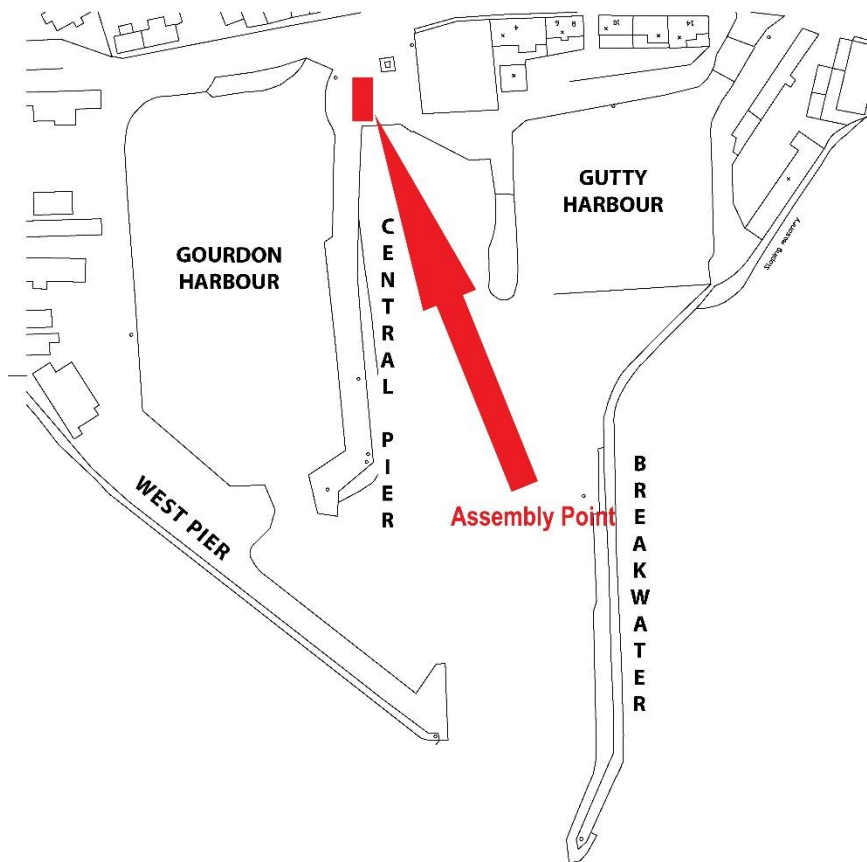


# Gourdon Harbour Emergency Procedures



Fire & Emergency safety at these premises is managed by **Jim Brown**. 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 an emergency

### RAISE THE ALARM

- In the event of fire, sound the Fire Alarm and shout, FIRE, FIRE, FIRE. Call the Emergency Services on 999.
- For any other Emergency: Call 999, then the Harbourmaster.  
Inform them of the address of the premises which is:  
**Gourdon Harbour**  
**William Street**  
**Gourdon**  
**Montrose**  
**DD10 0LW**  
Inform them of the nature of the fire or emergency.
- Evacuate the area by the quickest available route and proceed to your Assembly Point which is at the head of the Central Pier at the Farquhar Memorial.
- 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 head of the Central Pier at the Farquhar Memorial.
- 
- 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  
**Gourdon Harbour**  
**William Street**  
**Gourdon**  
**Montrose**  
**DD10 0LW**
  - 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 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>