

Toolbox Talk

Toolbox Talk Topic	Fire & Emergency Evacuation Plan				
Presenter	Lee Payne				
Date	20/10/23	Start Time	10:00	End Time	10:30
Venue	Meeting Room				

Attendees

- Sharon Ratcliff
- Bill Hamilton

Attendance Record

[illegible]

Toolbox Talk – Fire and Emergency Procedure

The action employees should take if they discover a fire is:

- Immediately operate the nearest alarm call-point.
- If the fire is small and you are trained to use fire extinguishers, you may attempt to tackle the fire without taking any personal risks.

How will people be warned if there is a fire:

- The electrical fire alarm system will sound on operation of the manually operated alarm call-point.
- Verbal warning – shout of 'FIRE'.
- Automatic fire detection will detect fire and raise the alarm.

How will the evacuation of the building be carried out:

On hearing the alarm:

- Everyone in the building should leave by the nearest safe exit, closing doors and windows on the way and report to the designated assembly point at the end of the car park.
- Nobody should stop to collect personal belongings.
- Designated fire wardens will assist in helping those on the premises leave safely and confirm everybody is out of the building.

Identification of escape routes

The escape routes from the building are:

- **Unit 8** – Fire door at the back right hand corner. Emergency escape routes are marked out on the floor and indicated by lighting and signage.
- **Unit 9** – Fire door to the back left corner ground floor. Emergency escape routes are marked out on the floor and indicated by lighting and signage.
- **Fire Assembly Point** is: At the end of the car park – indicated with signage and shown with the red X in the image opposite.



Firefighting equipment provided

- Fire extinguishers are suitably placed on escape routes, near to identified hazards and next to final exits from the building. They are suitably signed, placed on dedicated floor stands or hung on wall brackets at an appropriate height and are easily accessible.
- Only fire wardens/trained employees should attempt to fight a fire using the correct extinguisher if it's safe to do so without taking personal risks.