



FIRE SAFETY PRECAUTIONS

Fire in any building is a potential killer. Familiarise yourself with the fire precautions for the areas that you find yourself in while you are at work. Buildings will have fire escapes clearly marked and it is vital to make yourself aware of the ones you may need to use or alternative means of escape.

Should you discover a fire raise the alarm at once. Leave the building by the nearest route. Call the fire brigade and make the office aware of the situation.

Suitable fire extinguishers are located around buildings, these are for use ONLY by those staff trained in their safe use. Even if you have had fire extinguisher training, if there is any doubt, alert colleagues and GET OUT.

Fire exits should always be kept clear, if you see or become aware of any blocked fire exits, potential sources of a fire or anything else which you think may compromise safety in the event of a fire it is your duty to report it to the Clerk. If the situation is not resolved quickly pursue it further with the Clerk or the Chairman of the Council.

FIRE EVACUATION PROCEDURE

IF YOU DISCOVER A FIRE:-

- 1. RAISE THE ALARM.**
- 2. EVACUATE THE PREMISES.**
- 3. CONTACT THE FIRE BRIGADE.**
- 4. ASSEMBLE AWAY FROM THE BUILDING AT THE DESIGNATED ASSEMBLY POINT.
– THIS WILL BE DIFFERENT FOR ALL BUILDINGS.**

DO NOT STOP TO COLLECT PERSONAL BELONGINGS

DO NOT RE-ENTER THE BUILDING

MAKE SURE THAT ALL PEOPLE IN THE BUILDING ARE ACCOUNTED FOR.

November 2015

Review date November 2017