

## Standard Operating Procedure – In Event of a Fire

### (Worked Example)

1. **PURPOSE** (To define the actions to be taken by the duty staff member if a fire breaks out in the museum)
2. **SCOPE** (To be read and understood by all staff members)
3. **MATERIALS** (Fire extinguishers, fire blankets, water and sand buckets, first aid kit, high visibility vest)
4. **PROCEDURES**

Procedure Steps	Action	Alert/Hazard
1	Upon discovering the fire, phone the emergency services activate the fire alarm.	
2	Safely and quickly evacuate staff and visitors to the designated fire assembly point.	
3	If safe to do so, put on the high visibility vest, you will be easily recognisable to the emergency services when they arrive.	Do not put yourself at risk when retrieving the vest.
4	If the fire is small you may try to extinguish it yourself with the equipment you have available.	Do not put yourself at risk. Be mindful of the damage you may cause to items when attempting to put out the fire.
5	Tend to any staff or visitors who may have been injured by the fire.	
6	When the emergency services arrive, brief them with details of possible flammable liquids or poisonous liquids/chemicals that may be present.	
7	Contact the museum manager and/or Board members and inform them of the situation. They may wish to inform the media and come and assess the situation for themselves.	
8	Once the fire is extinguished and the emergency services have made the building safe, ensure the building is secure.	

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## 5. ASSOCIATED FORMS

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