

# LANCASTER TRAINING SERVICES LIMITED



## PROCEDURE IN THE EVENT OF FIRE

All staff must make themselves familiar with the following procedure, which details the action to be taken in the event of a fire occurring on Company premises.

### On Hearing the Alarm (Continuous siren)

The dedicated Fire Warden should carry out the procedures as set out on the Fire Warden check sheet, which is located in the Driver Training office together with the Fire Warden's orange vest.

Instructors/Tutors should supervise the evacuation of their work area and inform trainees to meet at the 'Assembly Point'. Windows and doors should be closed. On no account should any person delay their exit by trying to retrieve Company or personal property. Notwithstanding the previous instruction, all Tutors, should endeavour to take with them the class register (where appropriate) in order to facilitate a head count at the Assembly Point.

The workshop technician, and general office staff, should take with them the nearest first aid kit to hand provided that this does not put them at personal risk.

### On Discovering a Fire

Any person discovering a fire should immediately alert others in the same work area by shouting "**FIRE**" several times whilst carrying out the evacuation procedure.

Admin staff in the general office should be alerted by phone link or runner whichever is more expedient at the time.

### Practice Drills

From time to time 'practice drills' will be carried out and recorded.

A handwritten signature in black ink, appearing to read 'Richard W Little', written in a cursive style.

Richard W Little – Chairman

#### **Document Control**

Issued	21/6/16
Version	2
Reviewed	Sep 18
Next Review	Sep 19
Owner	M Horabin
Title	Training Manager