

FIRE COORDINATOR CHECKLIST (Central)

ACTIONS WHEN FIRE ALARM IS ACTIVATED

- **Proceed to Fire panel** (If working in Control; Deliver a quick 'All Call' advising 'calls will not be answered until further notice due to a fire alarm') Determine activation location from panel
- **Send person wearing Hi-Viz** to stop vehicles entering the covered garage
- **Go yourself or detail someone** to assess the situation e.g. is it a false alarm? If it's a fire, is it confined by fire resisting doors etc? (if sending someone tell them to report back quickly by telephone/in person).

IF A FIRE IS DETECTED OR SUSPECTED COMPLETE ALL STEPS BELOW	IF FALSE ALARM IS CONFIRMED COMPLETE STEPS BELOW
<ul style="list-style-type: none">• Call emergency services 999 (from a safe location) ask for 'FIRE' and provide the following:<ul style="list-style-type: none">- FULL ADDRESS Lothian buses 55 Annandale Street EH7 4AZ- BEST ENTRANCE dependant of situation- ANY DETAILS YOU HAVE AT THIS TIME i.e. what is on fire etc.• If a major fire or electrical system fire is confirmed and an EMERGENCY POWER SHUT DOWN is needed PTO and follow Emergency Shut Down Procedures. Otherwise, continue down this list• Take charge of staff assembly area at <u>Annandale Street</u>• Take verbal Fire Warden reports• If necessary, update emergency service on 999• Pass information to Senior Fire Officer upon arrival e.g. seat of fire/any areas not clear• If due to a Major Fire and/or Service Delivery will be severely impacted call: <i>Service Delivery Manager</i> Gavin Crowther 07740 216271 if unavailable call: <i>Head of Ops</i> David Cameron 07788 256 090• Fire Drill report completed at earliest opportunity• If due to a fire, Fire Report Form to be sent to the H&S Manager at earliest opportunity	<ul style="list-style-type: none">• Silence sounders (procedure at bottom of page)• Take charge of staff assembly area at <u>Annandale Street</u>• Take verbal Fire Warden reports• Allow staff to re-enter the building• Fire Drill report completed at earliest opportunity

Fire Panel sounders/resetting procedures:

Silence the sounders by turning the key to the **1** position



Press the **SILENCE / RESOUND** button, followed by the **RESET** button



A resetting message will be displayed after which the reset will be complete.

Return the key to the **0** position.