
Quality, Health, Safety, Environmental & Energy Manual:

Document No:SM-16 Emergency Evacuation Procedure

The company's procedure for evacuation of the premises in the event of fire or other emergency.

This instruction applies to:

- a) all premises occupied by the company.
- b) all company team members.
- c) all other persons using the premises, including customers, contractors, visitors and guests.

Although this procedure refers to fire as the main cause of an evacuation it should be remembered that it may be necessary to evacuate for other reasons e.g. a serious gas leak.

Procedure

On Discovering Fire

- 1.0 Sound the Alarm and evacuate the building.
- 1.1 Do not attempt to extinguish the fire unless the fire is between you and your escape route.

On Hearing the Fire Alarm

- 2.0 Leave the building by the shortest designated route.
- 2.1 Close (do not lock) all doors behind you.
- 2.2 Report to your designated assembly point.
- 2.3 **DO NOT:**
 - a) attempt to finish your task.
 - b) collect personal effects.
 - c) run, it causes panic.
 - b) under any circumstance, re-enter the building until authorised to do so.
- 2.4 Team Members with visitors in attendance must ensure that, on hearing the alarm, such visitors are escorted from the building without delay.

Roll Call

- 3.0 Each depot will operate a signing in/out system, this may be manual or automated.

Manual signing in/out book(s): Nominated persons will collect the book(s) when exiting the building in the event of an evacuation. On exit the books will be passed to the Depot Safety Champion or other appointed responsible person.

Automated door entry system: appointed responsible persons will have access to the system on their mobile device, backup copies are also sent to local printers.

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- 3.1 The Depot Safety Champion (or appointed responsible person) will hold roll calls at assembly point(s) and be responsible for liaising with the Fire Service.

During a roll call:

WAIT at your designated assembly point.

LISTEN for your name to be called and acknowledge your presence.

DO NOT:

- Use your mobile phone.
- Smoke.
- Re-enter the building until advised it is safe to do so.

Fire Marshals

- 4.0 Each depot will have appointed fire marshals.
- 4.1 On hearing the fire alarm each fire marshal will 'Sweep' their designated area ensuring all occupants leave the building.
- 4.2 Only if there is no alternative and if considered safe, attempt to extinguish the fire with the appliances provided. You must not consider fighting the fire unless you have had basic firefighting instruction within the last 3 years.

If you do opt to fight the fire remember:

- a) Never place yourself so that the fire is between you and your escape route.
- b) Aim the fire extinguisher at the base of the fire.
- c) Most portable firefighting equipment lasts only seconds, not minutes. If your attempt at fighting the fire is not immediately successful **EVACUATE**.

- 4.3 Form Q063 - showing who the appointed persons are for the specific duties above, together with their appointed deputies, will be posted on all relevant company notice boards.

Persons requiring assistance.

- 5.0 **Team members:** The Team Leader is responsible for ensuring that anybody who may not be able to reach an ultimate place of safety unaided or within a satisfactory period of time in the event of any emergency are considered in the emergency evacuation plan. This plan should be developed in consultation with the team member and form Q040 - Personal Emergency Evacuation Plan (PEEP) completed.
- 5.1 **Visitors:** all hosts are responsible for ensuring that anybody who may not be able to reach an ultimate place of safety unaided or within a satisfactory period of time in the event of any emergency are considered.

Children and Young Persons (YP) See SM-09 - Employment of Young Persons - for definitions.

- 6.0 Children must never be allowed to fight any kind of fire, no matter how trivial. They must be evacuated immediately in the custody of an appointed minder.

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- 6.1 Young persons should be instructed never to attempt to fight anything but the most trivial of fires and never without the supervision of a trained fire fighter. The decision as to whether or not a fire is trivial rests with the “supervisor” in charge of the YP at that particular moment providing, as above, that person is a trained fire fighter. Otherwise both parties must evacuate immediately, raising the alarm on exiting, unless of course the alarm is already sounding.

Regional Variations

- 7.0 Only the Depot Responsible Person, in consultation with a QSE Advisor and the relevant Safety Champion, may authorise regional variations to the enclosed instructions.
- 7.1 Where a regional variation exists it must be clearly documented and appended to this procedure with suitable notices posted at salient points within the building.
- 7.2 All persons affected by such variation must be made fully aware of its contents and be given instruction and training in its implementation.

Training

- 6.0 Training and Evacuation Drills should be carried out in accordance with the requirements below.
- 6.1 The company induction for new team members ensures that all team members are aware of:-
- a) how to raise the alarm;
 - b) what action to take on discovering a fire;
 - c) the evacuation procedure;
 - d) the location and use of escape routes.
- 6.2 Arrangements should be made to ensure that:
- a) all new team members are adequately trained;
 - b) all fire marshals receive appropriate training;
 - c) all team members who are required to ‘cover’ the reception areas receive additional training on local requirements;
 - b) that refresher training is periodically carried out.
- 6.3 Fire Drills should be held at 6 monthly intervals and a record kept using form Q070 indicating the date, evacuation time, number of participants and observations.

RECORDS

- 10.0 Records of evacuations (Q070) will be recorded in the depot Fire Log book and retained in accordance with the record section of SM-17. Copy sent to QHSE team and stored electronically.
- 10.1 A record of all personnel involved in each evacuation drill should also be retained in the approved Record (Log) Book.