

TOOLBOX TALK 033 – Emergency Procedures

It is vitally important that you are aware of the measures to take in the event of an emergency.

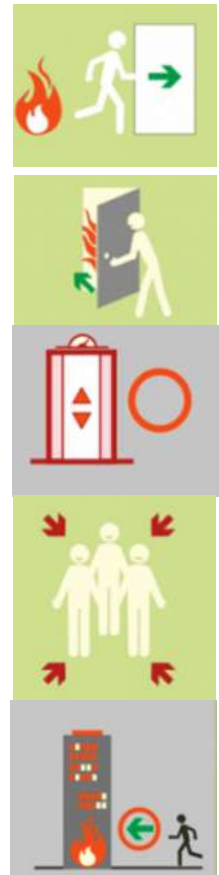
Every individual on site should be aware of the fire risk and know the precautions to prevent a fire and the action to be taken if fire does break out.

Main Points

- Ensure you are aware of the fire drill including the means of raising the alarm, escape routes and muster points.
- Ensure you know where the nearest fire points are and what types of fire extinguishers are available
- Never obstruct any fire points, fire doors or escape routes

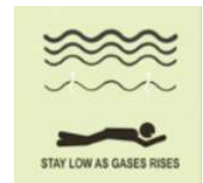
What to do if you hear the fire alarm

- Remain Alert
- Evacuate via the nearest available exit - Follow the Fire Evacuation Signs
- Keep Fire Doors Closed
- Switch off Equipment if it is safe to do so
- Do not use lifts
- Report to the muster point
- Remain at the assembly point until instructed otherwise – always answer the roll call completed by the TO's/Tutors or Team Leader [this is important in identifying potentially missing persons to report to the fire brigade.
- Listen to instructions from the person in charge
- Do not attempt to collect personal items
- Do not attempt to re-enter the building



In the event that you cannot evacuate the building

Indicate your position by shouting from a window if possible.
Stay low to the ground as possible as gases rise



Fire Prevention

Good housekeeping and fire prevention go hand-in-hand, not only on site but in the home and the office as well.

- Always maintain good housekeeping
- Report defects that you see
- Keep sources of ignition and potential fuels to a minimum.
- Ensure all flammable liquids are properly stored
- Always ensure equipment is correctly switched off/disconnected/isolated when not in use

TASK: ALL TO's/Groups are to walk to the nearest fire escape from their workshops/classrooms