[Insert Company Logo]

**Emergency Procedure – Fire**

Template for SafetyCheck Users

**1. Immediate Response**

If you see smoke or flames:

**1.1 Raise the Alarm**

* Activate the nearest fire alarm (If Installed)
* Activate emergency signal (e.g. Air Horn)
* Shout **“Fire! Fire!”** to alert others
* If safe to do so, Call **111** (or local emergency number) and provide:
  + Worksite address
  + Nature of the fire (e.g. electrical, gas, materials involved)
  + Your name and contact details

**1.2 Evacuate the Area**

* Stop work immediately and exit via the **nearest safe route**
* **Do not use lifts or elevators**
* Assist others who need help evacuating
* Move to the **designated assembly point**

**1.3 Close Doors if Safe**

* Close windows and doors to contain the fire
* **Do not lock doors** – firefighters may need access

**1.4 Do Not Fight the Fire Unless Safe**

* Use a fire extinguisher only if:
  + You are trained
  + The fire is small and not spreading
  + You have a clear escape path
* If unsure, evacuate immediately

**2. Assembly & Headcount**

* Proceed to the designated assembly point
* Do not re-enter until the **all-clear** is given by emergency services
* The Fire Warden (If Appointed) or Site Manager/Foreman will conduct a headcount:

Fire Warden: [Insert Name]  
Contact Number: [Insert Number]

* Report missing persons immediately to emergency services

**3. Site-Specific Fire Hazards**

|  |  |
| --- | --- |
| **Item** | **Details / Location** |
| Flammable materials stored | [Insert Description & Location] |
| Electrical panels / switchboards | [Insert Location] |
| Gas lines or hazardous substances present? | [Yes / No – Insert Details] |
| Fire extinguishers located at | [Insert Location(s)] |
| Fire hoses located at | [Insert Location(s)] |

**Attach a site map** (if available) showing exits and firefighting equipment.

**4. Communication & Post-Incident Actions**

**4.1 Notify After the Fire**

* Company Owner / Director: [Insert Name & Number]
* WorkSafe (if notifiable event):
  + **NZ:** 0800 030 040
  + **AUS (e.g. VIC):** 1800 136 089 or relevant local authority

**4.2 After the Fire**

* Do not resume work until the area is declared safe
* Conduct an **incident review**
* Update fire safety measures and this procedure if required

**4.3 Incident Reporting and Investigation in SafetyCheck**

* The fire must be reported through the **SafetyCheck Incident/Accident Register Tool**
* Include:
  + Type of fire and source (if known)
  + Damage caused and photos
  + Actions taken during evacuation
  + Injuries, if any

**5. Review & Training**

* This procedure will be reviewed **annually** or after any fire incident
* **Fire drills** will be carried out every: [Insert Frequency]
* All workers must be briefed on this procedure.

**Company Details**

Company Name: [Insert Company/Trading Name]

Site Address: [Insert Site or Project Address]

Fire Warden: [Insert Name & Contact Number]

Date of Last Review: [Insert Date]

Next Review Date: [Insert Date]

Signed: [Insert Signature or Name]