

EMERGENCY ACTION PLAN: FIRE EVACUATION PROCEDURE

Subject: Fire Evacuation & Emergency Instructions

1.0 Purpose

This document provides immediate, clear, and actionable instructions for all personnel in the event of a fire, with a specific focus on fires originating in the kitchen area. The primary objective of this policy is the preservation of life and safety. All employees are required to familiarize themselves with this procedure to ensure a swift and orderly evacuation. Your safety is our highest priority.

2.0 Immediate Actions: Upon Discovering a Fire

If you discover a fire, remember the **R.A.C.E.** acronym:

- **R - RESCUE:** Rescue anyone in immediate danger, *only if it is safe for you to do so*. Do not put yourself at risk.
- **A - ALARM:** Activate the nearest fire alarm pull station. Verbally shout "**¡FUEGO, FUEGO, FUEGO!**" to alert everyone in the vicinity.
- **C - CONFINE:** Close all doors and windows as you leave the area to confine the fire and slow the spread of smoke. Do not lock any doors.
- **E - EVACUATE / EXTINGUISH:**
 - **EVACUATE** immediately via the nearest safe exit. This is always the primary action.
 - **EXTINGUISH** the fire *only if* all of the following conditions are met:
 1. The fire is very small (no larger than a small waste bin).
 2. You have a clear and safe exit path behind you.
 3. You have been trained and are confident in using the correct type of fire extinguisher. *If there is any doubt, EVACUATE immediately.*

3.0 General Evacuation Procedure

1. **Stop Work:** Immediately stop all work activities upon hearing the fire alarm or a verbal fire alert.
2. **Do Not Collect Belongings:** Leave all personal items. Your safety is more important.
3. **Evacuate:** Proceed calmly and quickly to the nearest designated fire exit. Do not run. Use stairs, not elevators.
4. **Stay Low:** If you encounter smoke, stay low to the ground where the air is clearer.
5. **Check Doors:** Before opening a closed door, feel it with the back of your hand. If it is hot, do not open it; find an alternate route.
6. **Proceed to Assembly Point:** Once outside, go directly to the designated Primary Assembly Point.

7. **Report & Headcount:** Report immediately to your department head or designated Fire Warden for a headcount. Do not leave the assembly point until you are accounted for.
8. **Do Not Re-Enter:** Under no circumstances should you re-enter the building until you are given the "all clear" by the Fire Brigade.

4.0 Kitchen-Specific Fire Procedures

Kitchen fires require specific responses. The following instructions are critical for all Bakery Chefs and Production Staff.

- **Grease/Oil Fire (e.g., in a deep fryer or pan):**
 - **DO NOT** use water. It will cause the fire to explode.
 - If safe to do so, turn off the heat source immediately.
 - Cover the flames with a metal lid or a fire blanket to smother the fire.
 - Use a **Class F** (or Class K) wet chemical fire extinguisher.
- **Electrical Fire (e.g., in an oven, mixer, or wiring):**
 - **DO NOT** use water.
 - If safe to do so, unplug the appliance or shut off power at the main circuit breaker for the kitchen.
 - Use a **CO2** or **Dry Powder (ABC)** fire extinguisher.
- **Gas Shut-Off:** The emergency gas shut-off valve is located on the back wall of the kitchen, marked with a large red handle. In the event of a kitchen fire, the Head Chef or designated safety lead should shut this off *only if it is safe to approach*.
- **Using a Fire Extinguisher:** Remember the **P.A.S.S.** acronym:
 - **P - PULL** the pin.
 - **A - AIM** the nozzle at the base of the fire.
 - **S - SQUEEZE** the lever slowly and evenly.
 - **S - SWEEP** the nozzle from side to side.

5.0 Emergency Contacts

- **EMERGENCY SERVICES (Fire, Ambulance, Police): 112**
- **Head of Bakery: 666 66 66 66**
- **Health & Safety Officer: 777 77 77 77**

This plan will be reviewed annually. All employees will participate in mandatory fire drills twice per year.