

FIRE EMERGENCY ACTION PLAN
MACE HOUSING CO-OPERATIVE LTD

EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

DESIGNATED RESPONSIBLE OFFICIAL:

Name: Mrs Susan Okpa

Phone: (_07956 949877)

EMERGENCY COORDINATOR:

Name: Ms Naznin Akbarali

Phone: (07515 431681)

EMERGENCY PHONE NUMBERS

FIRE DEPARTMENT: _999_

AMBULANCE: 999

POLICE: 999

REPAIRS/MAINTENANCE: 0207 254 9560 or 07956949877

FIRE EMERGENCY

When fire is discovered:

- Activate the nearest fire alarm (if installed)
- Notify the Emergency Service by calling:- 999
- Alert all personnel

Designated Official, Emergency Coordinator or supervisors must:

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.
- Perform assessment and coordinate office emergency closing procedures

Area/Floor Monitors must:

- Ensure that all employees have evacuated the area/floor.
- Report any problems to the Emergency Coordinator at the assembly area.
Assistants to Physically Challenged should:
- Assist all physically challenged employees in emergency evacuation.

EVACUATION ROUTES

Follow the emergency exits signs and assemble at the designated point