
Quality, Health, Safety, Environmental & Energy Manual:

Document No:SM-16 Emergency Evacuation Procedure (emergency response)

Purpose

To provide instructions for the safe and orderly evacuation of all persons from company premises and operational areas in the event of fire or any other emergency requiring evacuation.

1. Scope

This procedure applies to:

- All company premises.
- Offices, workshops and warehouses.
- External operational areas, including transport yards and loading bays.
- All Team Members.
- Agency workers.
- Contractors.
- Visitors.
- Customers.
- Drivers and guests.

2. Discovering an Emergency

Any person discovering a fire or emergency situation shall:

- Raise the alarm immediately.
- Warn anyone in immediate danger where safe to do so.
- Evacuate the area without delay.
- Not place themselves at risk.
- Only attempt to use firefighting equipment if trained, competent and it is safe to do so.

3. On Hearing the Alarm

All persons shall:

- Stop work immediately.
- Leave the building or operational area by the nearest safe route.
- Close doors behind them where practicable.
- Proceed directly to the designated assembly point.
- Not stop to collect personal belongings.
- Not attempt to complete unfinished work.
- Not re-enter the premises until authorised.

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4. Transport Yard and External Operations

In the event of an evacuation:

- Loading and unloading activities must cease immediately.
- Forklift operators must stop safely and lower loads where practicable.
- Vehicle movements must stop immediately.
- Dock levellers and loading equipment should be left in a safe condition where possible.
- Drivers, visitors and contractors must report to the designated assembly point.
- Yard operations must not restart until authorised.

5. Visitors and Contractors

Visitors and contractors shall:

- Comply with all evacuation instructions.
- Proceed directly to the assembly point.
- Remain there until authorised to leave.

Team Members hosting visitors are responsible for ensuring visitors are escorted safely from the premises and accounted for during an evacuation.

6. Fire Marshals

Fire Marshals are responsible for assisting with evacuation activities and area sweeps. They shall not place themselves at risk and shall prioritise evacuation over firefighting activities.

Appointed Fire Marshals shall:

- Sweep their designated areas where safe to do so.
- Ensure occupants evacuate immediately.
- Not place themselves at risk.
- Report the status of their area to the Chief Fire Marshal as:
 - Clear
 - Partially Searched
 - Unable to Search
- Follow any instructions issued by Emergency Services.

7. Chief Fire Marshal

The Chief Fire Marshal shall act as Incident Controller.

Responsibilities include:

- Managing the evacuation.

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- Receiving Fire Marshal reports.
- Coordinating roll call activities.
- Identifying missing persons.
- Liaising with Emergency Services.
- Authorising re-entry when safe to do so.

8. Roll Call

All personnel must report to the designated assembly point.

At the assembly point personnel shall:

- Remain at the assembly point.
- Participate in roll call.
- Immediately report any missing persons.
- Follow instructions issued by Fire Marshals and the Incident Controller.
- Not leave until authorised.

Any unaccounted-for persons must be reported immediately to the Incident Controller and subsequently communicated to the Emergency Services.

9. Personal Emergency Evacuation Plans (PEEPs)

Where a team member or regular visitor may require assistance to evacuate the premises safely in an emergency, a Personal Emergency Evacuation Plan (PEEP) shall be completed and maintained. The PEEP shall identify the assistance required, any designated assistants, evacuation routes and any equipment necessary to support safe evacuation.

Managers are responsible for ensuring PEEPs are completed, reviewed periodically, and updated following any significant change in circumstances.

10. Re-entry

No person shall re-enter any building, transport yard or operational area until authorised by Emergency Services or the Incident Controller