



EMERGENCY PROCEDURES

Updated: September 2022

Review: September 2024

FIRE EVACUATION PROCEDURE

1. IF YOU DISCOVER A FIRE

- Leave by the nearest exit.
- **DO NOT** use lifts.
- **RAISE** the alarm en route.
- Do not stop to collect personal belongings.
- Close all doors and windows en route.
- **DO NOT** re-enter the building.
- Assemble at the Fire Assembly Point at the front of the building.

2. IF YOU HEAR THE FIRE ALARM – FIRE DRILLS ARE SCHEDULED FOR SUNDAY AT MIDDAY

- Leave by the nearest exit.
- VOS/Agency personnel should ensure that they direct any visitors and/or Service Users to the nearest fire exit and that their work area is clear of personnel.
- **DO NOT** stop to collect personal belongings.
- Close all doors and windows en route.
- **DO NOT** use lift.
- **DO NOT** re-enter the building.
- Assemble at the Fire Assembly Point at the front of the building.

3. FIRE SAFETY ADVICE

- Study fire procedure notices.
- Make yourself familiar with the location of emergency exits in your work areas.
- On non-Drop-In days, VOS staff are required to sign in and out of the staff Register held at RMC reception each time they enter or leave the building. Visitors and Service Users do not have to be signed in but are the responsibility of the staff member they are visiting.
- On Drop-In day, all VOS staff, agency personnel, Service Users and visitors are required to sign in at VOS Reception upon arrival. Personnel who are disabled or hard of hearing should be identified where possible at VOS Reception on arrival.

4. FIRE ASSEMBLY POINT

- The Fire Assembly Point is directly outside the front entrance of the Maritime Club. If necessary, personnel may be directed to re-assemble on the opposite side of the road, outside the Subway Café.
- Remain at the Assembly Point until you are permitted to re-enter the Club by the Fire Officer or a Senior Manager.
- When waiting at the Assembly Point all personnel are to act in a professional manner.
- Allow clear access for the Emergency Services.

MEDICAL EMERGENCY PROCEDURE

5. IN THE EVENT OF ANY MEMBER OF VOS STAFF, AGENCY COLLEAGUE, SERVICE USER OR VISITOR BECOMING UNWELL

- On non-Drop-In days, RMC Reception should be contacted in the first instance to summon medical assistance.
 - On Drop-In day, inform VOS Reception immediately of the individual's identity and location and VOS Reception will inform RMC Reception. VOS Reception will assist in the confirmation of identity of the service user and provision of relevant personal information where possible.
 - RMC Reception will call the RMC First Aider to the incident.
 - The RMC First Aider will provide first aid assistance and/or call for the emergency services as required.
6. If the nature of the medical emergency is sufficiently serious that any delay is considered inappropriate, nothing in this procedure prevents an individual from calling the emergency services directly. However, the relevant points of contact in the above procedure must be informed at the earliest opportunity in order that the RMC Reception can direct the emergency services efficiently to the incident and relevant personal information be provided if necessary.

LONE WORKER ALARMS

7. All staff who work alone in the RMC must hold a personal Lone Worker Alarm, obtained from the VOS office. Follow the procedure by the units.

Cure Sometimes, Heal Often, Comfort Always