

EMERGENCY PROCEDURES

Introduction

This document refers to the procedures for Harrison How Limited employers, employees and sub-contractors. All persons are to refer to the below in the event of an emergency.

Raising the alarm

Should you encounter an emergency it is your responsibility to dial 999 and notify others in a safe manner. In the event of a fire, press the nearest break glass call point and then evacuate the premises.

Fire escape or Emergency on site

Harrison How Limited has an office at 29 Salisbury House, London Wall, London. The evacuation procedure for this building is to leave via the nearest exit leaving behind all belongings. Do not use lifts only stairways. From there you are to report to the assembly point which for the office is the BANDSTAND in the centre of Finsbury Circus which is directly outside the building. From there you will report to your fire marshal. Do not return to the building until you are told to do so.

Fire escape or Emergency off site

Employees working off site shall follow the procedures that the building or site has in place.

Fire marshal responsibility

The fire marshal for Harrison How Limited is Michael Parker. Once all employees have reported safely to the designated location the fire marshal is to follow the practice of Salisbury House and report to the designated building marshal.

If engineers are off site, then they will report to the fire marshal for that premises as per the induction upon arrival.

Terrorism

With the heightened threats of terrorism there is a need for all employees to stay vigilant. In the event of any attack, it is best to stay indoors and await instructions from the authorities. Pay attention to your surroundings. Keep your distance. If you are required to evacuate, you must follow the procedures above. Stay safe and dial 999 in the event of an emergency.

This statement has been approved by Harrison How.



Michael Parker

Director
Harrison How Limited