



# EMERGENCY FIRE PROCEDURE FOR STAFF AND VISITORS TO THE POD

## DISCOVERING A FIRE

### ***If you discover a fire – SOUND THE FIRE ALARM***

This is the first action of any person discovering a fire no matter how small. This alerts other building occupants to the fact that an emergency situation exists, allowing the maximum amount of time to evacuate.

## HEARING AN ALARM

Upon hearing the alarm you must evacuate the building immediately via your nearest available exit (there are green emergency exit signs throughout the building. There are disabled entry/exit points – (Main Front Door, Community Room Entrance and the Conference Room Kitchen).

- DO NOT STOP TO COLLECT BELONGINGS
- IF YOU ARE ON THE TELEPHONE, END YOUR CONVERSATION IMMEDIATELY (tell the caller the fire alarm is sounding and that you have to end the call).
- SHUT DOORS IN YOUR AREA BEHIND YOU AS YOU LEAVE.
- POD STAFF SHOULD ASSIST ANY PERSON WHO IS UNSURE OF WHAT TO DO OR IS DISTURBED BY THE ALARM.  
(It is essential to stay calm and leave the building promptly.)
- POD STAFF SHOULD OFFER ASSISTANCE TO PEOPLE WITH DISABILITIES AND TO ANY VISITORS TO ENSURE THEY ARE EVACUATED SAFELY.
- UNDER NO CIRCUMSTANCES SHOULD ANYONE RE-ENTER THE BUILDING UNLESS THE HEAD OF BUILDING HAS GIVEN THE ALL CLEAR (usually by the Project Manager/Building Manager on the advice of the Emergency Services)