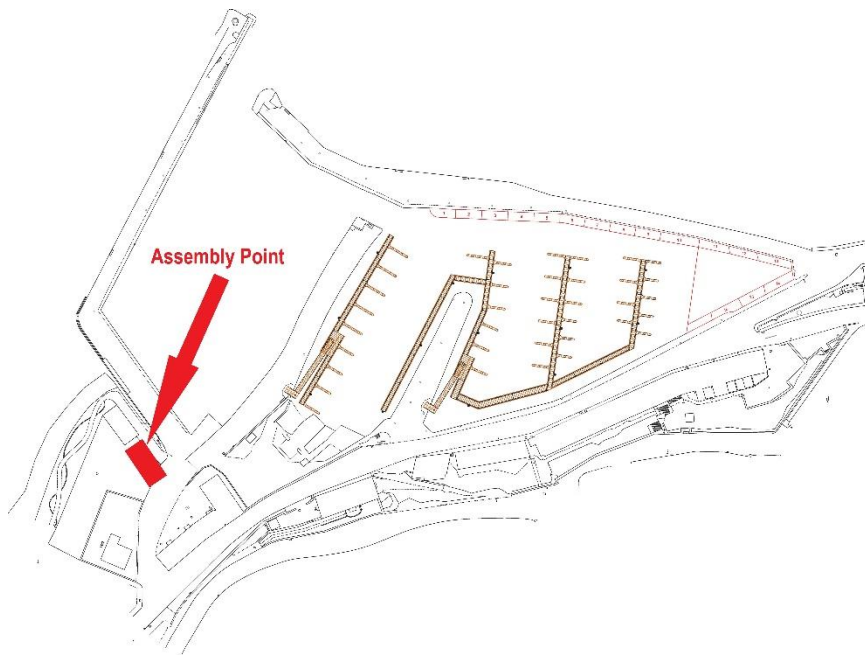


Banff Harbour Fire & Emergency Procedures



Fire & Emergency safety at these premises is managed by **Duncan Mackie**. The aim of this procedure is to provide relevant information to all staff about their safe evacuation from the premises should a fire or emergency arise.

Procedure on discovering a fire or other emergency

RAISE THE ALARM – GET OUT – STAY OUT

- In the event of fire sound the Fire Alarm
- Get out first, and then call Emergency Services from a mobile phone on 999. Inform them of the address of the premises which is:
Banff Harbour
Quayside
AB45 1HQ
Inform them of the nature of the fire or emergency.
- Evacuate the premises by the quickest available route and proceed to your Assembly Point which is at the southern end of the Harbour Masters Office Building and Public Toilets.
- Do Not stop to collect personal belongings
- Inform the Harbour Master of the nature of the fire or emergency.
- Senior staff member to remain on scene to handover all information to emergency services upon arrival inclusive of:
 - Nature of emergency
 - People on site – accounted for or not
 - Access - Site layout
 - Hazards (plant & chemicals)

Procedure on activation of the fire alarm

GET OUT – STAY OUT

- Evacuate the area by the quickest available route and proceed to your Assembly Point which is at the southern end of the Harbour Masters Office Building and Public Toilets.
- Do Not stop to collect personal belongings
- The on-duty member of staff should Call the Fire Service 999 from a mobile phone.
 - Inform them of the address of the premises which is
Banff Harbour
Quayside
AB45 1HQ
 - Inform them that there has been an activation of the fire alarm & any other relevant information (Details of the fire / reason for alarm activation) if known
- Await further instruction from the senior fire warden / senior member of staff
- Do Not return to the building/area until the all clear has been given by the Fire Service / Senior Fire Warden / Senior Member of staff.

Employees should ensure that all visitors (under their supervision) follow the above procedures and proceed to / are escorted to the Assembly Point promptly

FIRE WARDENS & FURTHER INFORMATION

To assist in achieving a safe evacuation, Aberdeenshire Council will train and appoint 'Fire Wardens, where appropriate.

(Advice on requirements for fire wardens & general fire safety advice is available from Aberdeenshire Councils Health and Safety Unit 01467 537515).

Fire Wardens will undertake weekly checks of Fire Fighting Equipment, Fire Exits, Evacuation Routes and other relevant issues.

General Information for Fire Wardens and information on Fire Safety is available on the Health and safety pages on Arcadia (in the A-Z index of Policies and Procedures under "F").

<https://aberdeenshire.sharepoint.com/sites/Arcadia/services/Pages/Business%20Services/HR%20and%20OD/Health%20and%20Safety,%20Wellbeing%20and%20Risk%20Management/Health%20and%20Safety/E-H/Fire.aspx>

A range of training videos relating to fire safety are available on ALDO.

<http://aldo.aberdeenshire.gov.uk/course/view.php?id=153>