



Necessities are as follow: Emergency bag (ALL contents), SOPs (999), PEEPs list, Megaphone & SUs register.

### **WHAT TO DO IF YOU DISCOVER A FIRE**

1. You should sound the alarm/ call point



2. Call 999



3. First help to evacuate the vulnerable from building to assembly point as per PEEPs.



4. Only if SAFE TO DO SO tackle the fire.



5. Close the window and doors behind you.



6. Kitchen staff should turn off all power in kitchen and laundry room.

7. Roll call officer will be positioned at assembly point taking the names of all

Evacuees.



8. Housing office team will be outside to assist in creating a queue line during the roll call.

9. Security will be ushering and preventing any SUs from returning into building.



10. Fire warden should be sweeping the building to ensure that no persons (children, or slow movers) are in corridors or trapped.



11. Once the fire warden is satisfied that no one is left in the building, he/she, should **MAKE** their way to the assembly point communicate to communicate with FIRE service- Handing over zone plan(sample)



12. Upon the FIRE SERVICE INSTRUCTION re-entering back into the building. Please only use main entrance and have security let one by one through, starting with the vulnerable and parents with babies & children. This should be policed accordingly by Security at entrance door.

13. Roll call officer is to tick off all re-entering to achieve an even number of those who participated in the drill.

