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[Company/Organization Name]

Effective Date: [Date]

Emergency Instructions (Fire) Policy

At [Company/Organization Name], the safety and well-being of our employees, visitors, and assets are of utmost importance. This policy outlines the emergency instructions to be followed in the event of a fire to ensure the swift and safe evacuation of the premises. All employees and visitors are expected to familiarize themselves with these instructions and comply with them in case of an emergency.

**Emergency Procedures:**

1. Fire Alarm Activation:
   * Upon hearing the fire alarm, remain calm and alert.
   * Immediately stop all work activities and evacuate the building using the nearest exit.
   * Do not use elevators. Use stairwells to evacuate.
2. Evacuation Routes:
   * Familiarize yourself with the evacuation routes and emergency exits in your work area.
   * Follow the designated evacuation routes and do not obstruct or block exits and pathways.
   * Assist individuals with disabilities or those who require assistance to evacuate safely.
3. Assembly Points:
   * Proceed to the designated assembly point(s) outside the building after evacuating.
   * Stay at the assembly point until further instructions are provided by emergency personnel.
   * Do not re-enter the building unless authorized to do so by emergency personnel.
4. Fire Suppression Equipment:
   * If it is safe to do so and you are trained in using fire suppression equipment, use the appropriate fire extinguisher to attempt to control small fires.
   * Never jeopardize your safety or the safety of others. Evacuate immediately if the fire is beyond your control.
5. Communication:
   * Dial the emergency services number (e.g., 911) and provide them with accurate information about the fire, including the location, size, and any known hazards.
   * Notify your immediate supervisor or designated emergency personnel about the situation.
6. Fire Drills and Training:
   * Regular fire drills will be conducted to familiarize employees with evacuation procedures and emergency exits.
   * Training sessions will be provided to ensure employees understand how to respond to a fire emergency effectively.

**Responsibilities:**

1. Management:
   * Provide a safe work environment and implement fire prevention measures.
   * Communicate and enforce fire safety policies and procedures.
   * Designate individuals responsible for overseeing fire safety and emergency response.
2. Employees:
   * Familiarize themselves with the emergency instructions (fire) and actively participate in fire drills and training sessions.
   * Report any fire hazards or concerns to their supervisors or the designated safety personnel.
   * Follow the instructions of emergency personnel during a fire emergency.

**Policy Compliance:**

Failure to comply with the emergency instructions (fire) policy may result in disciplinary action, as it poses risks to the safety of individuals and the company's property. Non-compliance with fire safety procedures can lead to serious consequences, including injury, loss of life, or severe damage to the premises.

**Review and Update:**

This emergency instructions (fire) policy will be reviewed periodically to ensure its effectiveness and compliance with applicable laws and regulations. Updates will be made as necessary to address any changes in procedures or technology.

If you have any questions or require further clarification regarding this policy, please contact the designated safety personnel or the Human Resources department.

[Company/Organization Name] prioritizes the safety of everyone within our premises, and your adherence to this policy is vital in maintaining a secure work environment.

**Employee:**

I have read and understood the Emergency Instructions (Fire) Policy, and I do not have any questions.

[Employee's Full Name]

[Employee's Signature]

[Date]

**Company:**

[Company Name]

[Company Representative's Name]

[Company Representative's Title]

[Company Representative's Signature]

[Date]