

Forming a Fire Emergency Plan

All occupiers are required to form an Emergency Plan.
This plan needs to give consideration to the findings of the Risk Assessment.
The plan must provide clear instructions on:

(1)
The action **employees** should take if they **discover a fire.**

(2)
How all **employees** will be **made aware of a fire.**

(3)
How the **premises** will be **evacuated.**

(4)
The location of the **assembly point** and **procedures for checking** the workplace has been **evacuated.**

(6)
The use and location of **firefighting equipment.**

(5)
The identification of the **main escape routes, access to and escape** from them to a **place of safety.**

(7)
The identity and duties of those **employees** who have **specific responsibilities** in the event of fire.

(9)
Power and process isolation.

(8)
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.**

(10)
Specific arrangements, if necessary, for **high risk areas** of the **workplace.**

(11)
Calling of the **Fire Brigade** and other **emergency services.**

(13)
The identification and provision of the correct **fire safety training.**

(12)
Procedures for liaising with the **Fire Brigade on arrival** and the identification of any **areas of high risk.**

(14)
In **multi-occupied buildings** it is the responsibility of the **Landlord** to **coordinate the Emergency Plans** of the **Tenants.**

(15)
All **employees** should be made **aware of the Emergency Plan.**