

NEWLAND EXPRESS TRANSPORT LTD

Fire Procedure

This Fire Procedure applies to all employees, contractors, visitors, and customers while on Newland Express Transport Ltd premises.

Action to Be Taken on Discovering a Fire

1. Immediately raise the alarm by operating the nearest fire alarm call point.
2. If trained and it is safe to do so, attempt to extinguish the fire using the appropriate fire extinguisher.
3. Do not put yourself or others in danger.
4. Leave the building immediately by the nearest available safe exit.
5. Proceed directly to the designated fire assembly point located at the main gate.

Action to Be Taken on Hearing the Fire Alarm

1. Leave the building immediately by the nearest available safe exit.
2. Do not stop to collect personal belongings.
3. Proceed directly to the designated fire assembly point located at the main gate.
4. Do not re-enter the building until instructed that it is safe to do so by management or the emergency services.

*All persons must familiarise themselves with this procedure and comply with it at all times.
Failure to follow fire safety procedures may result in disciplinary action.*