

Fire Alarm Procedure

Emergency Plan

What to do if there is a fire or if the fire alarm sounds:

Procedure

If you notice a fire, activate the alarm immediately.

Do not try to extinguish the fire unless you are absolutely sure of what is burning and confident it can be extinguished quickly.

The priority is to ensure everyone's safety so it is more important to get everyone out than it is to attempt to fight a fire.

If there is a real fire, everyone gets out, no need to phone alarm company.

1. Grace or Stella bring all registers (including visitor's sign-in book) to assembly point
2. Try to close doors as you exit to help prevent the fire spreading *but only if this does not put you or anyone else in more danger.*
3. At the Assembly Point, check that those in your care are present. Notify Dan or Brian of anyone missing and where you think they might be.
4. Dan and Brian to check all rooms to ensure all are out and locate fire if unknown
5. Dan or Brian meet fire brigade and notify them of anyone unaccounted for and give them a floor plan of the building(s)

If it is a false alarm or one of the sensors was triggered by dust, burnt toast, etc. then this should be reported to Grace, Dan or Brian immediately.

1. Everyone exits the building
2. Grace rings GD security to cancel fire brigade call out
3. Grace or Stella bring all registers (including visitor's sign-in book) to assembly point
4. Dan and Brian check all rooms to ensure everyone is out and to determine which sensor was activated, if unknown at this point
5. Dan or Brian silence alarm and re-set it, if sensor is no longer activated

Know which exit to use, as explained during INSET day training.
Notices are fixed in each room near the door stating which exit to try first.

Know where the fire extinguishers are and what the different kinds are used for.

- **Water** is for wood, paper, textiles (A)
- **Foam** is for flammable liquid (A+B)
- **Powder** is for all
- **CO2** is for electrical fire (B)