke visual:

- Retire to the evacuation assembly point.
- Alert the emergency services.
- Direct traffic away from the workplace entrance.
- If possible alert the tenants of neighbouring buildings.



- Await the arrival of the emergency services.

If there are no obvious signs of fire:

- Phone for assistance (if possible notify a Director).
- If there is no decision to call emergency services wait for assistance.

On arrival of a second person on site:

- If the building entrance is free from any signs of fire/smoke, the fire panel should be checked to identify the location/nature of alarm. Where there is no fire panel, a designated person should enter the building to undertake a visual investigation. Do not open any doors without checking with the back of your hand for heat first. Prior to commencing the inspection the designated person must call a Director and inform them of the actions they are about to take, and remain on the phone during the initial visual inspection.
- If a fire alarm is confirmed, one person should remain outside the building entrance at a safe and effective distance to prevent others from entering.
- The remaining person should “safety walk” (as advised at training) the building externally, looking for signs of fire.

If the fire is obvious i.e. flames/smoke visual – **refer to section 1.**

- If there are obvious signs of fire the remaining person should remain outside the front entrance at a safe and effective distance to prevent others from entering the building.

IF THERE IS THE SLIGHTEST DOUBT - CALL THE FIRE BRIGADE ON 999.

- No one must enter the building until they have been instructed to do so by a competent person.
- The event should be recorded and investigated.

DO NOT RISK YOURS OR ANYBODY ELSE'S LIFE

Actions to be taken if you have extinguished a fire:

If a small fire is extinguished by a staff member, the emergency services must still be notified; they will visit site to verify that the fire cannot re-ignite.

Please note that CAS Ltd is designated as a no smoking premises in line with the legislative ban on smoking in public places which was introduced in July 2007.