

Track Brewing Company Limited

Fire Emergency Action Plan



EMERGENCY ACTION PLAN

EMERGENCY INSTRUCTIONS

1	The action employees should take if they discover a fire: Immediately operate the nearest alarm call-point Attack the fire if possible, with appliances available, without taking personal risks
2	How will people be warned in there is a fire: Fire Alarm system will sound. A verbal fire alarm system will sound.
3	How the evacuation of the building will be carried out: Everyone in the building should leave the building by the nearest exit and report to the assembly point at the front of the building
4	Identification of escape routes: All exit doors can be used as escape routes All routes leading to the front door are protected routes
5	Fire fighting equipment provided: Fire extinguishers are located in circulation areas and near fire exit doors
6	Duties of employees with specific responsibilities in the event of fire: On hearing the alarm: All staff will usher visitors out of the building and assemble at the muster point. Fire Wardens will ensure: • their areas are cleared of people • registers are collected on the way out • the Fire Service is called • a roll call is made to ensure everyone is out

7	Arrangements for the safe evacuation of people identified as being especially at risk, such as contractors, those with disabilities, members of the public and visitors: • Visitors: the host / employee must take responsibility for any visitor they may have and ensure they leave the building by the nearest exit • Contractors: must be given information about fire procedures and leave the building at the nearest exit • People with disabilities: specific arrangements may need to be made for those with disabilities
8	How will the Fire Service and any necessary emergency services be called and who will be responsible for doing this: • On hearing the alarm a member of staff will Dial 999 and ask for the Fire Service or other emergency service as appropriate