

INDUCTION

FIRE EMERGENCY PROCEDURE

- A** On discovery of fire, sound the alarm by operating the nearest fire alarm point (*some single storey buildings like porta cabins do not have fire alarm points*).
A fire alarm point is a red box with a glass panel situated next to fire doors leading out of a building.
- B** If you have time dial call Security on **01494 731400** and inform them of the exact location of the fire. Security will call the Fire Brigade.
If the fire is evidently serious and you are unable to reach Security, once you are safely outside, call the fire brigade by dialling **999**. Inform the Facilities Office or security of your action.
- C** On hearing the alarm, it is of utmost importance that you leave the building as soon as the alarm sounds. You should leave in orderly manner by the most direct route. **DO NOT RUN**. Evacuation *must not* be delayed by people collecting belongings from other areas of the premises.
- D** Once clear of the buildings, you should make their way to the prearranged assembly point. The assembly point is **outside Lower Admin**.
The fire warden or most senior member of staff in each area affected should report the safe and complete evacuation of their respective area of responsibility.

FIRE FIGHTING

Fire extinguishers are provided solely to ensure the safe exit from a building.

DO NOT ATTEMPT TO TACKLE FIRES EXCEPT AS A MEANS OF ESCAPE

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DO NOT ATTEMPT TO TACKLE FIRES EXCEPT AS A MEANS TO ENSURE THE SAFE ESCAPE OF PERSONNEL.

The tackling of fires is a personal decision in accordance with the level of risk encountered.

Before using an extinguisher please ensure that it is safe for the type of fire by reading the label on the extinguisher.

Personnel are asked to read the fire extinguisher labels in advance in order to familiarise themselves with the different types. The NFTS mainly has co2 extinguishers (*black label*), which are suitable for flammable liquids, electronic & electrical fires. Water extinguishers (*red & white label*), which are suitable for wood, paper & textiles. Foam extinguishers (*cream label*), a versatile extinguisher that can be used for wood paper, textiles, oil & electrical fires. Dry powder (*blue label*), can be used for wood, paper, textiles, oil and gas fires but not for electrical fires.

Any used extinguishers must be returned to Reception.