skymac GROUP

EMERGENCY PROCEDURE

Assembly point is at the driveway in front of the house

Fire alarms activated or possible fire detected.

Residents to evacuate to assembly area, closing doors and windows if possible.

Manager or staff to locate fire.

NO FIRE

Advise residents of situation.

If it is known that the Fire Service has been called, notify them of the situation.

FIRE

Call the Fire Service on 000

Ensure all occupants have evacuated to assembly area.

Remain in assembly area accounting for occupants.

Fight fire if trained and only if safe to do so.

Await arrival of Fire Service.

Brief Fire Officer immediately on arrival.

09-20