



## HEALTH & SAFETY POLICY

1 January 2009

### **FIRE EMERGENCY PROCEDURE POLICY**

The purpose of this document is to:-

- Encourage you to **plan ahead**
- Ensure you know your **exits**
- Prompt you to know your **exit procedure**
- Ensure you recognize the **emergency alarm sounds**
- Ensure employees know **how to activate an alarm**
- Ensure all employees know the **safety officers**

This policy and procedure applies to **all** staff and visitors to the building.

#### **Know Your Exits**

Always know the location of assigned emergency exits. Know **TWO** ways out. Remember, an elevator is **not** an exit.

**NEVER USE THE ELEVATORS** as an emergency exit. The attached floor plans show clearly our exits, the emergency routes established in relation to your position in the office and the location of available fire equipment.

#### **Know Your Exit Procedure**

Should the fire alarm sound, leave your work area and go out of the building quickly and quietly using your assigned fire exit. If you are not in your work area, you must proceed in accordance with those persons near you.

**Go to the assembly point** as indicated below or as directed by Fire Marshalls. If you are outside the building, stay out until authorities in charge tell you that it is safe to return. If your exit is blocked by smoke, then move toward your alternate exit. Crawl low in smoke. The air near the floor is cleaner and easier to breathe. If the alternate escape is too dangerous because of fire and smoke, then find a room with a window to the outside. Close the door. Signal at the window to rescuers. If there is a phone in the room, give the fire department your exact location, **even if they are on the scene**. If you are unable to leave the room and it is beginning to fill with smoke, then cover air vents where smoke may be seeping through. If possible, stuff any cracks to keep out smoke. Slightly open windows at the top and bottom to let fresh air enter.

**IF ABSOLUTELY NECESSARY**, break the glass. Signal at the window to rescuers.

**Recognize Emergency Alarm Sounds.** Survival time may be measured in seconds.

**Make sure that you know the sound of the alarm in our building.**

**Fire Marshalls** will assist you in your safe evacuation via your assigned exit route to the agreed meeting place and are responsible for checking restrooms, closets, board rooms etc.

### **Know How to Activate An Alarm**

Know the location of alarms and how to operate them. Activate the nearest manual pull station as soon as smoke or fire is discovered. It is important to warn others. Know how to directly notify the Fire Department.

**The Fire Department should always be notified.** A prompt response can prevent a small fire becoming a large one. It will be the responsibility of the person observing a fire to call 911 and alert the Fire Department and provide the building name, the street address and indication of what type and the direct location of the fire. If possible, they should also announce the location of the fire and request all staff to leave the building in an orderly fashion. It is the responsibility of the appointed Fire Wardens to:

Ensure that all the staff and management leave the building. Check all rooms, closets and restrooms. Ensure that appointed Fire Marshalls are posted outside the building at the exit points to prevent any re-entry into the building.

### **Assembly Point**

The assigned assembly point will be an outside area, away from the building, large enough to accommodate the number of persons in our building.

**Location** is in front of the American Airlines Building.

### **Know Who Your Building Fire Marshalls Are**

The Fire Marshalls for each floor are: - Sinclair White and Henry Komansky  
The Senior Contact Persons as requested by the Fire Department are: - Sinclair White DIRECTOR & Susan Davis-Crockwell in the absence of the DIRECTOR.

### **Know the All Clear Signal**

So that you may know when you may safely return to our building.

### **General Information**

Most doors are manufactured to withstand a fire for at least 30 minutes. Closing doors prevents or reduces draughts and therefore reduces the risks of the fire spreading.

Fire doors generally have automatic self-closing devices fitted. Do not wedge them open. Portable fire appliances are for your protection and safety.