

FIRE SAFETY DOCUMENTATION

Building name, address

Building no

	<p>Fire instructions for employees</p>	<p>Chapter: 3.1.3</p>
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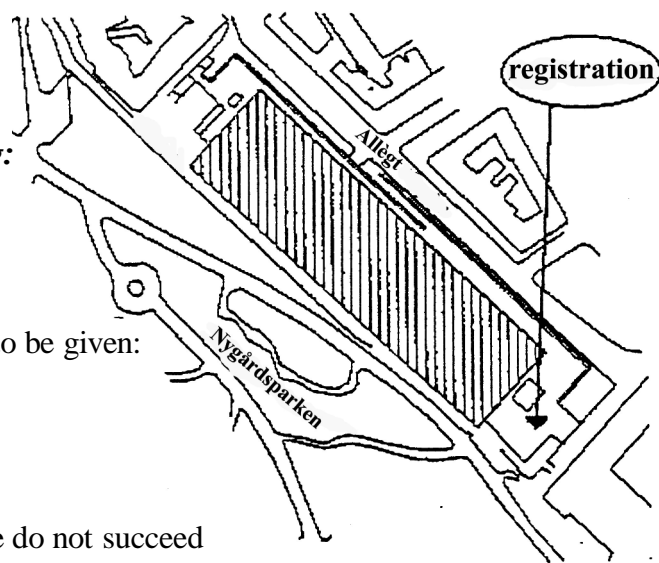
These instructions apply to all those who have not been assigned special duties in the event of a fire and shall ensure that everyone leaves the building safely and reports to the designated registration point.

Registration point: Shortside towards south (see picture)

Procedure for raising the alarm and evacuating the building:

As soon as the fire is discovered:

- notify the fire brigade, phone number 110 or 55 31 00 00.
- When notifying the fire brigade, the following information is to be given:
 - site of the fire with full address
 - extent of the fire
 - whether anyone is injured
- start trying to put out the fire
- notify people who are in danger if attempts to put out the fire do not succeed
- set off the fire alarm if this has not been set off automatically



Evacuation plan:

- Special factors to be kept in mind in the event of evacuation:
 - Start evacuation proceedings as soon as the alarm is sounded.
 - Everyone without special duties in connection with fighting the fire and evacuating the building is to leave the building immediately.
 - Close all doors and windows so that fire and smoke are contained as much as possible.
 - Use the nearest emergency exit. Do not use the lift as your escape route.
 - Ensure that all visitors are also evacuated.
 - Report to the designated collection point for registration.
 - No one may leave the area or enter the building again without permission or orders from the fire officer or the fire brigade.

Prepared by:	Jostein Nyseth	Date: 9 January 1997
Approved by:	Martha Knapskog Skauge	Audit:0

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These instruction also apply to temporary workers.

Employees shall:

1. at all times be familiar with:
 - escape routes
 - the position and use of fire fighting equipment
 - the fire reporting system in the building, automatic as well a manual
 - storage of flammable materials.
2. check regularly to see that escape routes in their own areas function as required and contact site officer or fire officer before making any building conversions that may affect escape routes.
3. ensure that fire fighting equipment is not covered or concealed.
4. notify the site officer or fire officer of any faults or defects in the fire safety of the building.
This responsibility applies to the whole building.
5. comply with the prohibition on smoking.

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