

**SUMMARY OF
PREMISES FIRE
SAFETY
PROCEDURES**

FIRE RISK ASSESSMENT

**Fal Fire
PROTECTION LTD**

Significant findings re structure of building and fire precautions

Fire Housekeeping routines and who is to carry these out

Carry out works according to recommended levels of urgency

Training and records

Reviews annually or when changes occur

The Emergency Plan

Divide building up into Fire Management Areas

Drawing of Area A

Drawing Area B

Drawing Area C

- Identify + mark all primary escape routes. **ENSURE GOOD QUALITY SIGNAGE**
- At each escape, identify alternative escape in case it is blocked
- Ensure adequate ELs and signage on escape routes and in appropriate locations
- For each area identify any PEEPS, plan PEEPs and identify PEEPS assistants. Include any refuges are signed and ensure adequate communication from there
- Walk Peeps and peeps assistants through their evacuation procedure(s) (Training)
- Identify any necessary Fire Marshals. According to requirements.
- Issue each Marshal with Marshal Kit – consider comms for marshal liaison. Identify:-
 - Area Fire Co-ordinator
 - Fire Alarm Panel Monitor
 - Fire Checker
 - Marshal and direct occupants outside
 - Area Sweepers (1 –2 minutes)
 - Outside marshals to collect people and check roll call – notify Fire Service liaison Marshals of anyone missing to tell Fire Service
 - Other Marshal tasks (power process isolation etc)
- Who will call the Emergency Services? When? How? With what details?
- Who will meet the Emergency Services? Where?
- Who will accompany visitors?

TRAINING for
Marshals

- Written Policy and Procedures
- Fire Action notices posted on walls
- Escape route plans posted on walls

EVACUATION
Practices for all

ALWAYS REMEMBER TO RECORD EVERYTHING IN YOUR FIRE LOG BOOK.