

EMERGENCY PLAN

In an emergency follow the procedures below:

IF THERE IS AN ACCIDENT

- Make the site safe (eg. turn off electrical equipment being used)
- Provide first aid to injured parties
- Call 111
- Call Safety Work Kits on 0800 25 33 67

IF THERE IS A FIRE

- Raise the alarm
- Make sure of your escape route
- Evacuate people from the area
- Call Emergency Services – Dial 111
- Do not endanger yourself
- Do not try and put out the fire, unless you are sure of the method
- Do not leave the site unattended before Emergency Services arrive

IF THERE IS AN EARTHQUAKE

- Drop to the floor or ground
- Seek cover next to a wall or under sturdy furniture
- Hold on to whatever you are sheltering under
- Stay put until the shaking stops
- Do not move more than a few steps from where you were when the shaking started
- Do not move outside until the shaking has stopped

IF YOU NEED TO EVACUATE

- Follow building evacuation procedures
- Keep all parties together
- Follow warden instructions
- Meet at the assembly area
- Do not leave the assembly area until given the all clear

RECORD OF EMERGENCY DRILLS

Date	Time	Site