



Health and Safety

MARIE COLEY

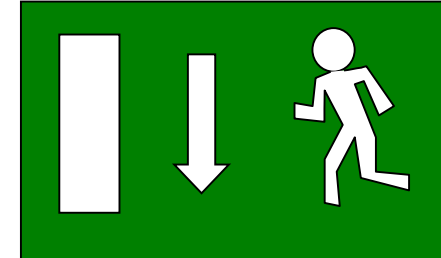
ICAEW, Health & Safety Manager

Fire Alarms

- Fire alarm testing is at 9am on Friday's (CAH)
- This is a no smoking building
- Fire Fighting and detection equipment is onsite
- Evacuation Procedure in place
- Assistance will be provided to person's with a disability or physical impairment

Fire Alarm:

- Single Phase - Continuous Alarm
- Two Phase - Continuous or Intermittent
- **“DON'T WAIT, EVACUATE”**



EVACUATION
OFFICER

EVACUATION
CONTROLLER

THE BUILDING FIRE ALARM SIGNAL IS A LOUD CONSTANT BELL.

IF YOU DISCOVER A FIRE:

- Sound the fire alarm by activating the Red Break Glass unit - and leave the building immediately by the nearest fire/escape route, following the green and white emergency exit signage.
- Go to the Assembly point and report the location of the fire to the Incident Lead.
- Do not attempt to fight a fire using a fire extinguisher - UNLESS YOU ARE TRAPPED.

IF YOU HEAR THE FIRE ALARM:

- Everyone must IMMEDIATELY LEAVE the building by the nearest fire escape route and exit.
- Do not collect personal belongings.
- DO NOT USE THE LIFTS
- Proceed to the ASSEMBLY POINT: COPTHALL AVENUE/WHALEBONE COURT (OFF COPTHALL AVENUE) and await further instructions.
- If you are unable to leave the building wait in a SAFE REFUGE area – letting someone know your name/location.
- Do not re-enter the premise's until given permission to do so.

SECURITY THREATS:

- Please follow instructions provided over the Public Address System.
- Please Note: Assistance will be provided by Evacuation Officers, Security and Incident Leads during an incident.

Please Note: Call 999 emergency services if the alarm has not been raised.

Discover A Fire

If you discover a fire or smoke

- Sound the alarm by activating one of the red 'Break Glass' units
- Immediately leave the building by the nearest fire escape/exit route, following the green and white fire route signs
- Do not use the lift
- Do not collect your personal belongings
- Proceed to the Assembly Point
- Do not use fire extinguisher unless you are trained:
 - The Fire Brigade are notified automatically on activation of the alarm. Staff do not need to call 999.
 - You must not re-enter the building until told by the Evacuation Controller

Chartered Accountants Hall – Emergency Exits

Assembly Point
Cophall Close/Whalebone Court
(Next to Apex London Wall Hotel)

Great Swan Alley

Cophall Fire Exit*

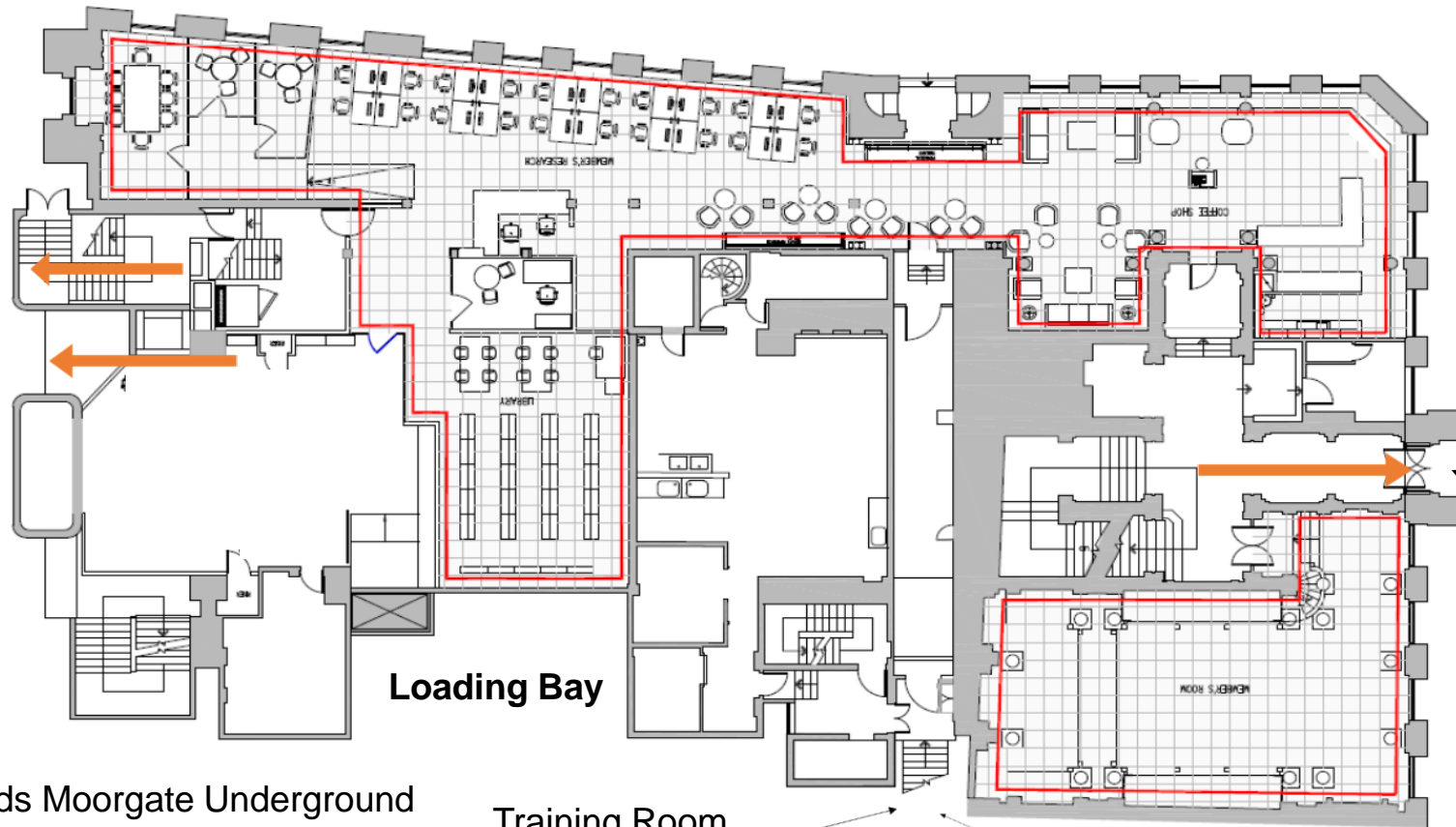
Moorgate Fire Exit*

Cophall Avenue

Moorgate Place

Staff's /
Contractor's
Entrance

Member's
Entrance



Towards Moorgate Underground
Station

Training Room

Langthorn Court

Chef's Welfare Facilities

Assembly points

- Chartered Accountants Hall (CAH),
London
Cophthall Close/Whalebone Court



Other emergencies.....

Other Types of Emergencies

- Flood
- Power failures
- Gas leak
- Evacuation

Guidance

- Instructions are given over the public address systems and/or verbally
- Take your belongings with you if they are readily available but never go back to get them
- Proceed to designated assembly point (if appropriate)

Emergency Procedures

- Invacuation, e.g. bomb threat - Moving to safer areas within the building, away from flying glass and debris
- ICAEW Securing the premise's to prevent a threat to visitors/staff