IN CASE OF FIRE

On Discovering a Fire

Raise the alarm by:

Shouting fire very loudly

Report to the most senior member of staff available

On Hearing The Alarm

Help with the evacuation of the building

The most senior member of staff on duty will take charge of the evacuation. You must help to ensure the safety of all customers and staff during any evacuation.

Muster at the benches in front of the Congregational Hall

DO NOT PUT YOURSELF AT RISK TACKLING THE FIRE YOURSELF
You MUST NOT tackle the fire yourself unless:

You have informed the most senior member of staff on duty and they have agreed to this course of action.

The fire is small and confinable.

You are confident that the fire can be contained.

The fire is in no danger of blocking your exit from the building.

You are using the correct fire extinguisher for the fire.

The fire brigade has been called.

You are placing yourself in NO DANGER WHATSOEVER
EVACUATION PROCEDURE

The manager of the branch is responsible for ensuring that in an evacuation all members of staff know their duties.

The most senior member of staff on duty is to take charge of the evacuation.

The most senior member of staff on duty is responsible for ensuring that the Emergency Services have been alerted.

The most senior member of staff on duty is responsible for ensuring a safe and calm evacuation of the building.

The most senior member of staff on duty, or person designated by them will ensure that nobody remains on the upper floor or in the downstairs toilet.

The most senior member of staff on duty, or person designated by them will make an announcement to any members of the public on the premises to evacuate the building using the safest exit(s).

All members of staff should give any assistance to members of the public to exit the building that they may require.

In the event of a power failure our normal phone system will not work so please use the phone handset attached to the fax machine which will work.

All staff should muster at the benches ousted the Congregational Hall

Please remain at the muster point until you are instructed what to do next by the most senior member of staff on duty.

The most senior member of staff on duty will conduct a roll call to ensure that all staff members are accounted for.