



**Plastica Ltd**

## **Fire Evacuation Procedure**

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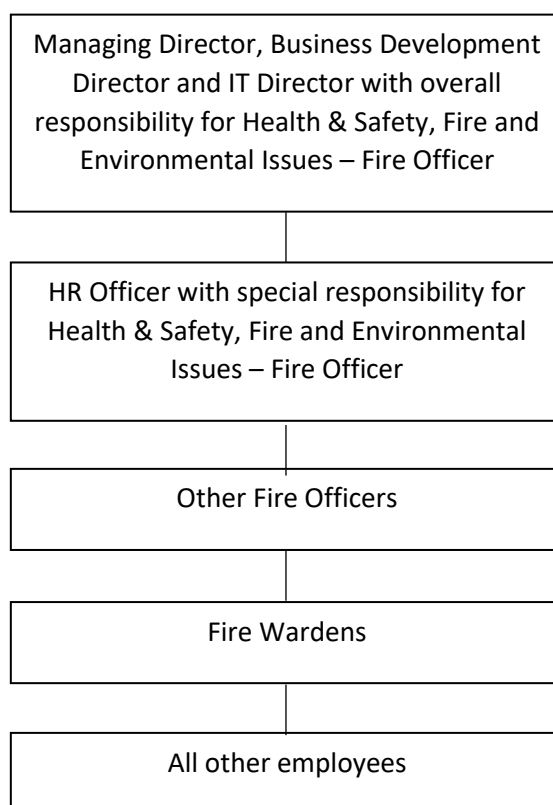
## 1.0 General Statement of Policy

This policy is designed to ensure the safe evacuation of our staff, contractors and visitors in a timely and controlled manner.

This policy is designed to alert staff to the risks presented in the event of a fire, to identify the responsibilities each person has in this situation and to describe procedures which will minimise such risks. It is not intended to raise anxiety unnecessarily, but to give staff a framework for a potential risky situation.

Plastica is a COMAH site and therefore in the event of a COMAH related incident heightened awareness of these procedures is required. Please therefore ensure you fully understand the section on COMAH Fire Additional Procedures.

## 2.0 Responsibilities



### 2.1 Managing Director (MD HSFE), Business Development Director (BDD HSFE) and IT Director (ITD HSFE) with overall responsibility for Health, Safety, Fire and Environmental Issues

- a) Plan, develop and implement a substantial and sufficient Emergency Evacuation Procedure.
- b) Ensure that Plastica Ltd adheres to current legislation with respect to fire.
- c) Instruct the relevant members of the team on their specific duties and responsibilities in the event of a fire.
- d) Liaise with the relevant authorities as and when required.
- e) Ensure trained resources are available at all times.

- f) Routinely monitor this procedure to ensure it remains viable at all times.
- g) Ensure that any near misses that may have resulted in a fire are investigated.
- h) Arrange staff consultation when necessary and appropriate.
- i) Create Personal Emergency Evacuation Plans (PEEP) as appropriate and review as required.
- j) Carry out regular routine audits, inspections, fire drills and alarm testing and document the findings.
- k) Arrange and ensure the annual fire extinguisher checks are carried out by a competent contractor.

## **2.2 The HR Officer with Special Responsibilities for Health, Safety, Fire and Environmental Issues (HR HSFE)**

- a) Liaise with the MD HSFE, BDD HSFE and ITD HSFE on fire related issues
- b) Work in conjunction with the other Fire Officers and Fire Wardens when required
- c) Liaise with the relevant authorities as and when required.
- d) Assist with the creation and review of Personal Emergency Evacuation Plans (PEEP) as required.
- l) Assist the MD HSFE, BDD HSFE and ITD HSFE to carry out regular routine audits, inspections, fire drills and alarm testing and document the findings.
- e) Work with the MD HSFE, BDD HSFE and ITD HSFE to ensure adequate training has been given and ensure it is up to date.
- f) Assist in the investigation of near misses that may have resulted in a fire.
- g) Arrange and ensure the annual fire extinguisher checks are carried out by a competent contractor.

## **2.3 Other Fire Officers**

- a) Liaise with the MD HSFE, BDD HSFE and ITD HSFE on fire related issues.
- b) Ensure that Plastica Ltd adheres to current legislation with respect to fire.
- c) Work in conjunction with the other Fire Officers and Fire Wardens when required.
- d) Liaise with the relevant authorities as and when required.
- e) Assist the MD HSFE, BDD HSFE and ITD HSFE to carry out regular routine audits and inspections.
- f) Advise the MD HSFE, BDD HSFE and ITD HSFE if you become aware that adequate training is not in place
- g) Assist in the investigation of near misses that may have resulted in a fire.

## **2.4 Fire Wardens**

- a) Ensure that areas are kept free of unwanted combustible material.
- b) Ensure that exit routes are not blocked or restricted.
- c) Ensure that fire extinguisher points are not blocked or restricted
- d) During evacuations, i.e. fire drills or a real fire situation, ensure that their area of responsibility is clear of all people.
- e) Report to a Fire Officer that their area is clear or otherwise, and report any areas not checked.
- f) Be aware of hazards and report them to the Fire Officers.
- g) Ensure that internal fire doors are kept closed

- h) Ensure padlocks and chains are removed from external fire doors at the start of the working day and replaced at the end of the working day.
- i) Ensure that all call points in their area of responsibility are accessible.
- j) Ensure any Personal Emergency Evacuation Plans are followed within your area of responsibility.
- k) Be aware of disabled persons and pregnant women within your area of responsibility and ensure adequate provision for their safe evacuation is made.

## 2.5 All Employees

- a) To activate the alarm at the nearest call point on discovery of a fire
- b) It is every person's responsibility to act in accordance with the Fire Evacuation Procedure.
- c) Ensure that areas are kept free of unwanted combustible material
- d) Ensure that exit routes are not blocked or restricted
- e) Ensure that fire extinguisher points are not blocked or restricted
- f) Be aware of hazards and report them to the Fire Officers or Fire Wardens.
- g) Ensure that internal fire doors are kept closed
- h) Ensure padlocks and chains are removed from external fire doors at the start of the working day and replaced at the end of the working day
- i) To inform a Fire Officer if you need assistance to evacuate a building or reach a place of safety in the event of an emergency (e.g. mobility, sight, hearing, cognitive impairment or a medical condition or injury which might cause you to need assistance to evacuate safely).
- j) To follow a Personal Emergency Evacuation Plan (PEEP) if you have one.
- k) To assist a person with a Personal Emergency Evacuation Plan (PEEP) if you have been given a specific responsibility on their PEEP.
- l) Be aware of disabled persons and pregnant women within your department and ensure you inform a Fire Officer or Fire Warden in the event of an evacuation
- m) Familiarise yourselves with the location of call points and the evacuation routes

## 3.0 Evacuation Procedure

### All Employees

Upon hearing the fire alarm **continuously** sounding the following must take place:

1. Immediately cease work (any machinery should be made safe where possible), if driving a gas forklift truck at the time of the alarm, drive this outside if safe to do so. Individuals tasked with isolating the electrical supply to do so where possible and leave the building. If you are away from your own department **do not** go back to pick up coats, bags, etc.
2. Report immediately to **your** designated Assembly Point outside the building
3. A check of personnel, using the "in-out" board, will be made by a Fire Warden or Fire Officer, they must inform the Fire Officer in charge at the main gate that the check has been undertaken and of any missing personnel, before returning to their assembly point
4. Remain at the assembly point until given the all-clear by the Fire Service (true fire situation) or the Plastica Fire Officer (fire drill situation)

## **Fire Wardens**

Upon hearing the fire alarm **continuously** sounding, the following must take place:

1. Carry out a check to ensure that your areas of responsibility are clear of all persons (including toilets, meeting rooms, individual offices, storage areas, etc) then evacuate the building
2. Take the “in-out” board from your area (if not already taken) and complete the check of personnel at your Assembly point
3. Report to the Fire Officer, at the main gate, that your areas of responsibility is clear of persons once this has been confirmed by the roll call
4. In the event missing person from the roll call report to the Fire Officer, at the main gate, any area you have been unable to check
5. Go to your Assembly Point and remain there until given the all-clear by the Fire Service (true fire situation) or Plastica Fire Officer (fire drill situation)

## **Fire Officer**

Upon hearing the fire alarm **continuously** sounding, the following must take place:

1. Check that the “in-out” board has been taken from the Office building
2. Collect the Ipad from Reception
3. Check the fire alarm panel for the location of the fire
4. Meet at the gate
5. Assign roles and responsibilities for the attending Fire Officer's
  - Verify the alarm - check that there is an actual fire and it not a false alarm
  - If it is a false alarm:  
Contact: ESFRS on 999 ask for Fire and explain that we have a false alarm and cancel the call and the Call Monitoring Company and explain that it is a false alarm. Turn off the Fire Alarm and reset it. Inform the Fire Wardens that all can return to work
  - If it is a fire:
    - i. Call 999 and ensure the ESFRS have been contacted and are attending.
    - ii. Gather the roll call information and advise the ESFRS of any missing persons, once on site
    - iii. Liaise with the ESFRS
    - iv. Liaise with the other Fire Officers, Fire Wardens and other employees to follow instructions received from ESFRS

If a fire drill - liaise with the other Fire Officers, Fire Wardens and other employees to return to the building when safe.

## **4.0 COMAH Fire Additional Procedures**

In the event of a COMAH fire, employees may be asked to leave their designated assembly points and reassemble either on the grass at the side of Customer Services or inside the main office block.

These locations will be determined on the day by the Fire Officer in charge.

Please follow any additional instructions given by a Fire Officer or Fire Warden immediately.