



## Fire Loss Prevention Policy

### Overview:

The purpose of this policy is to ensure the safety of all personnel and to minimize property damage through an effective fire loss prevention program. All personnel must be aware of what to do in case of a fire and be familiar with the locations of first aid kits, fire extinguishers and exits.

### Responsibilities:

Management: Will implement and train all staff in the emergency response plan. This includes:

- To investigate and appropriately act on any incident, including near misses, involving a potential fire hazard
- Identification of designated exits, high risk areas, first aid kits and fire extinguishers
- Proper response on detecting a fire, including raising the alarm and exit strategies under all scenarios (this will include walking through the solutions as well as annual fire drills)
- Identification of muster point and explanation of muster procedure

### Employees:

- To report any incident, including a near miss, that may relate to a fire hazard
- To be knowledgeable in all aspects of the emergency response plan To participate fully in all training and drills

CEO: 

Date: Sept 24 / 2010