



Plastica Ltd

Fire Officer Handbook

Creation Date: 22/10/2021

Reviewed On: 31/03/25

Updated On: 23/07/25

Version: 8

HS&E 19

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Fire Officers and Wardens

Fire Officers: Dan Sawyer (723), Fraser McCallough, (745), Rhys Robertson (722), Walt Aggas (747), Justin Jeffries (748), Nigel Goring (769)

Fire Wardens:	Covers:	Nic Cosmin Popescu (761)
	Engineering:	Kiattisak Tippayanasa (765)
	Extreme Building:	Rhys Robertson (772)
	Liners:	Andy James (766)
	Office Block:	Tim Higgins (760) Steve Wood (772)
	Moulding & Pumps:	Recordo Roye (725)
	Timber Products:	Jekabs Gailis (782)
	Warehouse:	Jude Thwaites (757) Nigel Goring (769)
	Water Treatment & Unit 82:	Justin Jeffries (748) Mike Allwright (753)

Important Information

Plastica Emergency Information Website – emergency.plasticapools.net

AB Fire and Security – 01424 436385 (Office Hours)
0844 879 1289 (Out of Hours)

Custodian Monitoring Centre – 0844 879 1706 – Automated
0906 802 0160 – Manual

Access Codes:

Fire Equipment Shed - 1973
Boiler Room Padlock – 0381
Gate Padlock – GATE
Compressor Room – 1973
Timber Products door – 2378
Fire Document Box – 1066 to get key

Fire Alarm - Zones

- Zone 1 – Office Block, 1st Floor
- Zone 2 – Office Block, Ground Floor
- Zone 3 – Passage from Reception to Factory, Canteen, Main Electrics Room and Pumps
- Zone 4 – Covers Storage Area, Old Spa Showroom and Stairwell
- Zone 5 – Covers Department
- Zone 6 – Bay 1 Engineering and Moulding
- Zone 7 – Bay 2 Liners, Timber Products and Compressor House
- Zone 8 – Bay 3 Loading Bay, Warehouse (Chemical Fire)
- Zone 9 – Bay 4 Despatch, Goods In and Warehouse (Chemical Fire)
- Zone 10 – Water Treatment Building (Ground and 1st Floor) (Chemical Fire)

Fire Evacuation – Responsibilities – Zone 1-7 Fire

In the event of a **Zone 1-7 fire** at Perimeter House (non chemical):

All Fire Officer's to check the alarm panel for the zone the alarm has activated if they evacuate from Reception. All Fire Officer's to meet at the Gate and assign each with a job.

Gate Fire Officer – the senior Plastica person in the event of a fire. This person will manage the fire evacuation process.

- Assign someone to check if the fire is true or a false alarm with those that have evacuated from that area and report this back to you ASAP.
- Ensure the gate has been shut and ensure no-one enters the site during the evacuation process
- If alarm call out is during the day call 999 to request the Fire Brigade attend (inform them of the wind direction if requested).
- Using the Roll Check Form, check off that all roll calls have taken place and be aware of any missing persons
- Check that all visitors/contractors are accounted for using the Proxy Click App – under the Emergency tab
- Meet the Fire Brigade and give them the relevant information from above
- Await instruction from Fire Brigade for further action
- Agencies will need to be aware of the following:
 - The variable factors on attending the scene including weather, wind speed and direction (ESFRS will obtain information very early on their response);
 - The nature and extend of the incident, fire, chemical spill etc.
 - The sector in which the public may be affected;
 - Safe Access Routes (ESFRS will provide this information in the very early stages);
 - Geography and surroundings
 - The establishment of Control Points to assist in directing responders attending the site
 - Forward Control Point
 - Vehicle Marshalling Area
 - Inner/Outer Cordons
 - Road Closures/Highway and Traffic Issues

If found to be a false alarm the Gate Fire Officer is to:

- Arrange for the Fire Alarm to be switched off and reset it.
- Inform the Fire Officers and Wardens that all can return to work

Warden Fire Officer – the second in command Plastica person in the event of a fire. This person will co-ordinate the Fire Wardens and:

- Check all Fire Wardens have reported to the Gate Officer with their roll calls and any missing persons
- Ensure Fire Wardens are available for immediate action if advised by the Gate Fire Officer
- Ensure that all personnel are kept calm and out of immediate danger

If other Fire Officers are on site at the time of an evacuation they are to stay close to the Warden Fire Officer and perform tasks as requested by them and offer help and advice to personnel if needed.

Fire Wardens – all responsible for ensuring their area is evacuated, roll call is taken and:

- Immediately cease work (any machinery should be made safe where possible).
- As you are evacuating the area, carry out a check to ensure that your areas of responsibility are clear of all persons if safe to do so (this could include toilets, meeting rooms, individual offices, storage areas etc.). DO NOT walk back into the area to carry out checks.
- As you are evacuating the area, check the fire doors are closed, if safe to do so.
- If someone in your area is driving an FLT, request they drive this out of the building, if safe to do so.
- Take the in-out board from your area (if not already taken).
- Report immediately to your designated Assembly Point outside the building.
- Complete a check of personnel, using the in-out board.
- Report to the Gate Fire Officer, at the main gate, of the outcome of your roll call as soon as possible.
- In the event of a missing person from your area of responsibility, report this to the Gate Fire Officer as soon as possible. Confirm to the Gate Fire Officer any areas you were not able to personally check.
- 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).
- Keep all personnel from your area of responsibility together, to ensure they remain safe.
- Ensure that the personnel you are responsible for are aware of where to wait, remain calm and follow any further instructions from you.

Fire Evacuation – Responsibilities – Zone 8-10 Fire

In the event of a **Zone 8-10 fire** at Perimeter House (chemical):

All Fire Officer's to check the alarm panel for the zone the alarm has activated if they evacuate from Reception. All Fire Officer's to meet at the Gate and assign each with a job.

Side Gate Officer – the senior Plastica person in the event of a fire. This person will manage the Fire Officers and Wardens.

- Assign someone to check if the fire is true or a false alarm with those that have evacuated from that area and report this back to you ASAP.
- Collect and wear FFP3 mask and goggles.
- If alarm call out is during the day call 999 to request the Fire Brigade attend (inform them of the wind direction if requested).
- Head through the side gate and leave the premises, wait across the road from the building in view of the Fire Brigade who will wait at the end of the road for further information before attending.
- The Warden Fire Officer will call you and confirm the outcome of the roll calls when completed
- Be aware of the wind direction and ensure all personnel are not down wind of fire
- Meet the Fire Brigade and give them the relevant information from above
- Await instruction from Fire Brigade for further action
- Agencies will need to be aware of the following:
 - The variable factors on attending the scene including weather, wind speed and direction (ESFRS will obtain information very early on their response);
 - The nature and extend of the incident, fire, chemical spill etc.
 - The sector in which the public may be affected;
 - Safe Access Routes (ESFRS will provide this information in the very early stages);
 - Geography and surroundings
 - The establishment of Control Points to assist in directing responders attending the site
 - Forward Control Point
 - Vehicle Marshalling Area
 - Inner/Outer Cordons
 - Road Closures/Highway and Traffic Issues

If found to be a false alarm the Side Gate Fire Officer is to:

- Arrange for the Fire Alarm to be switched off and reset it.
- Inform the Fire Officers and Wardens that all can return to work

Warden Fire Officer – the second in command Plastica person in the event of a fire. This person will wait in Reception area and co-ordinate the Fire Wardens and:

- Collect and wear an FFP3 mask and goggles and ensure if requiring other Fire Officers/Wardens to help externally they are wearing FFP3 masks and goggles.
- Ensure safe evacuation of personnel through the building – if not dangerous to do so. If fire is in Water Treatment and/or Warehouse avoid any outside evacuation.
- Ensure office block doors and windows are shut and all air conditioning is turned off.
- Guide all personnel to the Customer Services Department.

- Check that all visitors/contractors are accounted for using the Proxy Click App – under the Emergency tab
- Phone the Gate Officer and advise of the roll call and missing person information as soon as possible (using Roll Call Check Form)
- Ensure that Fire Wardens are available for immediate action if advised by the Gate Fire Officer
- Ensure that all personnel are kept calm and out of immediate danger
- If evacuation of the building is necessary under direction of the Gate Fire Officer.

Office Block Department Fire Officer – third in command Plastica person in the event of a fire.

- Collect an FFP3 mask and goggles for yourself – wear if you are required to go outside
- Once role calls are completed and personnel evacuated to the Production or Customer Services Department responsible for ensuring personnel remain calm and providing information to them when necessary.

If another Fire Officer is on site at the time of an evacuation they are to stay close to the Fire Warden Fire Officer and perform tasks as requested by them and offer help and advice to personnel if needed.

Gold Command Fire Officer – if ESFRS require a Fire Officer to be present at Gold Command, the Side Gate Officer will issue this role to an appropriate individual.

Fire Wardens – all responsible for ensuring their area is evacuated, roll call is taken and:

- Immediately cease work (any machinery should be made safe where possible).
- If possible, advise personnel to evacuate through the building – if not dangerous to do so.
- Advise all personnel to evacuate to the Production or Customer Services Departments.
- As you are evacuating the area, carry out a check to ensure that your areas of responsibility are clear of all persons if safe to do so (this could include toilets, meeting rooms, individual offices, storage areas etc.). DO NOT walk back into the area to carry out checks.
- As you are evacuating the area, check the fire doors are closed, if safe to do so.
- Take the in-out board from your area (if not already taken).
- Office Block Fire Wardens to ensure window and doors are shut in the whole office block and all air conditioning is turned off – ensure this remains so throughout the evacuation.
- Complete a check of personnel, using the in-out board.
- Report to the Warden Fire Officer in Reception of the outcome of your roll call.
- In the event of a missing person from your area of responsibility, report this to the Warden Fire Officer. If missing persons identified, confirm to the Warden Fire Officer any areas you were not able to personally check.
- Go to the Customer Services Department and remain there until given the all-clear by the Fire Service (true fire situation) or Plastica Fire Officer (fire drill situation).
- Keep all personnel from your area of responsibility together, to ensure they remain safe.
- Ensure that the personnel you are responsible for are aware of where to wait, remain calm and follow any further instructions from you.

Roll Call Check Form – Perimeter House

Date: Gate Officer:

Roll calls required from:

Department	Fire Warden(s)	Received Role Call	All accounted for	Any Missing Persons
Covers	Nic Cosmin Popescu			
Engineering	Kiattisak Tippayanasa			
Extreme Building	Rhys Robertson			
Liners	Andy James			
Office Block	Steve Wood Tim Higgins			
Moulding & Pumps	Recordo Roye			
Timber Products	Jekabs Gailis			
Warehouse	Jude Thwaites Nigel Goring			
Water Treatment & Unit 82	Justin Jeffries Mike Allwright			
Visitors / Contractors Names:	N/A			

In the Event of a False Alarm

Use the instructions on page 12 - entitled B: To End The Evacuation Test which are:

Press 2 four times - 2222

Press ENTER to go into level 2 menu

Press SILENCE ALARM

Press SILENCE BUZZER

Investigate sensors/call points in the activation area to find the call point/sensor(s) where the activation was triggered so this can be looked into by the maintenance company.

Press RESET

Fire Evacuation Drill – Alarm Procedure

Before starting a Fire Evacuation Drill, use these instructions to set the Fire Alarm to test.

To start the evacuation test:

Dial Custodian Arc – 0844 879 1706

When prompted enter Customer Number DW076767 followed by # (enter as *31* 91076767)

Enter PIN 6767 followed by #

Press 1 to put site on test.

On the alarm panel press:

1. 2222
2. Press ENTER to go into level 2 menu
3. Press EVACUATE to sound the alarm

When you have finished the evacuation test:

On the alarm panel press:

4. 2222
5. Press ENTER to go into level 2 menu
6. Press SILENCE ALARM
7. Press SILENCE BUZZER
8. Press RESET

Then Dial Custodian Arc – 0844 879 1706

When prompted enter Customer Number 50407378 followed by #

Enter PIN 7378 then choose the option to take the system out of test

Important Numbers:

Custodian Arc – 0844 879 1703 – Automated

0906 802 0160 - Manual

Customer Number – DW076767

Pin – 6767

Site ID Number – 1910

Alarm Panel Code – 2222

B: TO END THE EVACUATION TEST

A: TO START THE EVACUATION TEST

4. PRESS '2'
FOUR TIMES -
2222

5. PRESS ENTER

6. PRESS SILENCE
ALARM

7. PRESS SILENCE
BUZZER

8. PRESS RESET

1. PRESS '2'
FOUR TIMES -
2222

2. PRESS ENTER

3. PRESS
EVACUATE



Fire Alert System Failure – Emergency Plan

In the event of a Fire Alarm System Failure we will use the PA system to alert Perimeter House of a Fire and the requirement to evacuate.

When a Fire Alarm System Failure is identified the following must happen immediately:

- Arrange a meeting with the Fire Wardens to inform them of the issue and the requirement for heightened awareness by them. Remind them of the PA system for alerting in the event of a fire – dial 940 on any desk phone and do not hang up. This will call all Plastica phones and an automated message saying 'Fire Evacuate' will be heard. Then evacuate as usual and perform your duties as a Fire Warden.
- Ensure the Fire Shutter between Warehouse/Timber Products remains shut at all times until the Fire Alarm System is working again.
- Inform relevant Managers/Supervisors that Hot Works must finish at least an hour before the end of the working day until the Fire Alarm System is working again.
- Email all employees to explain the situation. Email to include:
 - Please make sure all employees without email access are made aware
 - That the Fire Alarm System is not working and the PA system can be used by anyone that finds a fire
 - Dial 940 on a desk phone and do not hang up. This will call all Plastica phones and an automated message saying 'Fire Evacuate' will be heard. Then evacuate as usual
 - Evacuate the building in the usual way if you hear the automated alarm
 - That they will be informed when the Fire Alarm System is fixed and these instructions are no longer needed

Use of Boom in Event of a Fire
IF SAFE TO DO SO

1. Meet by Timber Products extraction tower (if safe to do so)
2. One person appointed to monitor status of fire and evacuate area if not safe
3. Appoint teams to fit clay mats over drains
4. Appoint team to fit the Boom
5. Setting up the Boom
 - a. Small clay mats laid on ground across centre of Boom plate
 - b. Boom removed from Extreme compound (minimum 6 person lift) and trolleys collected from Fire Shed
 - c. Collect struts from Extreme compound
 - d. Strut mounting holes to be cleared of debris
 - e. Boom to be moved into position and place on top of the clay mats (minimum 6 person lift)
 - f. Centre strut screwed to the ground using wrench gun with 13mm socket
 - g. End struts attached using wing nuts
 - h. Large clay mats moulded against Boom front and back to create watertight seal along bottom edge and sides, or use spray foam
6. Barrier is ready for use
7. Return to assembly point and await instructions from ESFRS