

FIRE COORDINATOR CHECKLIST (Seafield)

ACTIONS WHEN FIRE ALARM IS ACTIVATED

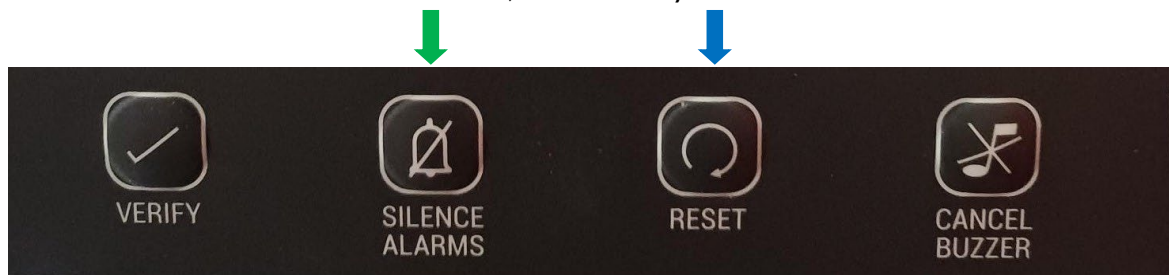
- **Proceed to Fire panel** - Determine activation location from panel
- **Go yourself or detail someone** to assess the situation e.g. is it a false alarm? If it's a fire, is it confined by fire resisting doors etc? (if sending someone tell them to report back quickly by telephone/in person).

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 <u>Seafield Works 21 Seafield Road East EH15 1EJ</u>- BEST ENTRANCE <u>dependant of situation</u>- ANY DETAILS YOU HAVE AT THIS TIME <u>i.e. what is on fire etc.</u>• Take charge of staff assembly area at <u>Outside Front Gate</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• Call Control: 0131 557 8766• 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 <u>Outside Front Gate</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 opening panel with key.

Press the **SILENCE ALARMS** button, followed by the **RESET** button



Close panel and return the key to stored location.