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Fire Evacuation Procedure for Private Security Officers & Guards

In the event that you discover a fire it is important that you sound or raise the alarm and make your way to the nearest fire exit point.

Notify any or all management who are on site that you have called the fire brigade and give them the location of the fire and address of the venue (in some venues the alarm will sound directly at a call monitoring centre) however you must still call 999 as a fail safe.

IF SAFE TO DO SO TACKLE THE FIRE WITH THE APPROPRIATE APPLIANCE IF TRAINED

Do not endanger yourself, your colleagues and the public at large. You must shepherd all staff and customers to the nearest exit and to the assembly point that the venue has allocated for that exit.

Any persons who you consider to be disabled and in a wheelchair must be assisted as they will need to follow up behind those on foot, as their wheelchair could cause a blockage in the exit. Check for safe refuge points, and act as per your training risk assessment.

DON'T PANIC BE CALM AND FIRM

Once you have left the building do not enter the building until the fire officer in charge informs you that you can. Remain with those in your charge and help as and when required to do so. Do not leave your assembly point until the person in charge tells you that it is safe to leave. Report the incident to the office as soon as is practicable in your incident log.

In addition to this read and make yourself familiar with any internal venue procedures in relation to fire evacuation.

I ----- confirm that I will abide by the following procedure, and if I find any weaknesses or failures in this procedure I will contact Tactical Security Options Ltd Office or my line manger straight away.

Signed: _____ Dated: _____ Print: _____