

# FIRE COORDINATOR CHECKLIST (MARINE)




## FIRE ALARM – ACTIVATION ACTIONS

- **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> <i>Marine Garage 18 Seafield Road East EH15 1EB</i></li><li>- <b>BEST ENTRANCE</b> <i>dependant of situation</i></li><li>- <b>ANY DETAILS YOU HAVE AT THIS TIME</b> <i>i.e. what is on fire etc.</i></li></ul></li><li>• If a major fire or electrical system fire is confirmed and an <b>EMERGENCY POWER SHUT DOWN</b> is needed <b>PTO</b> and follow <b>Emergency Shut Down Procedures</b>. Otherwise, continue down this list</li><li>• Take charge of staff assembly area at <b>Front Car Park</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 (<b>procedure at bottom of page</b>)</li><li>• Take charge of staff assembly area <b>Front Car Park</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.