**Establishing Fire & Evacuation Procedures for your Business**

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| **Information will you need for your Building Floor Plan** | | |
| ✓ | | ✓ *or* X *depending on current status* |
|  | Sketch a floor plan of your business, including any upper floors, workshops and stand-alone structures | |
|  | Exit points | |
|  | Location of fire extinguishers & equipment (e.g. blankets) | |
|  | Location of the First Aid kits | |
|  | Location of the Evacuation assembly point | |

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| **Putting your plan into practice** | |
|  | Ensure that evacuation exits display lit “Exit” signs |
|  | Ensure that all fire exit doors conforms to standard |
|  | Educate all employees to keep exits clear & not block exits with equipment |
|  | Establish procedures, including the names of Fire Wardens |
|  | Ensure that a Fire Warden is present at all times |
|  | Keep a list of disabled or mobility-impaired employees who may need special assistance in the event of a fire or other emergency & ensure that this information is known to the Fire Wardens |
|  | Display Fire Evacuation Procedures in prominent locations around your business |
|  | Carry out an practise evacuation at least once a year, recording the time taken to evacuate, date and any concerns in your WHS Diary |
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Note: The Fire Evacuation Procedures folder and a list of people in the workplace should be carried by the Fire Warden in the event of an evacuation, ensuring that;

* The floor plan is up-to-date (to provide to Fire Department staff)
* The Fire Warden can carry out an accurate head count at the assembly point