

(Your Company or Building Name)
FIRE EMERGENCY PROCEDURE POLICY

The purpose of this Policy is to:-

- Plan Ahead
- Know Your Exits
- Know Your Exit Procedure
- Recognize Emergency Alarm Sounds
- Know How to Activate an Alarm
- Know Who Your Safety Officers Are

This policy applies **to all** (Company name, or building name) Managers, Staff and Visitors within the building.

Know Your Exits

Always know the location of your assigned emergency exits. Know **TWO** ways out. Remember, an elevator is **not** an exit. **NEVER USE THE ELEVATORS** as an emergency exit. The attached floor plans show clearly our exits, the emergency routes established in relation to your position in the office and the location of available fire equipment.

Know Your Exit Procedure

Should the fire alarm sound, leave your work area and go out of the building quickly and quietly using your assigned fire exit. If you are not in your work area, you must proceed in accordance with those persons near you. **Go to the assembly point** as indicated below or as directed by your Fire Marshal. If you are outside the building, stay out until authorities in charge tell you that it is safe to return.

If your exit is blocked by smoke, then move toward your alternate exit. Crawl low in smoke. The air near the floor is cleaner and easier to breathe.

/.....

If your alternate escape is too dangerous because of fire and smoke, then find a room with a window to the outside. Close the door. Signal at the window to rescuers. If there is a phone in the room, give the Fire Department your exact location, **even if they are on the scene.**

If you are unable to leave your room and it is beginning to fill with smoke, then cover air vents where smoke may be seeping through. If possible, stuff any cracks to keep out smoke. Slightly open windows at the top and bottom to let fresh air enter. **IF ABSOLUTELY NECESSARY**, break the glass. Signal at the window to rescuers.

Recognize Emergency Alarm Sounds

Survival time may be measured in seconds. **Make sure that you know the sound of the alarm in your building.**

The Fire Wardens will assist you in your safe evacuation via your assigned exit route to the agreed meeting place. Fire Wardens are responsible for checking restrooms, closets, board rooms etc.

Know How to Activate An Alarm

Know the location of alarms and how to operate them. Activate the nearest manual pull station as soon as smoke or fire is discovered. It is important to warn others. Know how to directly notify the Fire Department. **The Fire Department should always be notified.** A prompt response can prevent a small fire becoming a large one.

It will be the responsibility of the person observing a fire to notify the Switchboard Operator who will call **911** and alert the Fire Department and provide the building name, the street address, and indication of what type and the direct location of the fire.

/.....

The switchboard operator, if possible, should announce the location of the fire and request all staff to leave the building in an orderly fashion. It is the responsibility of the appointed Fire Wardens to:-

- Ensure that all the staff and management leave the building
- Check all rooms, closets, and restrooms
- Collect the attendance sheets and take them to the selected assembly point
- Ensure that appointed fire wardens are posted **outside** the building at the exit points to prevent any re-entry into the building

Assembly Point

The assigned assembly point will be an outside area, away from the building, large enough to accommodate the number of persons in your building.

Know How to Recognize Your Fire Officers

Red, yellow or fluorescent color vests, arm bands or hats.

Know Who Your Building Fire Officers Are

The Fire Marshal for the building is:-_____

The Fire Wardens for each floor are:_____

The Senior Contact Persons as requested
by the Fire Department are:-_____

Know The all Clear Signal

So that you may know when you may safely return to your building.

/.....

NOTES FOR FIRE WARDEN AND DEPUTIES

1. **ON HEARING THE FIRE ALARM** supervise your area of responsibility with a view to evacuating.
 - (a) Search the area including toilets
 - (b) Ensure records of importance or items of value are protected, if possible.
 - (c) Liaise with other Fire Wardens on same floor checking that doorways and staircases are free from obstruction.
 - (d) Ensure staff knows the fire exits and assembly area and check if anyone needs special help.
 - (e) Close all doors.
 - (f) Lead your staff to the nearest fire exit and onwards to the assembly area.
 - (g) Move quietly and quickly without running.
 - (h) DO NOT USE LIFTS OR ELEVATORS.

NOTE: IF IN DOUBT OR IF THERE IS ANY DANGER TO STAFF THEN EVACUATE IMMEDIATELY.

Building Fire Warden to ensure that someone is posted at the front door to direct Fire Service to approximate location of the fire.

2. **ON REACHING ASSEMBLY AREA** - Location:
 - (a) Check all your staff arrived safely.
 - (b) Report the situation to the Building Fire Warden or his Deputy.
 - (c) Remain there until permission is given to return to the building.

FIRE PRECAUTIONS

1. In your own interest, study these instructions carefully.
2. Be familiar with the location of the fire fighting appliances and the nearest fire alarm pull station.
3. Be familiar with escape exits and see that staircases, fire exits, doors etc., are kept clear from obstruction at all times.
4. Fire resisting door should not be propped open.
5. Many fires are caused by machines overheating. If in doubt, switch off the machine.

IF YOU DISCOVER A FIRE AND HINTS FOR DEALING WITH A FIRE

1. Immediately sound the alarm either by using one of the fire alarm pull stations and by telephone the Fire Service 911 - Fire.
2. Try to extinguish the fire using appliances provided. **DO NOT TAKE ANY RISKS** and always ensure your escape route is clear. Assist anyone in immediate danger.
3. Lock away all valuables (but only if immediate evacuation is unnecessary and there is, therefore, time to do so SAFELY). Having done this, leave the building using the nearest exit.
4. Upon hearing the alarm, lock away all valuables and leave the building using the nearest exit.
5. Shut all doors in the vicinity of a fire. This will prevent draughts and reduce the risk of the fire spreading.

/.....

6. If electrical fittings are involved in a fire be sure that the current is switched off before they are touched or the fire dealt with.
7. If a person's clothing is on fire, use a blanket or rug or other similar article and wrap it round the person. Lay the person on the floor to prevent flames reaching the head.
8. When going through smoke a wet cloth or handkerchief placed over the mouth and nose will help. A small fire can produce big smoke.
9. **DO NOT USE LIFTS OR ELEVATORS.** Lift shafts act like flues. Keep well away from them.
10. Do not panic but walk purposefully without running.
11. Once you have left the building report to the Assembly Area.