

THE GARDENERS REST COMMUNITY SOCIETY LTD

THE GARDENERS REST FIRE PROCEDURES FOR STAFF



1 IF YOU DISCOVER A FIRE

- 1.1 If the fire is in an enclosed space, make sure that the room is clear of people and, if possible, close the door.
- 1.2 Activate the fire alarm using the closest fire alarm point.

2 WHEN THE FIRE ALARM GOES OFF:-

- 2.1 The senior member of staff on duty should clear all customers and other staff and ask them to gather at the assembly point on the opposite side of Neepsend Lane.
- 2.2 The senior member of staff should check that all toilets and the garden are clear of people and then leave the building.
- 2.3 If a fire has been observed or reported or there are clear signs of the fire from the outside of the building, call 999 and report the fire to the Fire Brigade.
- 2.4 If there are no signs of fire, the senior member of staff should return to the building and check for signs of fire.
- 2.5 If there is no fire, reset the fire alarm and allow customers and staff back into the building.
- 2.6 If there is a fire, leave the building immediately, call 999 and report the fire to the Fire Brigade.

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