

Emergency Plan

FIRE - OTHER EMERGENCY

PERSON WHO DISCOVERS THE FIRE

- Warns and removes anyone in immediate danger.
- Notifies the Wardens.
- Extinguishes fire, if it is safe to do so, and the person is trained. If not, evacuates area.



WARDENS

- Evacuates area if required, or if instructed by the Chief Warden.
- Accounts for personnel



CHIEF WARDEN

- Ensures evacuation route and assembly area are checked for safety.
- Ensures Emergency Services are called.
- Co-ordinates emergency actions.
- Provides liaison with the Fire Service
- Ensures contractor/visitor book is available
- Ensures all personnel accounted for
- Reports missing/injured people to Emergency Services.

Notification Procedure

- Event is identified
- Alarm raised to Management / Chief Warden
- Internal team commence first response
- Chief Warden notifies relevant emergency authorities
- Directors are Notified
- Relevant Regulators notified as required