

Fire Emergency Plan

When fire is discovered:

- Activate the nearest fire alarm
- Dial 999

Fight the fire ONLY if:

- The Fire Brigade has been notified
- The fire is small and is not spreading to other areas
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated escape routes.
- Assemble in the Car Park
- Remain outside until the competent authority (Designated Official or designee) announces that it is safe to re-enter.

A competent person must:

- Disconnect utilities and equipment unless doing so jeopardises his/her safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide the Fire Brigade personnel with the necessary information about the facility.
- Perform assessment and coordinate weather forecast office emergency closing procedures.

Area/Floor Monitors must:

- Ensure that all employees have evacuated the area/floor.
- Report any problems to the Emergency Coordinator at the assembly area.

Assistants to Physically Challenged should:

- Assist all physically challenged employees in emergency evacuation.