

ARBEN BUILDING CONTRACTORS – SITE EVACUATION PLAN FOR 8 VICTORIA ROAD, SURBITON

- 1) ON DISCOVERING A FIRE ON SITE RAISE THE ALARM IMMEDIATELY BY WHATEVER METHOD IS NOTED IN THE SITE PLAN. THIS CAN SIMPLY BE SHOUTING 'FIRE..FIRE..FIRE'
THERE MAY BE MANUAL ALARM BELLS OR HORNS TO OPERATE – CHECK SO YOU KNOW!
- 2) ALERT THE EMERGENCY SERVICES by dialling 112 on a mobile device or 999 on a land telephone Give the address & incident details to the operator. (Details below)
- 3) STOP WORK IMMEDIATELY & LEAVE SITE VIA THE NEAREST FIRE EXIT
- 4) SITE MANAGER MUST BE ADVISED SO HE CAN RETRIEVE THE SITE DIARY ADMISSIONS FOR THE DAY FOR CHECKING ALL PERSONS ARE SAFE & ACCOUNTED FOR
- 5) PROCEED TO THE MUSTER POINT – CAR PARKING AREA OUTSIDE SURBITON RAILWAY STATION AS IDENTIFIED ON THE SITE EVACUATION PLAN.
- 6) SITE MANAGER MUST NOMINATE A PERSON TO WAIT NEAR THE FRONT OF THE BUILDING IN A SAFE LOCATION TO GUIDE IN THE EMERGENCY SERVICES WHEN THEY ARRIVE
- 7) SITE MANAGER SHALL TAKE A ROLL CALL OF ALL PERSONS AT THE MUSTER POINT TO CONFIRM THAT EVERYBODY IS SAFE,
- 8) **SHOULD ANYBODY BE UNACCOUNTED FOR THE EMERGENCY SERVICES MUST BE ADVISED IMMEDIATELY**
- 9) EVERYBODY MUST REMAIN AT THE MUSTER POSITION UNTIL ADVISED THAT THEY MAY LEAVE.
- 10) SITE MANAGER WILL CONFIRM ANY FURTHER INSTRUCTIONS & NOTIFY THE OFFICE OF THE INCIDENT.

ARBEN BUILDING CONTRACTORS SITE AT

NUMBER 8 VICTORIA ROAD (RETAIL UNIT) FORMER DODDLE UNIT

SURBITON

KT6 4JU