

Emergency Procedures Arrangements

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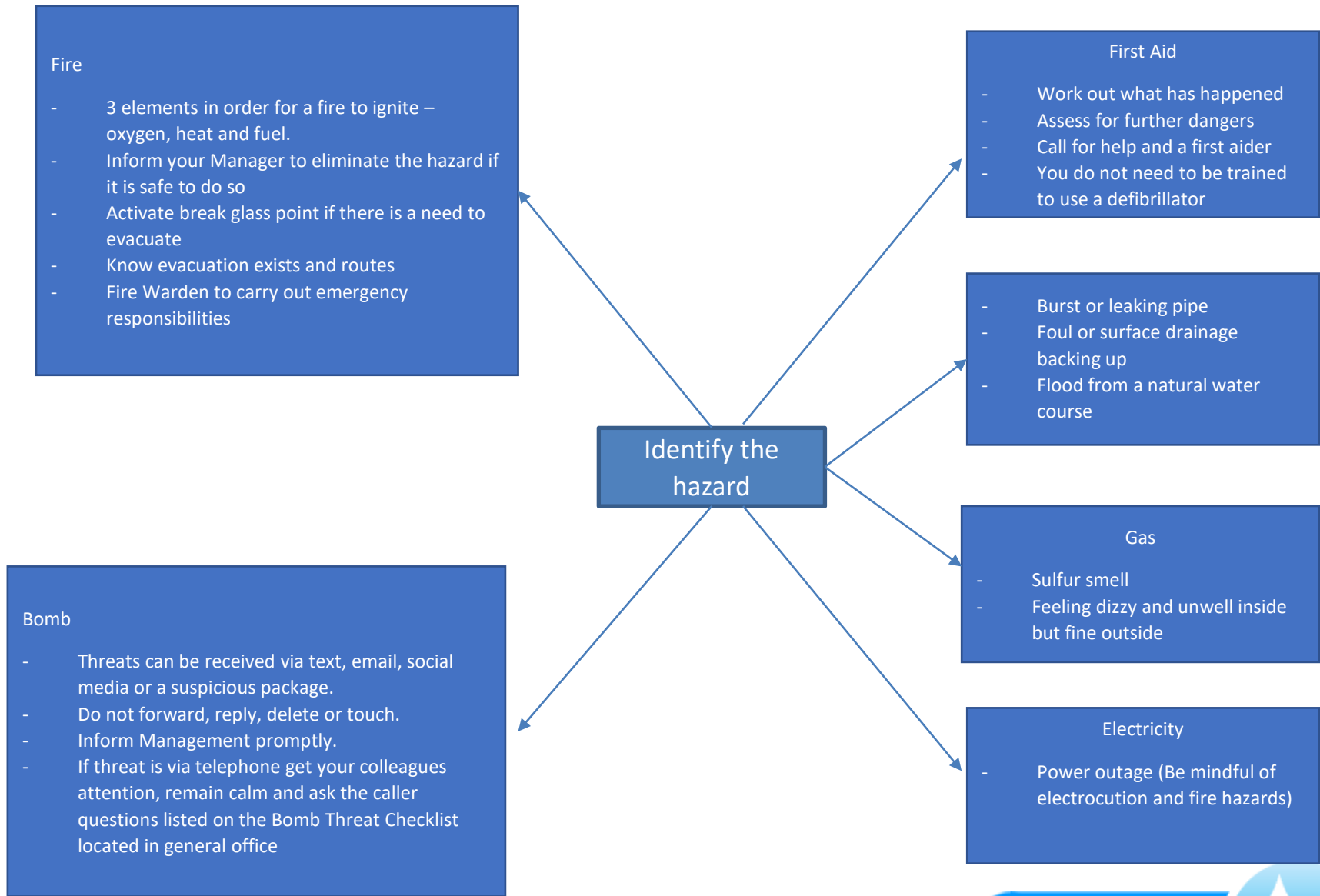


Award Winning Technology

Emergency Procedures

- Fire
- **First Aid** (including COSHH Awareness)
- Gas
- Water
- Electricity
- Bomb





Be sure to locate:

- Potential dangers
- Emergency exits and routes
- Fire extinguishers
- First aid kits, accident book, defibrillator, COSHH SDS
- Gas meter cabinet
- Electrical isolation switch
- Stopcock
- Suspicious packages or threats via telephone or email





Fire Assembly Point



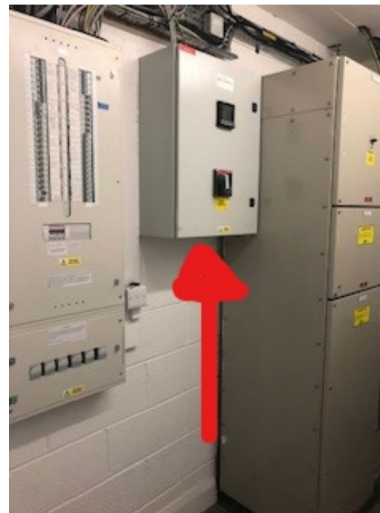
First Aid box, Accident book and defibrillator



Gas Meter Cabinet



Stopcock



Electrical Isolation Switch

BOMB THREAT PROCEDURES		BOMB THREAT CHECKLIST	
<p>When a bomb threat is received, please follow the following procedures:</p> <p>1. Do not answer the phone if you are alone.</p> <p>2. Do not answer the phone if you are not alone.</p> <p>3. Do not answer the phone if you are not sure who is calling.</p> <p>4. Do not answer the phone if you are not sure who is calling.</p> <p>5. Do not answer the phone if you are not sure who is calling.</p> <p>6. Do not answer the phone if you are not sure who is calling.</p> <p>7. Do not answer the phone if you are not sure who is calling.</p> <p>8. Do not answer the phone if you are not sure who is calling.</p> <p>9. Do not answer the phone if you are not sure who is calling.</p> <p>10. Do not answer the phone if you are not sure who is calling.</p>		<p>DATE: _____ TIME CALLED: _____ PHONE NUMBER: _____</p> <p>HOW LONG: _____ CALL RECEIVED: _____</p>	
<p>Is a bomb threat a message by phone?</p> <p>1. Yes</p> <p>2. No</p> <p>3. Not sure</p> <p>4. Other</p>		<p>Ask Caller:</p> <p>1. What is the name of the person calling?</p> <p>2. What is the address of the person calling?</p> <p>3. What is the phone number of the person calling?</p> <p>4. What is the name of the person calling?</p> <p>5. What is the name of the person calling?</p> <p>6. What is the name of the person calling?</p> <p>7. What is the name of the person calling?</p> <p>8. What is the name of the person calling?</p> <p>9. What is the name of the person calling?</p> <p>10. What is the name of the person calling?</p>	
<p>Exact Words of Threat:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>		<p>Information About Caller:</p> <p>1. Name: _____</p> <p>2. Address: _____</p> <p>3. Phone Number: _____</p> <p>4. Other: _____</p>	
<p>Who to Contact:</p> <p>1. FBI</p> <p>2. Local Police</p>		<p>Environmental Products and Services Ltd</p>	

Bomb Threat Checklist

Environmental Products and Services Ltd





Fire Assembly Point



First Aid box, Accident book and defibrillator



Gas Meter Cabinet



Stopcock



Electrical Isolation Switch

BOMB THREAT PROCEDURES		BOMB THREAT CHECKLIST	
<p>When a bomb threat is received, please follow the following procedures as soon as possible:</p> <ol style="list-style-type: none"> 1. Do not answer the phone. 2. Do not answer the phone if you are alone. 3. Do not answer the phone if you are in a public area. 4. Do not answer the phone if you are in a public area. 5. Do not answer the phone if you are in a public area. 		<p>DATE: _____ TIME: _____ PHONE NUMBER: _____</p> <p>CALL RECEIVED: _____</p>	
<p>Ask Caller:</p> <ul style="list-style-type: none"> • Is this a bomb threat? • What time did you receive the call? • How long did the caller speak for? • Did the caller speak clearly? • Did the caller speak in a threatening manner? • Did the caller speak in a threatening manner? • Did the caller speak in a threatening manner? 		<p>Exact Words of Threat:</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p>Information About Caller:</p> <ul style="list-style-type: none"> • Name: _____ • Address: _____ • Phone Number: _____ • Other: _____ 		<p>Who to Contact?</p> <ul style="list-style-type: none"> • Fire: _____ • Police: _____ • Security: _____ 	

Bomb Threat Checklist

Key Points

- Recognise the emergency situation e.g. strong smell of sulfur, fire, flood, minor or major injury, power cut.
- Call for help and inform your Manager who will tell you what to do.
- Carry out emergency responsibilities if you have been trained to do so.
- Activate break glass point if there is a need to evacuation.
- When fire alarm is sounding evacuate quickly and safely.
- Do not leave the assembly point until instructed to do so.

