

# FIRE COORDINATOR CHECKLIST (Motorcoaches)

## ACTIONS WHEN FIRE ALARM IS ACTIVATED

- **Proceed to Fire panel** - 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).

<b>IF A FIRE IS DETECTED OR SUSPECTED COMPLETE ALL STEPS BELOW</b>	<b>IF FALSE ALARM IS CONFIRMED COMPLETE STEPS BELOW</b>
<ul style="list-style-type: none"><li>• Call emergency services <b>999</b> (from a safe location) ask for <b>'FIRE'</b> and provide the following:<ul style="list-style-type: none"><li>- <b>FULL ADDRESS</b> <u>Lothian Motorcoaches Unit 3 Edinburgh Distribution Park EH28 8PJ</u></li><li>- <b>BEST ENTRANCE</b> <u>inform caller how to access</u></li><li>- <b>ANY DETAILS YOU HAVE AT THIS TIME</b> <u>i.e. what is on fire etc.</u></li></ul></li><li>• Take charge of staff assembly area at <b>Staff Car Park (front gate)</b></li><li>• Take verbal Fire Warden reports</li><li>• If necessary, update emergency service on <b>999</b></li><li>• Pass information to Senior Fire Officer upon arrival e.g. seat of fire/any areas not clear</li><li>• Call Control: 0131 557 8766</li><li>• Fire Drill report completed at earliest opportunity</li><li>• If due to a fire, Fire Report Form to be sent to the H&amp;S Manager at earliest opportunity</li></ul>	<ul style="list-style-type: none"><li>• Silence sounders (procedure at bottom of page)</li><li>• Take charge of staff assembly area <b>Staff Car Park (front gate)</b></li><li>• Take verbal Fire Warden reports</li><li>• Allow staff to re-enter the building</li><li>• Fire Drill report completed at earliest opportunity</li></ul>

### Fire Panel sounders/resetting procedures:

Take key from Manual, insert and turn to position 1



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



If panel still bleeps press SILENCE BUZZER. Turn key to 0 return key to stored location.