

Procedure when discovering a fire:

1. Sound the Alarm by shouting: **FIRE!!!** And breaking fire break glass.
2. Dial 999 or **112** to call a Fire brigade, and give them below address of the farm:

Winterwood Farms Ltd, Chartway Street, East Sutton, Maidstone, Kent, ME17 3DN,

3. If trained to do so, tackle the fire using the correct firefighting appliance, provided there is no personal risk to yourself.
4. If fighting the fire is impossible then leave the building immediately using the nearest possible exit.
5. Do not return for any belongings.

Procedure when evacuating the building: This Evacuation Procedure should be followed in the event of a fire or other emergency

1. Upon hearing the alarm siren proceed to the nearest fire exit.
2. If you are supervising work on the production line, make sure it is switched off by pressing the emergency stop button before you leave.
3. If you are unloading/ loading a lorry leave the forklift/pallet-truck switched off where it is, with the brake applied and leave immediately.
4. If you are unloading /loading lorry make sure you check how many Lorries are parked at the bays, so you know how many drivers you should expect to arrive at the FAP.
5. If you are working in the canteen kitchen, and it is safe to do so, turn off the main power breaker before you leave.
6. Know your escape route in advance because you may not have time to ask questions.
7. Have an alternate route planned in case the primary route is obstructed.
8. When evacuating DO NOT: TALK, RUN, PUSH or PANIC; rely on planning and knowledge.
9. If necessary use the stairs to evacuate the building. DO NOT USE the Platform Lift, as it may stop between floors or on the fire floor.
10. Maintain contact and follow the directions of the fire wardens.
11. Make sure that assistance is provided to any disabled or elderly people on your floor.
12. Close all doors behind you to prevent fire spread, making sure that you can re-open them if you have to retreat. This includes doors normally left open during normal operating hours e.g. fire doors in main office corridor.
13. If you are working in the Main office take the print out showing who was in the building at the time and one of the sign in tablets from reception (to check for visitors in the building).
14. If you are in the Orderboard office take the daily sign in sheet for Agency workers and the tablet used for issuing temporary access cards.
15. When outside report at the Fire Assembly Point (FAP) located by the old packhouse and stay there.
16. Remember! Once you are outside, stay outside! Do NOT go back inside until instructed to do so.
17. Your Fire Marshall will take a head count at the designated meeting place(s) to account for everyone's participation and safe evacuation.
18. If any employees are reported missing then it is important to establish where they were last seen and to bring this information to the attention of the Fire Brigade when they arrive, together with the following:
 - The [chemical store stock sheet](#) and the position of the chemical store.
 - Location of the reservoir and bulk water storage tanks.