

FIRE PROCEDURE

To all Staff:

All staff, full and part-time should be fully aware of the safety procedure operational with the office.

Copies of this document can be found in Admin on our website under Tools / Documents / Fire Procedures.

Fire Marshals:

Sophie Neild
Linda Denney

Fire Assembly Points:

Camberwell: Walkway
between Camberwell Hall
and Tennis Courts

Sydenham: Next to Bus Stop
across the road.

The main points which all staff should be aware of are given below and Fire Action notices will be displayed at our three fire exits: -

Fire Fighting

Staff should remember: -

- a) Prompt action can prevent a small fire from becoming a large one. Ensure that you know how to operate the extinguishers and know where they are in your locality. Extinguishers can be found by each fire exit.
- b) Always sound the alarm before doing **anything** else.
- c) If in doubt, don't fight it and concentrate on evacuating the area. Buildings can be replaced, lives can not.
- d) **Remember**
 - Water on textiles, wood and paper
 - CO² on flammable liquids or electrical appliances.

If you discover or suspect a fire: -

1. Immediately alert **all** members of staff. **Do that first!**
2. Ensure no one is in immediate danger. Be prepared to evacuate.
3. Attack fire if possible with the correct appliance provided **but without taking personal risks**. If in doubt leave it.
4. Fire Marshals to call 999 to report fire. If neither Marshal is present in the building, ensure that a call has been made to the emergency services.

On hearing the verbal fire alert: -

1. A fire has been discovered or suspected within the building.
2. Immediately close all doors and windows.
3. Follow instructions for evacuation procedures.

Evacuation Procedures

On hearing the Fire Evacuation alert: -

1. Use the nearest exit available and assemble outside the building at the assembly point.
Evacuation must be immediate.
2. Do not stop to collect personal belongings or go back for them.
3. Once you are sure the room is cleared of people, close the door.
4. As soon as you arrive at assembly point conduct a head count of personnel and establish if anyone is missing.
5. Report anyone missing to the Fire Marshals. Tell them if you are sure the person has left the building. In such cases we do not want firemen searching burning buildings for people who are no longer there.
6. Do not under any circumstances re-enter the building or move back to the affected fire zone afterwards until authorized to do so.