

FIRE SAFETY CHECKLIST

As your safety is paramount we have compiled the following check list of factors to be considered in an emergency. It is our recommendation that you go through this list with your group and appoint someone as a Safety Warden.

Safety Warden Duties

- Ensure that 111 has been called
- Ensure the building is evacuated. Check toilets, store rooms. etc
- Ensure appliances are turned off if this can be done so safely.
- Note the location of any person remaining in the building and the reason they are not evacuating. i.e. disabled etc.
- Report to the area in front of Main entrance and pass on any information to the Fire Department.

Points to be discussed regularly with your group:

- Appoint a Safety Warden and a Deputy Warden and advise them of their duties.
- Advise your members of those nominated.
- Ensure your members know the location of phone, fire extinguishers and hose reel.
- Instruct all the members of your group on how to use the fire extinguisher, see details on the cylinders. Note: these should only be used if the fire is small enough to be put out by an extinguisher. Unless you are certain you can extinguish the fire, do not attempt it.
- Ensure your members know where the main switch is located. It is on the switchboard in Kitchen.
- Ensure your members are aware of all exits in the building.
- Ensure your members know what to do if the smoke is thick.
- Leave lights on.
- Don't panic – move quickly but do not run.
- Ensure everyone knows the meeting point after evacuation. Outside Main entrance
- Ensure your members do not leave the reporting area without notifying someone that they have done so.
- Ensure your members do not re-enter the building unless authorised to do so or until the all clear has been given.
- Keep the car park entrance clear.
- Discuss anything that you think is relevant to your group i.e. Extra needs of young, disabled or other extenuating circumstances that could hinder safe evacuation.

ALWAYS KEEP BETWEEN THE FIRE AND YOUR ESCAPE ROUTE