



LOVE THE OCEANS
EXPEDITIONS FIRE RISK ASSESSMENT

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The company will provide and maintain safe and healthy working conditions, equipment and system of work for all volunteers and staff and provide such information, training and supervision as they need.

The company will give a high level of commitment to health and safety and will comply with all statutory requirements.

3.0 MANAGEMENT SYSTEMS

A fire risk assessment will be completed to ensure adequate fire safety and will be reviewed and audited regularly. The fire risk assessment will follow the five step approach detailed in the HM Government fire safety risk assessment guide. The significant findings are recorded. Any deficiencies identified by the fire risk assessment process will be prioritised and rectified accordingly.

Although having overall responsibility for fire safety matters, Love The Oceans has appointed the Health and Safety Manager, Francesca Trotman, responsible for fire safety matters, which include the fire risk assessment and all matters appertaining to it.

The Health and Safety Manager is responsible for:

- Deciding the fire safety protective and preventative measures
- Ensuring they are implemented and communicated to other staff
- Routine periodic checks of all systems

Fire drills are carried out with every new volunteer group.

All fire training, routine checks and engineers tests of fire safety equipment are recorded in the Fire Log Book.

4.0 GENERAL DESCRIPTION OF THE PREMISES

4.1 Jay's Pro Dive Centre & Palm Resort

4.1.1 Description

The accommodation consists of separate units all close together on one site. There are two bedrooms per unit, a kitchen, a lounge area and a bedroom. Each unit is approximately 20m x 20m and all units are bungalows. Walls consist of red brick and palm products with a palm roof. The roof is replaced every 4 years and the main purpose of the buildings are to provide accommodation to holiday makers.

The dive centre is 2 floors, with the dive centre located downstairs and the restaurant, bar and pool upstairs. Walls are made of red brick, wood and palm leaf product. The entire unit is

approximately 100m x 30m and the main purpose is to provide holiday makers with scuba diving facilities and food. There are multiple exits from upstairs at the dive centre with three exits spread through the premises. The downstairs dive centre is split up into separate rooms and each room has it's own exit.

The premises is considered to be of medium risk taking into account the likelihood of a fire and the likely consequences. In the event of a fire, there is little chance of anyone being placed at risk due to the small size of the house and the fire safety measures in place. Each unit has one main exit and each room has large glass windows which would allow an escape in an emergency. The palm products used for walls are also easy to break through in the case of an emergency.

4.1.2 Occupancy

Times the Premises is in use:	24 hrs a day
Total number of volunteers or staff within the premises at any one time:	26
Total number of other persons within the premises at any one time:	30

4.1.3 Size

Building footprint:	20m x 20m per unit
Number of floors:	1
Number of stairs:	0

4.2 Ku Sungula Safari Lodge

4.2.1 Description

The site comprises of 6 different buildings. Each accommodation unit the volunteers sleep in is approximately 6 metres in diameter. The inside dining area is 5m x 6m but most of the meals will be outside. and the majority of the rest of the site is outside. This makes this site extremely low risk for fire and associated injuries. In the event of a fire there is little chance of anyone being placed at risk due to the site layout and the fire safety measures in place.

The accommodation is joined to the main relaxation area by a bridge over a dried river bed. If a fire was to break out, it would not spread to other parts of the site due to the geographical separation of the areas. No buildings have multiple floors, and emergency exits are will within reach in each building (<10m away at any point).

4.2.2 Occupancy

Times the Premises is in use:	24hrs a day
Total number of volunteers or staff within one building at any one time:	15
Total number of other person within the premises at any one time:	10

4.2.3 Size

Entire site footprint:	1,5 hectare
Inside dining area footprint:	30 m ²

5.0 FIRE SAFETY SYSTEMS WITHIN THE PREMISES

5.1 Fire Warning System

5.1.1 Jay's Pro Dive Centre & Palm Resort

A manually activated alarm in the communal area of each unit where people must pass through to evacuate. This is a very loud siren and this system has been approved by a qualified Fire Marshall. The ventilation through the building would prevent an automatically activated alarm from being effective and a manually active one is the best choice. The alarm is a high pitched continuous siren. A manually activated alarm is also placed in the dive centre itself and the restaurant.

5.1.2 Ku Sungula Safari Lodge

There is a manually activated fire alarm which volunteers will be briefed about on arrival to the site. There are fire extinguishers in each building which are inspected each year by contracted health and safety professionals.

5.2 Emergency Lighting

5.2.1 Jay's Pro Dive Centre

There is no emergency lighting – given the small room sizes and only one entry and exit point emergency lighting is not needed.

5.2.2 Ku Sungula Safari Lodge

There is no emergency lighting – given the small room sizes and only one entry and exit point emergency lighting is not needed. Paths will be lit in the evenings but no fire emergency lighting is used.

5.3 Portable Fire-Fighting Equipment

5.3.1 Jay's Pro Dive Centre

1 small, powder based fire extinguishers are positioned in each unit in the communal area, although in the case of a fire on the premises we advise persons on-site to evacuate rather than fight the fire, given the nature of the accommodation.

There is also a fire extinguisher upstairs and downstairs at the dive centre & restaurant itself.

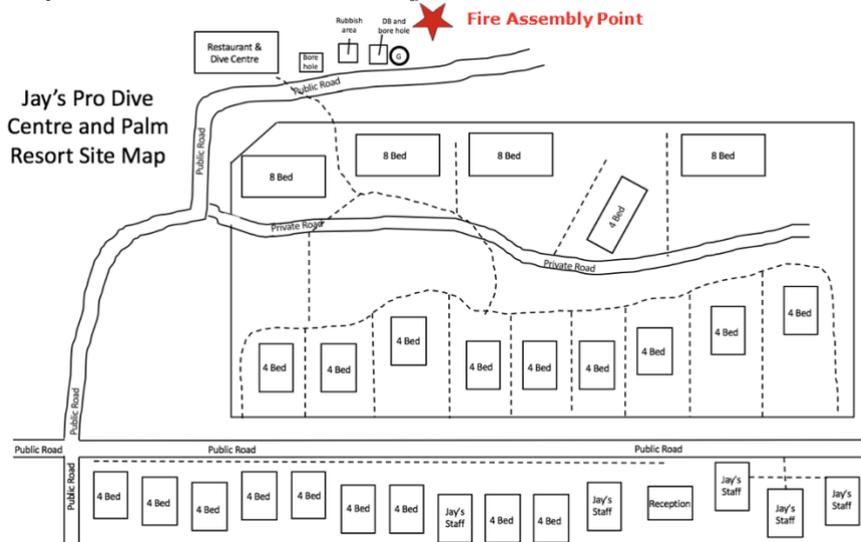
5.3.2 Ku Sungula Safari Lodge

7 dry powder stored pressure type extinguishers 9.0 are located at the door of each building. In the case of a fire we advise persons on-site to evacuate rather than fight the fire.

6.0 PLAN DRAWING OF PREMISES

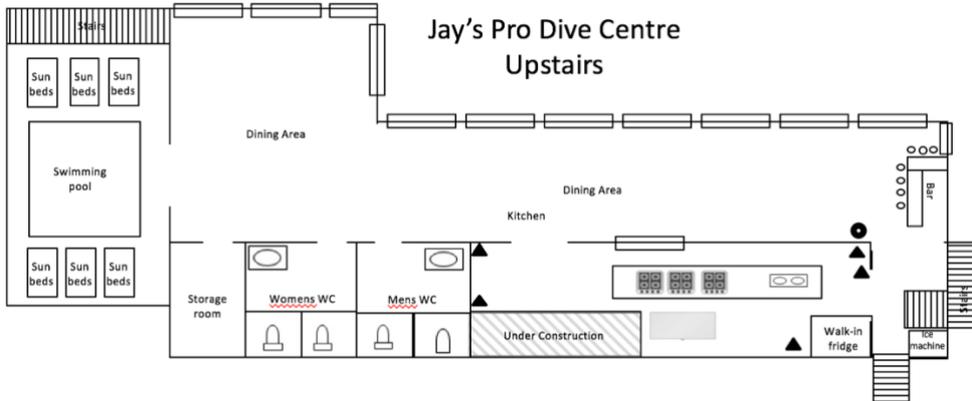
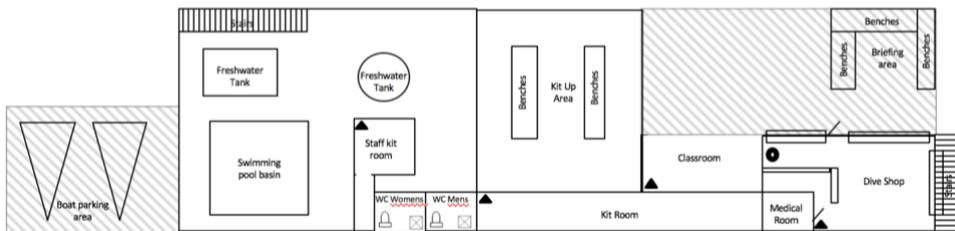
This plan is displayed near the fire alarm and emergency exits. It also indicates the position of gas in order to assist emergency services if they need to force an entry in an emergency outside normal business times.

6.1 Jay's Pro Dive Centre & Palm Resort

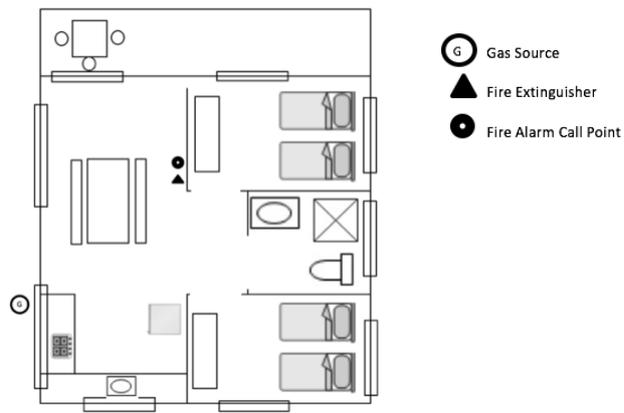


Jay's Pro Dive Centre Downstairs

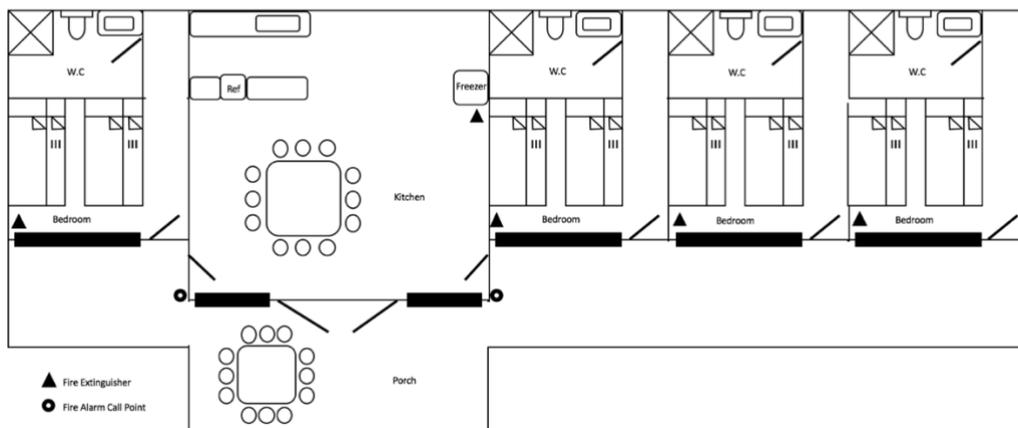
▨ = no upstairs, just covered by shade net



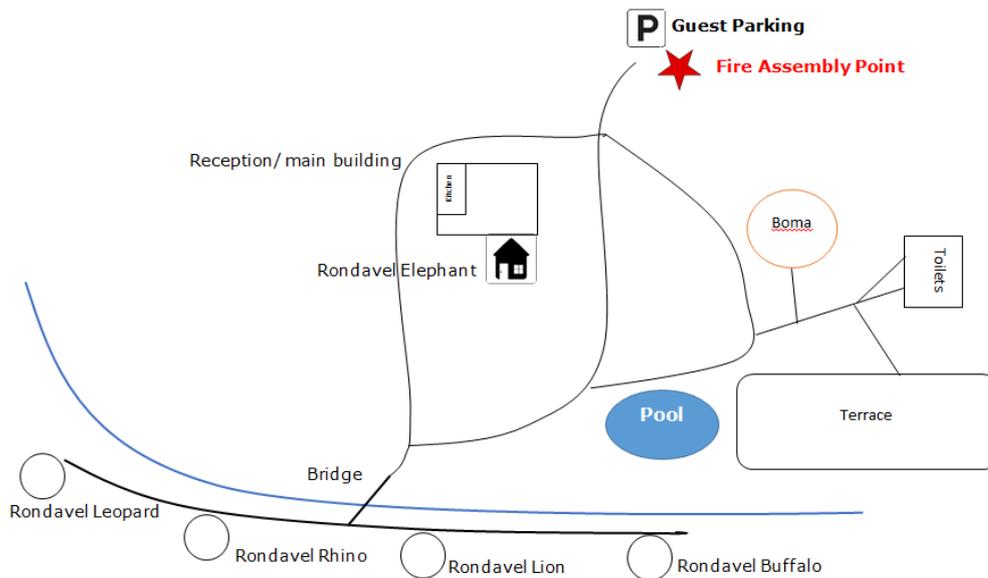
Example of Accommodation Unit



Example of 16-sleeper accommodation unit



6.2 Ku Sungula Safari Lodge



7.0 IDENTIFY FIRE HAZARDS

7.1 Jay's Pro Dive Centre & Palm Resort

7.1.1 Source of Ignition

In the accommodation units the ignition sources are mainly those to be expected in housing accommodation and offices such as the cooker and electrical equipment. There are gas boilers for each bathroom (one per house) and a gas bottle on the outside of the house linked to the kitchen which has a gas stove.

The dive centre and restaurant ignition sources are mainly those to be expected with such services. The kitchen has a cooker and electrical equipment. There is also gas on site for the cookers. Smoking is not allowed in the building and a cigarette bin is available in the smoking area out the front of the buildings. There are no other significant ignition sources within this site.

There are oxygen bottles in the dive centre in the medical room and in the kit room. Appropriate signage is used to warn people of them and extinguishers are located close by.

7.1.2 Source of Fuel

The sources of fuel are those commensurate with housing accommodation, restaurants and office premise being furniture, stationery, combustible equipment, kitchen equipment and clothes. The roof and some wall material is also flammable. Spare paper for printers is stored away. Bins are emptied regularly and the waste is stored outside, away from the building. There is a gas bottle supplying the boilers and the stove.

7.1.3 Source of Oxygen

There is a significant gap between the overhang of the roof and the walls. There is no air-conditioning and therefore it is not ducted through the building. There is therefore, no relevant hazard with additional oxygen supply for a potential fire. There are no additional sources of oxygen other than normal air.

7.1.4 Daily processes

The daily processes are commensurate with normal housing accommodation, scuba diving activities and restaurant facilities. There are no processes that pose a significant fire hazard as all activities are monitored closely. The organisation's policy is to close down and switch off all unnecessary electrical equipment at night and volunteers and staff are briefed accordingly. Both exits of the restaurant are left completely open during all opening hours.

7.1.5 Structural features that could promote spread of fire:

There are voids and some of the walls are flammable. This means in the event of a fire evacuation is mandatory and a priority. Since each accommodation unit is separate the spread of fire would be relatively restricted.

7.2 Ku Sungula Safari Lodge

7.2.1 Source of Ignition

Kitchen separated from living quarters, gas bottles stored separate. Gas bottles for geysers stored safely. Large spread of site reduces fire risk and risk of spreading. Fire place outside and surrounded by large area of sand.

7.2.2 Source of Fuel

Minimum amount of fuel through the entire property, waste emptied regularly.

7.2.3 Source of Oxygen

Air conditioning is self-contained in each room and not ducted through the buildings. No additional sources of oxygen other than normal air.

7.2.4 Daily processes

Electrical systems are serviced by an accredited company. It is the company policy to shut down any unnecessary electrical equipment.

7.2.5 Structural features that could promote spread of fire:

Thatch roofs could pose a fire risk. However, we do our best to minimise this risk by regular inspections. The buildings are 12 years old but were inspected in 2016.

8.0 IDENTIFY PEOPLE AT RISK

Volunteers and staff are distributed throughout the building. All staff volunteers are given an induction including all safety procedures upon their arrival on the premises. This is acknowledged and recorded in their personnel file.

General visitors will always be accompanied by a staff member who will brief them on the fire evacuation procedures by referring to the posted 'Fire Notice' and to the alarm. Staff are made responsible for their guests during any evacuation.

At the present time there are no employees with disabilities. If someone was to injure themselves during their stay with Love The Oceans at Jay's Pro Dive Centre or Ku Sungula they would be transferred to a room close to an exit. Staff volunteers would also be made aware of this injury so, depending on the severity, evacuation plans in the case of a fire can be made. Any unusual disability where it is not so obvious what assistance may be needed is checked by consulting the Government Fire Safety Risk Assessment Guide to Means of Escape for Disabled People.

There are no persons under the age of 18 as volunteers or staff volunteers at present. There is an awareness of the additional requirements in fire legislation if school age children or under 18s are accepted as volunteers or staff volunteers.

A fire drill is carried out with each new volunteer group at varying times of the day to ensure all volunteers and staff volunteers take part at least once per program and remain familiar with the emergency procedures. Records are maintained in the fire log-book.

9.0 MEANS OF ESCAPE – HORIZONTAL EVACUATION

All volunteers and staff volunteers are trained in what actions to take on hearing the alarm or discovering a fire. There are currently no volunteers or staff volunteers with disabilities that would prejudice their evacuation from the premises. Systems are in place as described in Section 8 regarding people with disabilities or sensory impairments.

There are sufficient fire exits from the premises of suitable width and within acceptable travel distances. These will allow all persons in the premises to evacuate safely in the event of a fire. Emergency exits open outwards in the escape direction. There are no ‘dead-end’ conditions.

It is anticipated that a fire at the Jay’s Pro Dive Centre & Palm Resort would be medium to fast growth fire involving dry palm and wood type materials. At Ku Sungula’s site it is anticipated that a fire would be slow to medium in growth involving furniture and wood materials. At both sites it is also anticipated that any fire would be noticed fairly soon after ignition by persons, due to the working practices of the buildings, and the manually activated fire alarms could be initiated.

It has been demonstrated in fire drills that all employees and persons resorting to the building have evacuated the building in less than two minutes, before any escape route becomes untenable.

At the Jay’s Pro Dive Centre & Palm Resort site all door fastenings can be easily opened during the day without the use of any keys. At night the exits are locked by way of a slide bar so escape is still rapid as there is no need for a key. All escape routes lead to a place of safety in the open air. At the restaurant, all exit doors are kept open continuously during opening hours so there is no obstruction in the case of a fire.

At Ku Sungula only the doors of the bedrooms are locked by the guests themselves, and will lead immediately to open air. All public places are not locked at all and mostly outdoors. All escape routes lead to a place of safety in the open air.

10.0 MEANS OF ESCAPE – VERTICAL EVACUATION

10.1 Jay’s Pro Dive Centre & Palm Resort

The accommodation units are all bungalows so there is no need for a vertical evacuation plan. The dive centre consists of a Ground Floor and a First Floor. There are 3 exits for escape from the first floor. Two of these exits lead down to the beach (where the fire assembly point is) and one leads up the hill to the resort which would still be safe from fire.

There are windows in each bedroom, windows open easily and fully. There are windows in the upstairs of the dive centre too with no glass panes – they just have plastic covers tied down so escape is easy through these too.

10.2 Ku Sungula Safari Lodge

The site only consists of the ground floor, there are no multi-storey buildings, every roundel is a bungalow.

11.0 FIRE SAFETY SIGNS AND NOTICES

There are adequate fire safety signs and notices at both sites. There are no designated fire exits at Ku Sungula since there is only one door per bedroom unit given each individual unit only consists of 2 rooms (1 bedroom, 1 bathroom).

All emergency exit routes are adequately signposted with green ‘running-man’ type signage.

Fire Action Notices are displayed throughout the premises.

Fire extinguisher positions are marked by appropriate signs showing the type.

12.0 FIRE WARNING SYSTEM

The system described in section 5 of this assessment at Jay’s Pro Dive Centre & Palm Resort is a continuous siren. The warning signal is audible in all areas and will warn all persons resorting to the building hen operated. This is tested weekly. Volunteers will be briefed accordingly on the warning system in place at Ku Sungula on arrival on site.

13.0 EMERGENCY LIGHTING SYSTEM

There is no emergency lighting system at either site due to the design of the premises.

14.0 FIREFIGHTING EQUIPMENT

There are a sufficient number of fire extinguishers correctly mounted on wall brackets and located throughout the premises. They are adequate for the risks within the premises and have been bought or serviced within the last 12 months.

Fire extinguishers are inspected monthly to check location and condition.

15.0 MANAGEMENT – MAINTENANCE

15.1 Jay’s Pro Dive Centre & Palm Resort

Maintenance	Yes	No
Is there a maintenance programme for the fire safety provisions in the		



<p>premises: Commentary: There are no processes that pose a significant fire hazard. The organisation's policy is to close down and switch off all unnecessary electrical equipment at night and volunteers and staff are briefed accordingly. Venture leader will conduct a check if more equipment is brought, and stays on site for longer than 12 hours.</p>		
<p>Are regular checks of fire resisting doors, walls and partitions carried out: Commentary: Damage or faults on structural, fire resistant walls are reported for repair. Monthly checks are recorded by the Venture Leader in the Fire Log Book</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>Are regular checks of escape routes and exit doors carried out: Commentary: Monthly checks carried out by Venture Leader</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>Are regular checks of fire safety signs carried out: Commentary: Monthly checks of fire signs are carried out and recorded by the Venture Leader</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>Is there a maintenance regime for the fire warning system: Commentary: Monthly and weekly checks carried out by Venture Leader and recorded.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>Is there a maintenance regime for the emergency lighting system: Commentary: No emergency lighting is necessary</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Is there a maintenance regime for the firefighting equipment: Commentary: Monthly checks are carried out by the Venture Leader and recorded. Annual checks are carried out by a qualified Fire Marshall.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>Are records kept and their location identified: Commentary: The Fire Log Book for all aspects relating to maintenance issues is kept in the Venture Leader's room.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

15.2 Ku Sungula Safari Lodge

Maintenance	Yes	No
<p>Is there a maintenance programme for the fire safety provisions in the premises: Commentary: There are no processes that pose a significant fire hazard. The organisation's policy is to close down and switch off all unnecessary electrical equipment at night and volunteers and staff are briefed accordingly.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>Are regular checks of fire resisting doors, walls and partitions carried out: Commentary: Damage or faults on structural, fire resistant walls are reported for repair.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>Are regular checks of escape routes and exit doors carried out: Commentary: Checks carried out by Management</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>Are regular checks of fire safety signs carried out: Commentary: Checks of fire signs are carried out and recorded by Management</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Is there a maintenance regime for the fire warning system: Commentary: Checks carried out by Management and recorded.	<input checked="" type="checkbox"/> <input type="checkbox"/>
Is there a maintenance regime for the firefighting equipment: Commentary: Checks are carried out by Management and recorded. Annual checks are carried out by a qualified Fire Marshall.	<input checked="" type="checkbox"/> <input type="checkbox"/>
Are records kept and their location identified: Commentary: The Fire Log Book for all aspects relating to maintenance issues is kept in in a safe place on site.	<input checked="" type="checkbox"/> <input type="checkbox"/>

16.0 METHOD FOR CALLING THE FIRE SERVICES

16.1 Jay's Pro Dive Centre & Palm Resort

Venture Leader calls emergency services any time the alarm sounds unless any obvious hazard from fire or smoke. Venture Leader is informed each time alarm is tested to avoid false alarms (if not actively conducting the practise themselves). Any difficulty due to any apparent fire is reported to the Field Specialist and another mobile phone would be used, once outside the building. Alternatively, a neighbouring occupier's phone is used.

16.2 Ku Sungula Safari Lodge

Warden's office (emergencies number 24/7) is called by mobile phone. Several phones are available on site.

17. EMERGENCY ACTION PLAN (EAP)

There is an Emergency Action Plan for fire emergencies (Fire Notice). This is attached at the end of this report.

18.0 TRAINING

18.1 Jay's Pro Dive Centre & Palm Resort

Francesca Trotman has her Fire Marshall qualifications and is provided with refresher training accordingly. This training includes use of fire extinguishers. This training was carried out by St Johns Ambulance. Fire evacuation drills are carried out with every new volunteer group.

With every new staff member a training meeting is held and at that time staff are reminded of all emergency procedures including fire. Also included:

- How to call the Fire Service
- How to operate the fire alarm system

All in-country personnel take part in this training.

18.2 Ku Sungula Safari Lodge

There is no specific training, in case of fire staff will call the guests and have them assemble at the parking area. This will be explained to the volunteers upon arrival. Fire drills will be carried out with every new volunteer group.

19.0 FIRE SAFETY DEFICIENCIES TO BE RECTIFIED

There are no fire safety deficiencies to be rectified

20.0 GENERAL COMMENTS AND/OR OBSERVATIONS

No general comments or observations

21.0 ADDITIONAL HAZARDS

No additional hazards

22.0 FIRE SAFETY MANAGEMENT PLAN

22.1 JAY'S PRO DIVE CENTRE AND PALM RESORT

FIRE SAFETY PLAN

Person with overall responsibility for fire safety: Francesca Trotman (when in-country)
 Managing Director and Founder

Venture Leader (when FT not in country)

FIRE RISK ASSESSMENT

Persons responsible for carrying out and review: Francesca Trotman
 Managing Director and Founder

MAINTENANCE PROGRAM

- | | |
|---|----------------|
| • Maintenance of fire safety provisions | Venture Leader |
| • Fire alarm | Venture Leader |
| • Emergency lighting | Venture Leader |
| • Firefighting equipment | Venture Leader |
| • Escape routes | Venture Leader |
| • Fire safety signs/notices | Venture Leader |

EMERGENCY ACTION PLAN

Person responsible for production and review: Francesca Trotman
 Managing Director and Founder

STAFF TRAINING

Person responsible for:

• Organising Fire Safety	Francesca Trotman
• Implementing fire drills	Francesca Trotman (when in-country) Venture Leader (when FT not in country)

FIRE SAFETY MANAGEMENT PLAN

22.2 KU SUNGULA SAFARI LODGE

FIRE SAFETY PLAN

Person with overall responsibility for fire safety: Oupa Mokoena (Guide, Assistant Manager)

FIRE RISK ASSESSMENT

Persons responsible for carrying out and review: Miriam Broers (Manager) and Assistant Manager

MAINTENANCE PROGRAM

- | | |
|-----------------------------|--------------------|
| • Fire alarm | Manager |
| • Firefighting equipment | Phalaborwa General |
| • Escape routes | Assistant Manager |
| • Fire safety signs/notices | Manager |

EMERGENCY ACTION PLAN

Person responsible for production and review: Manager and Assistant Manager

STAFF TRAINING

Person responsible for:

- | | |
|----------------------------|-------------------------------|
| • Organising Fire Safety | Manager and Assistant Manager |
| • Implementing fire drills | Manager and Assistant Manager |

EMERGENCY ACTION PLAN – FIRE

JAY'S PRO DIVE CENTRE AND PALM RESORT

ASSEMBLY POINT

In front of dive centre on beach

ACTION ON DISCOVERY OF FIRE

- Sound the alarm using fire alarm call point and safe to do so
- Leave building by the nearest fire exit
- Do not re-enter the building
- Report to assembly point
- Call the emergency services by mobile phone after leaving the building or by neighbour's phone
- Liaise with fire services on their arrival
- Only attempt to tackle small fires if confident
- DO NOT PUT YOURSELF AT RISK

ACTION ON HEARING ALARM – FIRE ALARM SIGNAL IS A CONTINUOUS SIREN

- Leave the building by the nearest fire exit
- Do not re-enter the building
- Venture Leader will call the fire services (if necessary by mobile phone after leaving the building or neighbour's phone) and take visitor's book to assembly point
- Liaise with the fire services on their arrival

VISITORS

- Ensure all visitors are taken to the assembly point
- Assist any disabled persons with their evacuation as necessary

ALTERNATIVE ACCOMMODATION

- In the event of being unable to return to the building in a short time, arrangements have been made to provide temporary shelter and office facilities.

EMERGENCY ACTION PLAN – FIRE

KU SUNGULA SAFARI LODGE

ASSEMBLY POINT

Parking area

ACTION ON DISCOVERY OF FIRE

- Leave building by the nearest fire exit
- Alert staff
- Do not re-enter the building
- Report to assembly point
- Call the emergency services by mobile phone after leaving the building or by neighbour's phone
- Liaise with fire services on their arrival
- Only attempt to tackle small fires if confident
- DO NOT PUT YOURSELF AT RISK

ACTION ON HEARING ALARM (briefed on arrival on site)

- Leave the building
- Report to assembly point
- Call emergency services

VISITORS

- Ensure all visitors are taken to the assembly point
- Assist any disabled persons with their evacuation as necessary

ALTERNATIVE ACCOMMODATION

- In the event of being unable to return to the building in a short time, arrangements have been made to provide temporary shelter and office facilities.