



Fire Warden -Company Safety Breifing

Fire Safety Briefing Agenda

Fire safety in the office is a critical aspect of maintaining a safe work environment. Here are some key points to include in your office fire safety briefing:

1. Introduction

- Briefly explain the purpose of the meeting.
- Highlight the importance of fire safety procedures in ensuring everyone's safety.

2. Building Evacuation Procedures

- **Know Your Exit Points:** All employees should be familiar with the location of fire exits. Regularly check for clear, unobstructed pathways
- **Fire Alarm Sound:** Explain how the fire alarm will sound and what to do immediately when it goes off. Also explain the frequency and times of weekly tests.
- **Evacuation Route:** Identify and follow the designated primary and secondary evacuation routes, pointing out exits, stairwells, and emergency escape routes.
- **Fire Assembly Point:** Explain where the assembly point is located and emphasise the importance of reporting there.
- **Elevator Use:** Remind staff that elevators must not be used during a fire evacuation
- **Stay Low:** In case of heavy smoke, stay low to the ground to avoid inhaling toxic fumes.

3. Fire Alarm Procedure

- **If You Discover a Fire:**
 - Raise the alarm immediately by shouting 'Fire – Fire – Fire' and by using the nearest fire alarm call point.
 - Call the emergency services – 999
 - Call the building management to explain what's been found and in what area, [insert number].
- **Do Not Attempt to Extinguish a Fire** unless it is small and manageable (wastepaper bin size), **and you have been trained to use the fire extinguishers safely.**

4. Fire Extinguishers and Equipment

- Point out the locations of fire extinguishers.
- Briefly explain the types of fire extinguishers available (e.g., water, foam, CO2, etc.) and what they are used for.
- **Emphasise** that only trained personnel should use fire extinguishers.
- **How to Use an Extinguisher:** Use the PASS method (**P**ull the pin, **A**im the nozzle, **S**queeze the handle, **S**weep at the base of the fire) to operate a fire extinguisher
- **Fire Blankets:** Know the location of fire blankets and how to use them for small fires or to smother flames on clothing.

5. Personal Responsibilities

- **Keep Exits Clear:** Remind staff to keep hallways and fire exits free of obstacles.
- **Know Your Route:** Encourage all employees to familiarise themselves with the nearest exit routes and assembly points.
- **Close Doors Behind You:** Remind staff to close doors as they evacuate to help contain fire and smoke.



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- **Assist Others:** If safe, help colleagues who may need assistance during an evacuation (e.g., disabled persons).
- **Refuge points:** Explain where the buildings refuge points are and when they are to be used.
- **Report Hazards:** Report any fire hazards (like faulty wiring, blocked exits, or improper storage of flammable materials) to management immediately.
- **Be Mindful of Equipment:** Turn off electrical equipment (computers, printers, etc.) when not in use, especially at the end of the day.
- **Stay Calm:** In the event of a fire, remain calm and assist others, but prioritize your own safety.

6. Sign-in/Accountability System

- Remind employees of the importance of signing in and out of the building to ensure accurate headcounts in the event of an evacuation.
- Fire Wardens will take a roll call at the assembly point to account for everyone.

7. Fire Drills

- **Know the Alarm System:** Make sure you are aware of the sound of the fire alarm and what it indicates.
- **Fire Drills:** Regular fire drills will be conducted to ensure that everyone knows how to evacuate safely and efficiently.
- **Response to Alarms:** When the alarm sounds, evacuate immediately through the nearest safe evacuation point. Do not assume it's a false alarm.
 - Inform staff of the frequency of fire drills and the importance of participating.
 - Explain that the drills are crucial for assessing how effectively the evacuation process works.

8. What Happens After an Evacuation?

- Employees should not re-enter the building until the Fire Warden or emergency services give the all-clear.
- Fire Wardens will communicate any further instructions once at the assembly point.

9. Fire Prevention Tips

- **Electrical Safety:** Avoid overloading electrical outlets. Ensure that all electrical equipment is regularly inspected and maintained.
- **Keep Exits Clear:** Fire doors and exits should never be blocked or locked.
- **Safe Storage:** Flammable materials should be stored properly in fire-resistant cabinets.
- **Smoking Policy:** Smoking should be restricted to designated areas outside the building. Proper disposal of smoking materials is essential.

10. First Aid and Aftercare

- **Basic First Aid for Burns:** Know the basics of treating burns – cool the burn with running water, cover it with a sterile dressing, and seek medical help.
 - **Fire Warden Responsibilities:** Fire wardens should assist in ensuring everyone evacuates, perform roll calls at assembly points, and report missing persons to emergency personnel.
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SAFETY SOLUTIONS

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Key Points for Staff to Remember

By practicing fire and life safety awareness and preparedness, we can minimise the risk of fire and ensure a safer working environment for everyone:

- Always evacuate immediately when the alarm sounds.
 - Know your evacuation routes and the assembly point.
 - Never use the lift during an evacuation.
 - Do not re-enter the building until it's safe.
 - Stay calm and help others if necessary.
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Questions and Clarifications

- Open the floor for any questions or concerns from staff about the fire safety procedures.
(make notes of any concerns below and ensure to answer or find the answer to questions and concerns raised):

Signature of Fire Warden:

Date:

This template ensures that all important fire safety information is communicated clearly to staff, while allowing for flexibility to accommodate the specific layout and procedures of the building.