

BRIEFING 02

Emergency Procedures & Evacuation

Know what to do before an emergency happens. During induction you will be shown the alarm, escape routes, assembly point and the location of fire-fighting equipment for your site.

On hearing the alarm

- Stop work immediately and make your area safe if it is quick to do so.
- Leave by the nearest safe exit — do not use lifts or hoists.
- Do not stop to collect belongings; do not re-enter the building.
- Go directly to the designated assembly point and report to the marshal.
- Stay at the assembly point until the all-clear is given.

Raising the alarm

- If you discover a fire or emergency, raise the alarm at once.
- Only tackle a small fire if trained, safe to do so, and you have an exit behind you.
- Call 999 when instructed; give the full site address and access point.

Key information to confirm at induction

- Location of the nearest fire exit and your escape route.
- Location of the assembly point.
- Location of fire extinguishers, alarm call points and the first-aid point.
- Name of the fire marshal(s) and first-aider(s) on your shift.

STOP & ASK Never block escape routes, fire exits or fire-fighting equipment, even for a short time.