

Fire Evacuation Drill Procedure

Company Name: Structural Repair Solutions Ltd

Location: Windsor Office

Prepared By: Neil Smuts

Date: 24/03/2024

Review Date: 12 Months

Objective

To ensure the safety of all employees, contractors, and visitors at Structural Repair Solutions Ltd in the event of a fire, by practicing an orderly and efficient evacuation.

1. Pre-Drill Preparation

1. **Assign Responsibilities:**
 - **Fire Warden:** Lynette Johnson
 - **Deputy Fire Warden:** Szymon Bartoszek
 - **Assembly Point Coordinator:** Lynette Johnson
 2. **Emergency Contacts:**
 - **Fire Department:** 999
 - **Technical Director:** Neil Smuts, 079 0808 6209
 - **First Aid Officer:** Lynette Johnson 0300 030 1822
 3. **Communicate the Drill:**
 - Inform all employees about the scheduled fire drill date and time.
 - Ensure all employees are aware of their roles and responsibilities during the drill.
 4. **Check Equipment:**
 - Verify that all fire alarms are functioning correctly.
 - Ensure all fire exits and escape routes are unobstructed.
 - Confirm the location and condition of fire extinguishers.
-

2. During the Drill

1. **Alarm Activation:**
 - Fire Warden or designated person to activate the fire alarm.



2. **Evacuation Procedure:**
 - Upon hearing the alarm, all employees should stop work immediately.
 - Do not collect personal belongings.
 - Follow the designated escape routes calmly and orderly to the nearest fire exit.
 - Use stairs only; do not use elevators.
 - Close doors behind you as you leave.
3. **Assembly Point:**
 - Proceed to the designated assembly point: Front Car Park
 - Assembly Point Coordinator to take a headcount to ensure everyone is accounted for.
4. **Special Assistance:**
 - Fire Warden to ensure that individuals requiring assistance are helped to evacuate safely.
 - Use the buddy system for individuals with disabilities.

3. Post-Drill Procedure

1. **Headcount Verification:**
 - Assembly Point Coordinator to verify the headcount against the attendance register.
2. **All-Clear Signal:**
 - Report any missing persons to the Fire Warden immediately.
 - Once the headcount is confirmed and it is safe to return, Fire Warden to give the all-clear signal.
3. **Feedback and Review:**
 - Gather feedback from all participants on the drill process.
 - Discuss any issues or areas for improvement during the drill with the Health and Safety Manager.
4. **Document the Drill:**
 - Record the date and time of the drill, any issues encountered, and actions taken.
 - Keep records for review and continuous improvement.

4. Continuous Improvement

- Schedule regular fire drills at least twice a year.
- Review and update the fire evacuation procedure as necessary.



- Provide ongoing training for all employees on fire safety and evacuation procedures.

Approval: Approved

Name: Neil Smuts

Position: Technical Director

Signature: _____

Date: 24/03/2024 _____



Next Review Date: 12 Months

