

The scope of the document is to provide the details, instruction and frequency of the drills and checks that need to be undertaken in line with ensuring a proper evacuation. Whilst the procedure specifically relates to fire, it can also be applied to all emergency situations requiring evacuation.

This procedure is for the packhouse site and includes permanent staff, seasonal or temporary agency staff, all contractors, and all visitors. This procedure will ensure an expeditious evacuation and regular fire drill tests will provide vital experience for staff.

This evacuation procedure also applies to all emergency situations requiring evacuation of the building. Examples include gas leaks, bomb threat, etc.

[See 7.2.34 Fire Risk Assessment](#)

There are three levels of evacuation.

1. **Evacuation** – an actual evacuation required due to the alarms being triggered. This is not a test and is not scheduled. It is a real-life situation.
2. **Fire Drill** – A planned and monitored evacuation that evaluates the system and the people.
3. **Fire alarm test** – a scheduled test of the alarm system to ensure it is functioning correctly.

1. Evacuation

An unexpected or unplanned requirement to evacuate the building to ensure the safety of staff. The Evacuation notice is given to staff on induction and at key points in the building.

See appendix 1 – Instruction for staff.

Process

When a continuous alarm sounds then staff are required to leave the building and assemble at the fire assembly point.

Incident manager Terry Gilham, Deputy Pawel Szczepanik
Responsible for managing the incident including liaising with emergency services.

If evacuation is conducted outside of normal working hours, the senior manager on site must take responsibility as Incident Manager

Fire Marshal Pawel Szczepanik Deputy Ewelina Zawadzka
Responsible for ensuring that the roll call is successful and staff are safe.

If the evacuation is conducted outside of normal working hours, an attendant Fire Warden on site must take responsibility as Fire Marshal

Fire wardens

Responsible for the specific areas they are working in.

- Areas are clear of all staff. Looking and investigating where staff might be (Toilets, offices or workshop) and shouting to locate people and to ensure area is clear.
- Ensure that internal fire doors have been closed in their area.
- Packhouse fire marshals must check that production lines are switched off.
- Intake Fire Marshals must ensure lorry drivers leave their lorries and are accounted for.

QCIN / QC Drivers

Please collect all lorry keys from the allotted storage area and if it is safe to do so, close all bay doors.

Documents required

Although much of the process and the registers are available online, a *contingency* is needed if the regular systems were to fail.

- a. **Tablet (Behind General Managers desk)**
This tablet contains list of all staff and visitors currently in the building.
- b. **List of agency staff (Orderboard)**
- c. **Print out of all staff (Main office) – also available on email.**
- d. **Fire evacuation box (Main office)**
- e. **Emergency response box (Adjacent to scanning unit outside)**

1. All staff must assemble at the Fire Assembly Point.
2. The Incident Manager must ensure that space is available (or created if needed) for emergency vehicles to enter site and gain full access around the perimeter.
3. **The Fire marshal** should ensure that staff swipe in at the swipe point at the evacuation point.
4. All staff must be accounted for including seasonal, agency, visitors and contractors.
 - a. Agency staff – Will be able to scan at the muster point.
 - b. Visitors and contractors - Will be able to scan at the muster point.
 - c. Intake Fire Marshal can check and verify that lorry drivers are clear of their lorries and accounted for.

Paper copies of the information are required in case there are faults with using the automated roll call system on the tablet.

Emergency response box is recommended by fire services to contain the following: Site maps to include location of fire zones, location of fire control point, location of chemicals, water sources, fixed installations within the building (Fire alarm detection and sprinklers), location of isolation points for utilities. This is kept next to the outside scanning point and must be made available to emergency services.

The **Incident Manager** is responsible for liaising with emergency services including the potential location for any missing personnel, the location of chemicals and all potential explosive gases or chemicals. (Contained in the Emergency response box) This includes the location of all forklifts. The incident manager must take the lead in communicating the risks and location of chemicals to the emergency services – see Emergency Fire evacuation box in reception. The incident manager is responsible for ensuring the contents of the **Emergency response box (Adjacent to scanning unit outside)** is available should the need arise.

Pink HI-VIZ tabard

Torch

Site map: Water and utility isolation points.

Site map: Fire alarm zones and location of control panels.

Site map: High risk zones: Chemicals, accommodation, gas storage, high capacity electric points.

The **Fire Marshal** is responsible for ensuring that the results of the roll call are communicated to the incident manager.

Staff can only return to the building once the **Incident Manager** has given permission. If the emergency services have been called, then the return of staff will not be approved if emergency services advise not to do so.

2. Fire Drill:

Must be conducted at least annually as a legal minimum but the Company will plan to undertake checks more frequently to account for seasonal workers or short-term contract employees where a greater frequency of drills would allow more people to undertake a fire drill to gain the necessary experience. Tests will therefore be conducted after a significant influx of new staff. i.e., when seasonal or SWS workers join the company.

Only the Senior team, Farm Manager and General Manager should be informed when a fire drill is planned.

Trained Fire Marshals should be aware of the requirement for them to check the areas that they are responsible for

For all drills, one fire marshal is assigned to be responsible for managing the drill (Normally the Operations Manager)

Process

1. Only a Company Director, the General Manager or Operations Manager can authorise a out the drill.
2. The Fire Marshal appointed for managing the drill is responsible for determining if and where failures in the procedure occurred, and to provide a written report of the drill.
3. One fire marshal must be appointed for initiating the fire alarm and for checking
 - d. The length of time to evacuate the building
 - e. The length of time to conduct the roll call
4. Prior to the test, the Fire Alarm Monitoring services should be contacted by an authorised person on 0844 8791706 to put the system on test for an hour. This is an automated system and will require the User number and Password. *See Appendix 2 - Custodian Monitoring below.*
5. The fire alarm should be only triggered with a special key located in the fire alarm log folder in reception.
6. To trigger the alarm, the person carrying out the test must insert the key (black) into the hole located in the underside of the red Break Glass Box. The upstairs packaging area has a new style box and requires a different key. (red)
7. All workers, visitors and contractors either in the building, or signed in and not within the building at the time of the drill must participate.
8. Fire marshals must check that staff are proceeding straight to the correct (i.e. the nearest) fire exit.
9. Packhouse fire marshals must check that production lines are switched off using the emergency stop button on each line.
10. Fire marshals must check that internal fire doors have been closed.
11. Fire marshals must check that all staff have left their area of responsibility.
12. Documents required at Fire Assembly Point (FAP)
 - Tablet (Behind General Managers desk)
 - *Contingency - List of agency staff (Orderboard)*
 - *Contingency - Print out of all staff. (Main office) – also available on email.*
 - *Telephone contact list (kept in main office)*
13. Staff should report to the Fire Assembly Point in the main car park.
14. The Fire marshal should ensure that staff swipe in at the swipe point at the evacuation point.
15. All staff must be accounted for including seasonal, agency, visitors and contractors.
 - Agency staff on their scanning and agency records
 - All staff should be visible on the roll call app on the tablet.
 - All visitors should be visible on the sign-in app on the tablet.
16. Staff are allowed to return to the packhouse when they have scanned.
17. Should the system fail then the contingency option must be utilised.
 - Agency staff must be checked against the agency list provided.
 - Visitors must be checked to ensure they are available on the sign-in app print out.
 - Staff must be individually sign off against the roll call list.
18. Once a manual roll call has been completed and the staff may reenter the building.
19. The Fire Marshal and team must meet to discuss any areas that went well and where things should be improved based upon the requirements of the Evacuation procedure.
20. The Fire Marshal should write a report ([See 5.5.71 Evacuation test summary](#)) to detail all positive and negative outcomes with clear next steps.

21. The fire alarm should be switched back on again using the “alarm reset” button on the control unit.

Fire alarm checks:

The fire alarm system must be checked weekly to ensure that the alarm sounds clearly, that the relevant doors work as advised and to ensure that staff are aware of the noise should a real alarm sound.

The check should ideally be conducted at the same time every week so staff are aware of alarms that are not drills. This will normally be each Thursday at 9am but can be altered if required.

- Only authorised personnel can carry out the test.
- If re-arranging the test, the email group *wwdall* must be informed.
- All personnel should be aware of the weekly tests and that no one is expected to evacuate the building during that time.
- The responsibility of conducting these tests falls with the technical team.
- All tests should be recorded in the Fire Alarm Record Book which is located above the Fire Alarm Control Panel in Reception.
- Follow points 4-6 above under fire drill
- Every time the system is tested a different Fire alarm Point must be chosen. This will check the reliability of the Fire Alarm System and correct working of the Break Glass Points.
- After triggering the alarm, the person responsible must ensure that at the Fire Alarm Control Panel the following is completed:
 - o Silence the Alarm – by pressing the “Silence Alarm” button on the Fire Alarm Panel.
 - o Fill in Fire Alarm Test Form by recording the Device number and Loop number from the Fire Alarm Panel Display into the Alarm test book. There are columns for each number
 - o Reset the alarm – by pressing the “Reset” button on the Panel.
- To ensure that the alarm system worked properly, the person responsible must confirm (but not record) with the following departments:
 - o Orderboard – that the fire alarm could be heard in the packhouse.
 - o QCin – that the alarm could be heard in the area.
 - o Goods out – that the alarm could be heard.
 - o Packaging – That the alarm could be heard and the outer door rose up.
 - o Unitec packing area. – that the alarm was heard.
- When testing alarm points further from the Fire control panel, it is advisable to have someone able to switch the alarm position to “silent”, so the time between triggering the alarm and switching it off will be the shortest possible and won't cause unwanted panic amongst staff.

Lone worker procedure

1. If a fire is discovered, the lone worker must follow the normal procedure when discovering a fire (See appendix 1 – Instruction for staff)
2. The lone worker must also raise the alarm through the SOS phone (See 4.2.86 Lone worker procedures)
3. If trained and able to do so, tackle the fire using the correct firefighting appliance, provided there is no personal risk to yourself.
4. If it is not possible or not safe to fight a fire, ensure you leave the building and await emergency services.
5. In the event of a false alarm, please contact 0844 879 1715 (Custodian monitoring) and advise that it is a false alarm.
6. Reset the system by pressing the reset button on the fire alarm control panel in reception. If a false alarm starts again, contact Custodian monitoring on the number above to advise of multiple alarms.
7. They will turn the alarm notification system off
8. Press silence on the alarm.

Appendix 1 – Instruction for staff

Procedure when discovering a fire or other emergency situation:

- Sound the Alarm by shouting: **FIRE!!!** and break fire alarm unit.
- Dial **999** or **112** to call a Fire brigade, and give them below address of the farm:
- Other emergency situations may include a gas leak, Co2 gas leak,

Winterwood Farm, Chartway Street, East Sutton, Maidstone, Kent, ME17 3JA,

- If trained to do so, tackle the fire using the correct firefighting appliance, provided there is no personal risk to yourself.
- If fighting the fire is impossible then leave the building immediately using the nearest possible exit.
- Do not return for any belongings.

Procedure when evacuating the building:

This Evacuation Procedure should be followed in the event of a fire or other emergency.

Upon hearing the alarm siren proceed to the nearest fire exit.

Do not take anything with you as you might need both hands free in an emergency.

If you are supervising work on the production line, make sure the line is switched off by pressing the emergency stop button before you leave.

If you are unloading/loading a lorry leave the forklift/pallet-truck switched off where it is (ideally positioned under a pallet if inside a lorry, in case the vehicle is moved before return) with the brake applied and leave immediately.

If you are unloading / loading lorries, ask lorry drivers to leave their cabs and go to the Fire Assembly Point and if it safe to do so, collect the lorry keys for the lorries on bay.

If you are working in the canteen kitchen, and it is safe to do so, turn off the main power breaker before you leave.

Know your escape route in advance because you may not have time to ask questions.

Have an alternate route planned in case the primary route is obstructed.

When evacuating **DO NOT TALK, RUN, PUSH or PANIC.**

If necessary, use the stairs to evacuate the building.

DO NOT USE THE PLATFORM LIFT, as it may stop between floors or open on to a fire.

Maintain contact and follow the directions of the fire wardens.

Make sure that assistance is provided to anybody that might have physical difficulty that are on your floor. Close all doors behind you to prevent the spread of fire, making sure that you can re-open them if you have to retreat. This includes doors normally left open during normal operating hours e.g. fire doors in main office corridor.

If you are a Fire Warden in the Main office, take the printout from the Main Office showing who was in the building at the time and one of the signing-in tablets from reception (to check for visitors in the building).

If you are in the Orderboard office, take the daily sign-in sheet for Agency workers and the role call print out.

When outside report at the Fire Assembly Point located by the old packhouse and stay there.

Remember- Once you are outside, stay outside Do NOT go back inside until permission is given to do so.

Your Fire Marshall will ask you to scan to register that you are present and accounted for.

If any employees are reported missing, then it is important to establish where they were last seen and to bring this information to the attention of the Fire Brigade when they arrive, together with the following:

- The chemical store stock sheet and the position of the chemical store.
- Location of the reservoir and bulk water storage tanks

Appendix 2 – Custodian monitoring

(From custodian instruction manual)

This should be updated should the service provider be changed, and all relevant staff retrained.

Fire alarm testing Procedures to your alarm receiving Centre.

The following instructions guide you through the automated testing procedure or should you prefer to speak with an operator about the manual process.

Automated Fire Testing to access the SMART Receiving System

| | | | |
|---------------------------------|-------------------------------|-----------------------|----------------|
| Telephone: 0844 879 1706 | Enter your user number | *31 *91 098700 | <i>Press #</i> |
| | Enter your password | xxxx | <i>Press #</i> |

Passwords are retained by Directors, GM, OM, and Technical Managers only.

To put your system to the test

Access the system as above and press **1**. The system will confirm that your fire alarm is on test for one hour. You can now conduct your normal testing procedure.

To extend the test

Access the system as above; the expiry time of your fire alarm test will be confirmed and if you have already sent test signals it will give the test results. Press **2** and enter numbers of hours (Followed by #) that you wish to extend the test period by up to a **maximum of four hours**.

To remove your system from test

Access the system as above; the expiry time of your fire alarm will be confirmed and the test results given. Ensure the test results state that the fire alarms and a restore were received then press **3**. Your fire alarm is now removed from test. **N.B. the system will not allow you to take your system off test until the fire alarm is restored.**

Help desk.

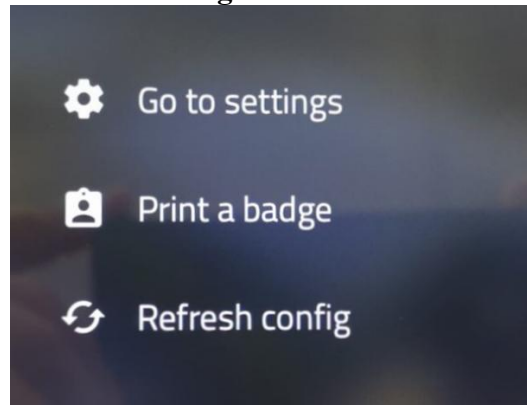
If you have any difficulties with the above process, please ring our helpdesk on 0844 879 1715 who will be happy to help with your enquiry.

Appendix 3 – Printing the visitors evacuation list

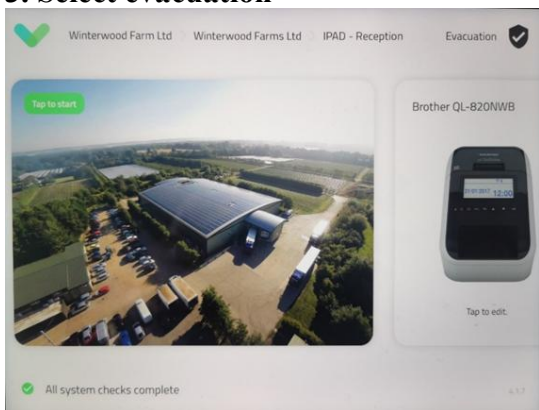
1. Hold finger on screen for 5 seconds



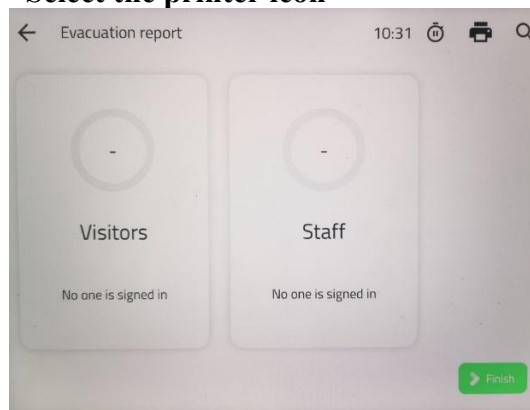
2. Select settings



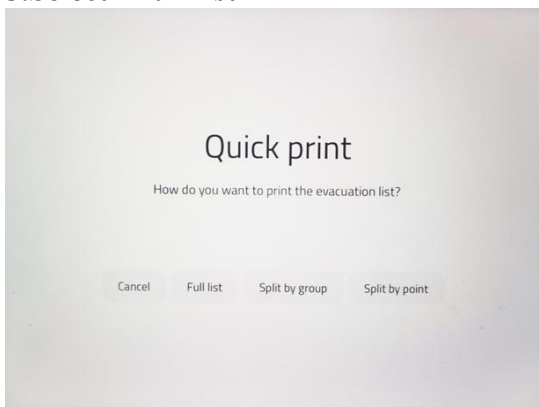
3. Select evacuation



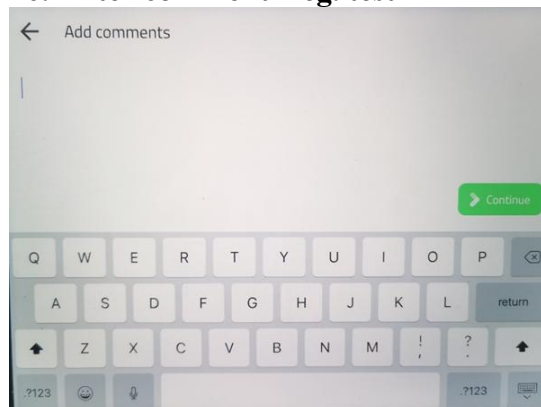
4. Shows number of people signed in. Select the printer icon



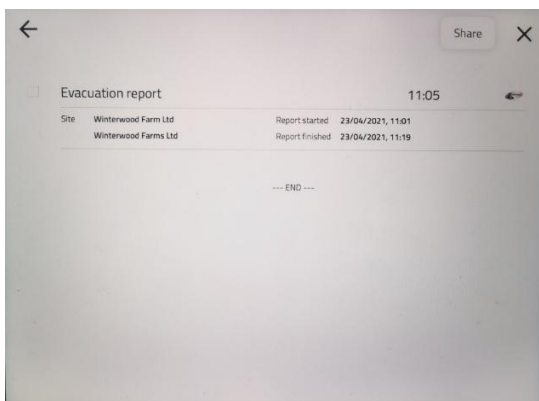
5. Select "Full list"



6. Enter comment – eg. test



7. This displays and evacuation report



8. A list will be printed of all visitors and staff currently signed in.

