



# Annual Fire Safety Briefing for Employees

## Purpose

So that employees can react to a fire appropriately, there must be clear procedures for them to follow. As a result, it is important that all employees are aware of the fire-safety procedure set out in this document. You should fill in the blanks and deliver this message each year.

All employees have responsibilities for their health and safety and for that of other people using the building. If they do not meet these responsibilities they may be breaking the law. These responsibilities are as follows:

## Evacuation/escape routes

Once the alarm has been sounded, you must continue to evacuate the building even if the alarm stops while you are doing so. During an evacuation, you must not use the lifts or collect your personal belongings.

- 1 You must know where your fire exit routes are from the building.

Your main escape route is:

.....

Your other escape route is:

.....

If you are not sure where your main escape route is, ask your line manager or fire warden (if appropriate) to walk the routes with you.

The fire wardens (if appropriate) for the area are:

.....

.....

The assembly point is:

.....

Stay at your assembly point and do not go back into the building until the  
..... in charge or another officer (who will be identified by

.....) give permission.

If you work in different parts of the building, make sure you know your exit route from these areas. You may find this out by asking people who permanently work in those areas or the fire wardens in the area (or both).

If you return to the building at lunchtime or from a visit and the alarm is sounding, go immediately to the assembly point.

- 2 Occasionally walk your escape routes and make sure no-one else is blocking them or your final exit door.
- 3 If you are with a member of the public or someone who is not familiar with this building and the fire alarm sounds, help them leave the premises. When arranging on site meetings, consider any specific needs that people at the meeting may have during the evacuation. Remember that lifts cannot be used.
- 4 You must know the procedure to follow if you discover a fire.

If you discover a fire, you must raise the alarm by:

.....  
.....

If this applies, you must know where the 'break glass' alarm points are in your work area and any other areas you may work in.

The nearest 'break glass' alarm point to your work area is:

.....

You can normally find alarms on exit routes along corridors and by fire exit doors to the outside.

Do not be afraid to break the glass if you discover a fire - it is vital that you raise the alarm.

- 5 Occasionally read fire notices around the building to remind yourself of the procedure.

**Firefighting equipment**

- 1 You must know where the fire extinguishers in your work area are and know the following.

\* Where they are:

.....

\* What type they are:

.....

- \* What type of fire they can be used on:

.....

- \* Read the operating instructions.

- 2 Do not cover up fire extinguishers - for example, with coats.
- 3 Do not remove fire extinguishers from their proper areas (that is, mounted on the walls on the escape routes).
- 4 Do not attempt to fight a fire unless it is to aid your escape (i.e. exit is blocked) or you have received specific training as a Fire Extinguisher Marshal - **do not take any risks.**

<b>Maintaining the premises</b>
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- 1 Do not block the fire exit routes or doors by leaving things like furniture, boxes or rubbish in corridors, in walkways, on stairs and so on.
- 2 Be aware of possible fire hazards – don't block air vents of machines, don't store equipment close to sources of ignition (such as overhead lights) and get rid of cigarettes safely.
- 3 Do not wedge or prop open fire doors.
- 4 Report any possible fire hazard to your line manager. If you can do something about the problem, do so – such as removing the wedge if it is propping open a fire door that should be kept closed.

<p>Make sure you speak to your line manager if you have any questions about fire safety so they can get fed to the Site Responsible Person as appropriate.</p> <p>Each member of staff to sign the log book attached.</p> <p>Remind all staff to undertake the annual fire awareness training session on ATLASweb. Any queries contact <a href="mailto:propertyrisk@warwickshire.gov.uk">propertyrisk@warwickshire.gov.uk</a> .</p>
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**Annual Fire Briefing Document – Record Sheet**

<b>Name</b>	<b>Service Area/ Team</b>	<b>Date</b>	<b>Signature</b>