

DOWSE HAULAGE LTD

IN CASE OF FIRE

Emergency Evacuation Procedure

Duties of ANY employee discovering a fire:

1. Sound the fire alarm using the nearest break glass point of portable siren.
2. Attempt to put out the fire using the correct fire extinguisher – ONLY IF IS SAFE TO DO SO – DO NOT UNDER ANY CIRCUMSTANCES TAKE ANY UNNECESSARY RISKS

Duties of ALL on hearing the alarm:

1. Leave the building by the nearest exit
2. Escort any visitors or contractors from the building
3. Close windows and doors behind you wherever possible
4. Report to your nominated Fire Assembly Point
5. DO NOT return to the building until the all clear has been declared

Duties of Fire Warden:

1. Assess and take control of the situation and ensure Fire Brigade have been alerted if appropriate
2. Conduct a roll call based on the IN/OUT Boards and the visitors book at their assembly point to ensure that everyone is accounted for and have left the building
3. Assist the Fire Brigade as required
4. Declare the all clear when it is safe to do so

Fire Wardens

Primary	Secondary	Area / Zone	Assembly Point
Martyn Lingard		Workshop	Yard / Main Gate
Marc Dowse	Paul Gregory	Main Office Block	Yard / Main Gate