



موانئ أبوظبي
ABU DHABI PORTS

الوقاية من الحريق مسؤولية الجميع

FIRE IS EVERYONE'S FIGHT



Fire Safety & Emergency Evacuation Manual



FIRE SAFETY AND EMERGENCY EVACUATION MANUAL

Issued by
Health Safety Environment Department
– Fire and Rescue Services

For more information email: hse.ports@adpc.ae



Edition 1, 2015

الوقاية من الحريق مسؤولية الجميع
FIRE IS EVERYONE'S FIGHT



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Photo

Name:

Title:

Dept:

Location:

Contact No.:

Email:

Staff ID:



PURPOSE

- Establishing procedures for building emergency evacuation
- Establishing responsibilities and creating Emergency Evacuation Team.
- Educate and prepare Employees or Fire Wardens to respond properly in case of fire or emergency.

BENEFITS OF EMERGENCY EVACUATION PLAN

- Saving lives and minimizing injuries in case of emergency.
- Ensuring that proper procedures are followed.
- Ensuring that all persons with disabilities, including staff, customers and visitors, are assisted and accounted for during an evacuation.
- Protection of company property and assets.
- Guidance on what should be done in case of fire or an emergency.
- Assigning an Emergency Response Team (ERT) in the building.
- Distributing tasks and duties amongst ERT members.
- Preparing employees to act responsibly in case of fire or an emergency.

EVACUATION INSTRUCTIONS

R

Rescue and relocate anyone in immediate danger.

A

Alert others by activating the building fire alarm.

C

Confine the emergency by closing the doors.

E

Evacuate immediately.
Do not use elevators. Use stairs.

ASSEMBLY POINT



A sign similar to this shall be visible upon exiting the building. It shall be located in such a place that it does not expose people to further danger and does not obstruct the arrival of Emergency Responders.

Fire wardens must familiarize themselves with the location of the assembly points.



EXAMPLE HOW TO REPORT TO LOCAL EMERGENCY SERVICES

- Dial Abu Dhabi Ports Emergency Number **800112** or Civil Defense on **999**
- State the nature of the emergency: Fire, bomb threat, etc.
- Give them your name
- Give the exact address / location of the emergency
- Give them a call back number : e.g. your mobile number
- Give a brief description of the fire or emergency: e.g. Fire out of control on 4th floor, spreading rapidly

important

**REMEMBER TO REMAIN CALM,
SPEAK CLEARLY AND SLOWLY**

EMERGENCY NUMBERS



**Civil Defense
Emergency Number**

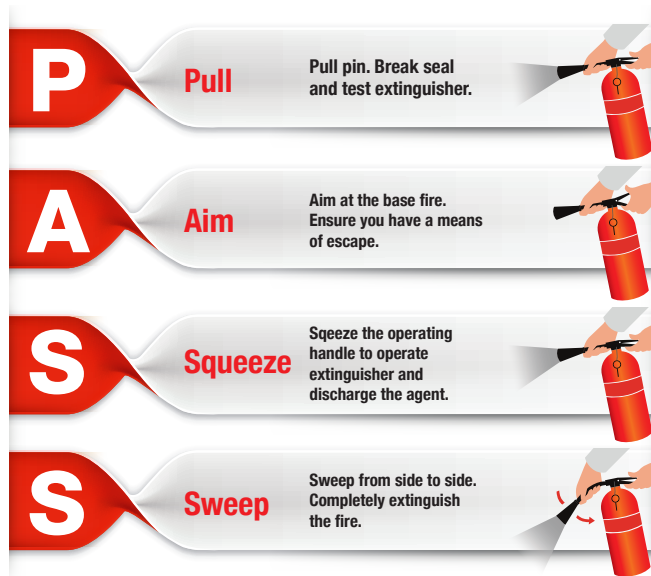


**Abu Dhabi Ports'
Emergency Number**

When using Abu Dhabi Ports Emergency Number, you will be given 3 options depending upon which port you are located. Select the appropriate option and you will then be re-directed to the Control Room responsible for your location. It is preferred to use the **800112** number as it enables Abu Dhabi Ports to activate internal response procedures in readiness for the arrival of external emergency services.

HOW TO USE FIRE EXTINGUISHER

Remember the **PASS** word (**P**ull - **A**im - **S**queeze - **S**weep)



Note: If you discover a fire of limited size and you have received fire extinguisher training you may attack the fire if it is safe to do so. If the fire is not extinguished with one fire extinguisher or if there is any doubt, continue to evacuate closing the doors as you go.

TYPES OF FIRE EXTINGUISHERS

Extinguishers Type	Class A Wood / Furnishings etc.	Class B Flammable Liquids / Solids	Class C Flammable Gas Fires	Class D Metal Fires	Electrical Fires
Water Color code:	✓	✗ Do Not Use			✗ Do Not Use
Fire hose reel	✓	✗ Do Not Use			✗ Do Not Use
Foam Color code:	✓ Note: Multi-Purpose foams may be used	✓ Note: Specialist Foams required for Industrial Alcohol			✗ Do Not Use
Carbon Dioxide Color code:		✓ Secondary			✓ Primary
Powder Color code:	✓	✓	✓	✓ Note: Specialist Dry Powders may be required	✓
Fire blanket		✓ Primary		✓ Secondary	

FIGHT OR FLEE

Fires usually start small and naturally people tend to try fighting the fire, however consider evacuation when:

- The fire continues to grow bigger despite your efforts



- The fire is growing towards flammable liquids, pressurized containers including aerosols



- There is risk of your exit way being blocked



- There is rapid smoke accumulation or toxic gas release



TRAPPED IN FIRE

Some events occur so rapidly that one finds him/herself trapped in a fire before they know it. These are some instructions on what to do if trapped by the fire or emergency.

- Do not panic, stay calm and continue to look for a way out
- Do not force through a severely hazardous area
- Continue to ask if there is anyone nearby
- Crawl instead of walking upright should the room/building be smoke laden
- Use openings like windows if on a higher floor to signal for help



- If your clothes catch fire do not run, instead stop, drop and roll on the ground



STOP!



DROP!



ROLL!



ROLES AND RESPONSIBILITIES

ALL PERSONNEL

Roles and Responsibilities

All persons in the building shall make themselves familiar with the evacuation plans that are displayed throughout the building.

Everyone shall physically walk the evacuation route, including the stairs, and make sure they are aware of the Assembly Point location.

Those escaping should not stop to collect belongings or any other items; such as cups of coffee, wallets, sunglasses, mobile phone, etc.

On discovering a fire or hearing the alarm:

1. Activate the fire alarm if it wasn't yet activated
2. Leave the area immediately using the nearest exit
3. Close doors behind you if you are the last to leave
4. Proceed to the Assembly Point
5. Do not re-enter the building until the Chief Fire Warden gives the all clear



SECURITY PERSONNEL

Roles and Responsibilities

Security personnel in the building shall make themselves familiar with the evacuation plans that are displayed throughout the building.

Everyone shall physically walk the evacuation route, including the stairs, and make sure they are aware of the Assembly Point location.

Those escaping should not stop to collect belongings or any other items; such as cups of coffee, wallets, sunglasses, mobile phone, etc.

On discovering a fire or hearing the alarm:

1. Activate the fire alarm if it wasn't yet activated
2. Leave the area immediately from the nearest exit
3. Security shall ensure that people are evacuating and proceeding to the Assembly Point as directed
4. Do not re-enter the building until you are allowed to by a responsible person
5. Follow the instructions of the Head of Security only
6. If they are tasked in investigating the cause of the alarm, they should always perform a pre-entry check on any door they open

Checking door for heat

1. Before opening the door, you should check for heat using the back of your hands and not your palms
2. If the door feels hot to touch, do not open. There could be a fire on the other side
3. Report this immediately to Head of Security so that Civil Defense may be called

FIRE WARDENS

Roles and Responsibilities

Fire Wardens are given clearly defined "areas" for which they are responsible in the event of an emergency evacuation. They are responsible for clearing and ensuring that all personnel within their designated area are aware of the alarm and are responding in the appropriate manner.

They shall make themselves completely familiar with the area that they are responsible for and plan how to sweep the area in the shortest possible time.

Should an evacuation be required, Fire Wardens must ensure that all people present move to the nearest safe Fire Exit at an appropriate pace.

Finally on exiting the premises, the Fire Wardens should report to the Chief Fire Warden that their "area" is clear of personnel. Fire Wardens have been issued with vests to make them easily identifiable in the event of an evacuation.

If anyone failed to evacuate it shall be reported to the Chief Fire Warden stating the location and identity of the person(s).

On discovering a fire or hearing the alarm:

1. Activate the fire alarm if it has not been activated
2. Wear your fire warden vest and safety helmet
3. Ensure that every one is heading to emergency exits
4. Sweep the area so no one is left behind
5. Clear washrooms. If they are for different gender other than your self knock on the door and shout this is an evacuation please evacuate immediately. If possible ask someone of the same gender to go in and check if anyone is still inside
6. Head to the assembly point
7. Report to the Chief Fire Warden (clear signal)



RESPONSIBILITIES OF FIRE WARDEN

The primary duty of a Fire Warden is to ensure evacuation of that part of the building they are responsible for. Fire Warden's,

- Must not put themselves at risk while carrying out their duties
- Should check all areas such as rooms, toilets and store rooms within their designated area
- Should encourage people to leave the building by the nearest available exit in an orderly manner and direct people to the appropriate assembly point
- Should not use physical force or become involved in confrontation.
- If you are aware of somebody remaining in the building then you are to inform the Chief Fire Warden at the assembly point
- Report any other problems associated with the evacuation process to the Chief Fire Warden

Day to Day Duties

- Ensure that all fire exits and routes assigned to them remain unobstructed
- Call points are visible and unobstructed
- Fire extinguishers are not missing or obstructed
- General house-keeping does not pose a fire risk e.g. storage of waste paper
- Any evidence of smoking inside buildings is reported
- Ensure Fire extinguishers are regularly maintained by checking the label

Fire Safety Concerns

- Report any fire safety concerns that you may have to the Chief Fire Warden
- Make sure that your Alternate Fire Warden and Chief Fire Warden is aware if you will be on leave or absent

GENERAL RESPONSE

- Remain calm
- Remember that safety comes first
- Activate the fire alarm if not yet activated
- Wear your Fire Warden Vest and safety helmet
- Make sure that all personnel are leaving and heading to exits
- Search and sweep the floor including wash rooms
- Consider those with special needs
- Use fire extinguisher to put out the fire if possible. Do not use more than one.
- Assemble at the assembly point
- Report to the Chief Fire Warden
- Do not permit unauthorized personnel to enter the premises

PROCEDURES FOR PEOPLE WITH SPECIAL NEEDS

- Most people will, at some time during their lives, have a disability, either temporary or permanent, that will limit their ability to move around inside or outside a building. This may be as basic as a sprained ankle from weekend sport activities, pregnancy, etc.
- In any evacuation procedure, special consideration must be given to those persons who, by reason of physical or other limitations, might require assistance in evacuating during an emergency.
- Those persons may be described as:
 - Mobility impaired
 - Having a hearing or visual impairment



HEAD OF SECURITY

Roles and Responsibilities

Security is to ensure that any persons escaping the building makes their way to the assembly point as designated by the sign.

They are also to ensure that no one re-enters the building until instructed by the Chief Fire Warden that it is safe to do so.

The Head of Security is to investigate the fire panel for the location of the alarm and pass this information to the Chief Fire Warden.

On confirmation of fire:

1. Activate the fire alarm if it has not been activated
2. **Call the Abu Dhabi Ports emergency number on 800112 or Civil Defense on 999**
3. Give your name, location , company telephone , and the state of emergency
4. Say " FIRE AT _____ "
5. Liaise with the Civil Defense
6. Prevent all personnel from entering the building
7. Take further instruction from Civil Defense

On hearing the alarm

Ensure that the building is evacuated as a matter of priority. If after liaison with the Chief Fire Warden no fire is reported task at least two security staff to investigate the alarm activation. Once the building has been checked and the alarm reset the Chief Fire Warden can be advised to let the people re-enter the building. If at any time during the investigation, fire or smoke is discovered, Civil Defense shall be called immediately.

CHIEF FIRE WARDEN

Roles and Responsibilities

If an alarm and / or fire were to occur Civil Defense on their arrival would require a detailed report from a responsible person at the site. The Chief Fire Warden will take a full and detailed report from the Fire Wardens and Head of Security, stating if the property is clear of personnel or where and why personnel have remained in the property and the location of the fire or the alarm.

The Chief Fire Warden shall ensure that someone from his department takes over his role during his absence.

On discovering a fire or hearing the alarm:

1. Activate the fire alarm if it has not been activated
2. Wear your Chief Fire Warden vest and safety helmet
3. Collect fire warden list
4. Head to the Assembly Point
5. **Call the Abu Dhabi Ports emergency number on 800112 or Civil Defense on 999**
6. Give your name, location, company telephone, and the state of emergency
7. Say " FIRE AT _____ "
8. Liaise with the Head of Security
9. Liaise with the Civil Defense
10. Take further instruction from the Civil Defense
11. Once it is confirmed that the fire is out or the alarm is caused by an unwanted fire alarm then you may give instructions to enter the building



Please complete this for your building / premises and revise it at 6 monthly intervals at minimum.

[illegible]



LIST OF TRAINING

Please list any fire related trainings that you have completed.

[illegible]

LIST OF EVACUATION DRILLS

Please list all evacuation drills that you have participated in.

[illegible][illegible]



LIST OF FALSE ALARMS

In case of repeated fire alarms please contact Abu Dhabi Ports Fire Department. Please update this list at each instant.

[illegible]



FIRE PRECAUTION CHECKLIST

SECURITY PERSONNEL

Building / Area covered:		Name		Date		
Item				Faults / comments		Date rectified
1. Escape routes		Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>	Frequency		
1.1. Are fire escape routes clear?		<input type="checkbox"/>	<input type="checkbox"/>	Daily		
1.2. Are all fire exit doors clear of obstructions?		<input type="checkbox"/>	<input type="checkbox"/>	Daily		
1.3. Can all fire exits be opened easily and immediately?		<input type="checkbox"/>	<input type="checkbox"/>	Daily		
1.4. Do all emergency fastening devices to fire exit doors work correctly?		<input type="checkbox"/>	<input type="checkbox"/>	Weekly		
1.5. Are external escape routes clear and safe?		<input type="checkbox"/>	<input type="checkbox"/>	Daily		
1.6. Do all internal self-closing fire doors close correctly?		<input type="checkbox"/>	<input type="checkbox"/>	Weekly		
1.7. Are common routes of escape clear and in a good state of repair?		<input type="checkbox"/>	<input type="checkbox"/>	Daily		
2. Fire warning systems		Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>	Frequency		
2.1. Are all manual fire alarm call points clear and obvious and smoke detectors uncovered (no gloves/bags etc)?		<input type="checkbox"/>	<input type="checkbox"/>	Daily		
2.2. Is the indicator panel showing 'normal'?		<input type="checkbox"/>	<input type="checkbox"/>	Daily		
3. Escape lighting		Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>	Frequency		
3.1. Are luminaries and illuminated exit signs in good condition and undamaged?		<input type="checkbox"/>	<input type="checkbox"/>	Daily		
4. Fire-fighting equipment		Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>	Frequency		
4.1. Are all fire extinguishers in place, serviceable and tamper tag intact?		<input type="checkbox"/>	<input type="checkbox"/>	Daily		
4.2. Are fire extinguishers and hose reels visible and easily accessible?		<input type="checkbox"/>	<input type="checkbox"/>	Daily		

Note: Copy this sheet and fill it out for each inspection. Maintain a binder of records.



FIRE PRECAUTION CHECKLIST

HEAD OF SECURITY

Building / Area covered:		Name		Date	
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Item	Yes	No	Frequency	Faults / comments	Date rectified
1. Escape routes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Frequency		
1.1. Are fire escape routes clear?	<input type="checkbox"/>	<input type="checkbox"/>	Weekly		
1.2. Are all fire exit doors clear of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	Weekly		
1.3. Can all fire exits be opened easily and immediately?	<input type="checkbox"/>	<input type="checkbox"/>	Weekly		
1.4. Do all emergency fastening devices to fire exit doors work correctly?	<input type="checkbox"/>	<input type="checkbox"/>	Monthly		
1.5. Are external escape routes clear and safe?	<input type="checkbox"/>	<input type="checkbox"/>	Weekly		
1.6. Do all internal self-closing fire doors close correctly?	<input type="checkbox"/>	<input type="checkbox"/>	Monthly		
1.7. Are common routes of escape clear and in a good state of repair?	<input type="checkbox"/>	<input type="checkbox"/>	Weekly		
2. Fire warning systems	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Frequency		
2.1. Are all manual fire alarm call points clear and obvious and smoke detectors uncovered (no gloves/bags etc)?	<input type="checkbox"/>	<input type="checkbox"/>	Weekly		
2.2. Is the indicator panel showing 'normal'?	<input type="checkbox"/>	<input type="checkbox"/>	Weekly		
3. Escape lighting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Frequency		
3.1. Are luminaries and illuminated exit signs in good condition and undamaged?	<input type="checkbox"/>	<input type="checkbox"/>	Weekly		
4. Fire-fighting equipment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Frequency		
4.1. Are all fire extinguishers in place, serviceable and tamper tag intact?	<input type="checkbox"/>	<input type="checkbox"/>	Weekly		
4.2. Are fire extinguishers and hose reels visible and easily accessible?	<input type="checkbox"/>	<input type="checkbox"/>	Weekly		
4.3. Have the fire extinguishers and hose reels had an annual test?	<input type="checkbox"/>	<input type="checkbox"/>	Monthly		

Item	Yes	No	Frequency	Faults / comments	Date rectified
5. Fire signs and notices	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Frequency		
5.1. Are all alternative escape routes indicated by 'running man' type fire exit signs?	<input type="checkbox"/>	<input type="checkbox"/>	Monthly		
5.2. Are the signs conspicuous and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	Monthly		
5.3. Do all the fire doors and fire exit doors have the appropriate signs?	<input type="checkbox"/>	<input type="checkbox"/>	Monthly		
5.4. Are fire evacuation notices displayed and up to date?	<input type="checkbox"/>	<input type="checkbox"/>	Monthly		
6. General	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Frequency		
6.1. Are flammable liquids stored in appropriate containers?	<input type="checkbox"/>	<input type="checkbox"/>	Monthly		

Note: Copy this sheet and fill it out for each inspection. Maintain a binder of records.



FIRE PRECAUTION CHECKLIST

FIRE WARDEN

Building / Area covered:	Name	Date
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Item	Yes	No	Faults / comments	Date rectified
1. Escape routes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Frequency	
1.1. Are fire escape routes clear?	<input type="checkbox"/>	<input type="checkbox"/>	Weekly	
1.2. Are all fire exit doors clear of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	Weekly	
1.3. Can all fire exits be opened easily and immediately?	<input type="checkbox"/>	<input type="checkbox"/>	Weekly	
1.4. Are external escape routes clear and safe?	<input type="checkbox"/>	<input type="checkbox"/>	Weekly	
1.5. Do all internal self-closing fire doors close correctly?	<input type="checkbox"/>	<input type="checkbox"/>	Weekly	
1.6. Are common routes of escape clear and in a good state of repair?	<input type="checkbox"/>	<input type="checkbox"/>	Weekly	
2. Fire warning systems	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Frequency	
2.1. Are all manual fire alarm call points clear and obvious and smoke detectors uncovered (no gloves/bags etc)?	<input type="checkbox"/>	<input type="checkbox"/>	Weekly	
3. Escape lighting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Frequency	
3.1. Are luminaries and illuminated exit signs in good condition and undamaged?	<input type="checkbox"/>	<input type="checkbox"/>	Weekly	
4. Fire-fighting equipment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Frequency	
4.1. Are all fire extinguishers in place, serviceable and tamper tag intact?	<input type="checkbox"/>	<input type="checkbox"/>	Weekly	
4.2. Are fire extinguishers and hose reels visible and easily accessible?	<input type="checkbox"/>	<input type="checkbox"/>	Weekly	

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FIRE PRECAUTION CHECKLIST

CHIEF FIRE WARDEN

Building / Area covered:	Name	Date
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Item	Yes	No	Faults / comments	Date rectified
1. Escape routes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Frequency	
1.1. Are fire escape routes clear?	<input type="checkbox"/>	<input type="checkbox"/>	Monthly	
1.2. Are all fire exit doors clear of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	Monthly	
1.3. Can all fire exits be opened easily and immediately?	<input type="checkbox"/>	<input type="checkbox"/>	Monthly	
1.4. Are external escape routes clear and safe?	<input type="checkbox"/>	<input type="checkbox"/>	Monthly	
1.5. Do all internal self-closing fire doors close correctly?	<input type="checkbox"/>	<input type="checkbox"/>	Monthly	
1.6. Are common routes of escape clear and in a good state of repair?	<input type="checkbox"/>	<input type="checkbox"/>	Monthly	
2. Fire warning systems	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Frequency	
2.1. Are all manual fire alarm call points clear and obvious and smoke detectors uncovered (no gloves/bags etc)?	<input type="checkbox"/>	<input type="checkbox"/>	Monthly	
3. Escape lighting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Frequency	
3.1. Are luminaries and illuminated exit signs in good condition and undamaged?	<input type="checkbox"/>	<input type="checkbox"/>	Monthly	
4. Fire-fighting equipment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Frequency	
4.1. Are all fire extinguishers in place, serviceable and tamper tag intact?	<input type="checkbox"/>	<input type="checkbox"/>	Monthly	
4.2. Are fire extinguishers and hose reels visible and easily accessible?	<input type="checkbox"/>	<input type="checkbox"/>	Monthly	
4.3. Have the fire extinguishers and hose reels had an annual test?	<input type="checkbox"/>	<input type="checkbox"/>	Monthly	



Item	Yes	No	Frequency	Faults / comments	Date rectified
5. Fire signs and notices	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Frequency		
5.1. Are all alternative escape routes indicated by 'running man' type fire exit signs?	<input type="checkbox"/>	<input type="checkbox"/>	Monthly		
5.2. Are the signs conspicuous and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	Monthly		
5.3. Do all the fire doors and fire exit doors have the appropriate signs?	<input type="checkbox"/>	<input type="checkbox"/>	Monthly		
5.4. Are fire evacuation notices displayed and up to date?	<input type="checkbox"/>	<input type="checkbox"/>	Monthly		
6. General	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Frequency		
6.1. Are flammable liquids stored in appropriate containers?	<input type="checkbox"/>	<input type="checkbox"/>	Monthly		

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FIRE PRECAUTION CHECKLIST

HSE DEPARTMENT

Building / Area covered:	Name	Date
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Item	Yes	No	Frequency	Faults / comments	Date rectified
1. Escape routes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Frequency		
1.1. Are fire door smoke seals/ intumescent strips in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	Quarterly		
2. Fire warning systems	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Frequency		
2.1. Are all manual fire alarm call points clear and obvious and smoke detectors uncovered (no gloves/ bags etc)?	<input type="checkbox"/>	<input type="checkbox"/>	Quarterly		
2.2. Is the indicator panel showing 'normal'?	<input type="checkbox"/>	<input type="checkbox"/>	Quarterly		
3. Escape lighting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Frequency		
3.1. Are luminaries and illuminated exit signs in good condition and undamaged?	<input type="checkbox"/>	<input type="checkbox"/>	Quarterly		
4. Fire-fighting equipment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Frequency		
4.1. Are all fire extinguishers in place, serviceable and tamper tag intact?	<input type="checkbox"/>	<input type="checkbox"/>	Quarterly		
4.2. Are fire extinguishers and hose reels visible and easily accessible?	<input type="checkbox"/>	<input type="checkbox"/>	Quarterly		
4.3. Have the fire extinguishers and hose reels had an annual test?	<input type="checkbox"/>	<input type="checkbox"/>	Quarterly		

Item			Faults / comments	Date rectified
5. Fire signs and notices	Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>	Frequency	
5.1. Are all alternative escape routes indicated by 'running man' type fire exit signs?	<input type="checkbox"/>	<input type="checkbox"/>	Quarterly	
5.2. Are the signs conspicuous and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	Quarterly	
5.3. Do all the fire doors and fire exit doors have the appropriate signs?	<input type="checkbox"/>	<input type="checkbox"/>	Quarterly	
5.4. Are fire evacuation notices displayed and up to date?	<input type="checkbox"/>	<input type="checkbox"/>	Quarterly	
5.5. Where provided are the Disabled Refuge Points working and signage provided?	<input type="checkbox"/>	<input type="checkbox"/>	Quarterly	
6. General	Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>	Frequency	
6.1. Are flammable liquids stored in appropriate containers?	<input type="checkbox"/>	<input type="checkbox"/>	Quarterly	
6.2. Are all training records up to date?	<input type="checkbox"/>	<input type="checkbox"/>	Quarterly	

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