

FIRE COORDINATOR CHECKLIST (Waverley)

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>Waverley Travel Shop 31</u> <u>Waverley Bridge EH1 1BQ</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 Waverley Bridge• 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 Waverley Bridge• Take verbal Fire Warden reports• Allow staff to re-enter the building• Fire Drill report completed at earliest opportunity

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.