



FIRE SAFETY & EMERGENCY FILE

Fire Emergency Plan

This fire emergency plan has been compiled following fire risk assessments of the relevant building. The aim of the plan is to ensure that in the event of fire workers, visitors, contractors and casual employees know the action they should take to ensure that the workplace can be safely evacuated. The emergency plan and the fire risk assessment are kept in the fire co-ordinators office and is available for inspection by staff, fire service and health and safety enforcement officers.

Table of Contents

Section 1

Workplace Details & Emergency Contact Details

Section 2

Organisation and Responsibility for Fire Safety

Section 3

Means of Raising the Alarm in Case of Fire

Section 4

Fire Action Notice

Section 5

Hot Work Permit Scheme

Section 6

Access and Sources of Water for the Fire Brigade

Section 7

Fire Records

Section 8

Staff Training Programme

Section 9

Fire Plan Legend

Section 1

Workplace Details

Address

North Powys Bulking Facility
Abermule
Powys
SY16

Occupier of the Premises

Powys County Council

Use of the Premises

Powys County Council

Nominated Persons

Jacqui Jones
Mark Jones
Mark Francis

Deputy Nominated Person

Mark Jones
Mark Francis

Fire Roll Call Marshals

Mark Jones
Mark Francis

EMERGENCY CONTACT DETAILS

Emergency Services

Local Police	999
Doctors / Hospital	999
Environment Hotline	0300 065 3000
Emergency Planning Team	0345 0544847

Utilities

	Office Hours	Out of Hours
Sewer Provider – Severn Trent	0800 783 444	0800 783 444
Water Supplier - Hafren Dyfrdwy	0800 085 8033	0800 085 8033
Electricity Supplier -EDF	105	105
Gas supplier – Total Gas and Power	0800111999	0800111999

KEY Contacts (out of hours)

Duty Officer	01597 827465 / Out of Hours 01596 825275
Property Manager / Key Holder	Mark Jones (07403 271997) Mark Francis (07920138367)
H&S Adviser contact	David Hurst 01597 826606

Section 2

Organisation and Responsibility for Fire Safety

Role of Nominated Persons

Singularly or with others, the nominated person shall:

- Identify a suitable and sufficient number of evacuation assembly points for the workforce and public. Consideration will need to be given to the number of persons employed at the workplace in deciding the assembly point locations.
- Ensure there are sufficient numbers of fire marshals and deputy fire marshals.
- Where there are a number of fire marshals, ensure the nomination of at least two fire marshal co-ordinators to liaise with the fire services on its arrival.
- Ensure that a fire evacuation procedure is established and recorded. Refer to the premises Fire Certificate, if there is one, and the Premises Fire Risk Assessments for more detailed information.
- Ensure that the evacuation procedure is practised at least twice in a period of twelve months and that a record of the evacuation drill is kept.
- Maintain this 'Evacuation and Fire Procedures' File containing the above, together with all other relevant information (e.g. records of alarm testing, emergency lighting testing and servicing etc.) for inspection on request by the Fire Officer or Corporate Health & Safety Section.
- A checklist detailing all relevant documentation for inclusion in the 'file' is available on the Corporate Health & Safety website or from the Corporate Health & Safety Section.
- **N.B.** In County buildings managed by Corporate Property Services the 'nominated person' will usually be the Building Co-ordinator. In all other workplaces it shall be the responsibility the Group Director with the overriding control of the premises to nominate the competent person(s).

Role of the Fire Marshal (Roll Call Marshal)

- Prepare and maintain a register of employees who work within your area / zone.
- On hearing the fire alarm obtain your register, and vacate the building by the safest and most direct route. Go to your designated assembly point.
- Commence checking employees off against the register as soon as possible.
- Endeavour to account as quickly as possible for the whereabouts of employees who have not reported. e.g. sick, holiday, out of building, or definitely unaccounted for.
- Report the results of your roll-call to the Evacuation Co-ordinator (if there is one).
- Endeavour to keep employees within their assembled groups.
- When told by the Evacuation Co-ordinator or the Senior Fire Brigade Officer that it is safe to return to the building, inform the employees within your group.
- Ensure so far as possible that there are arrangements in place to cover for your absence.

Role of the Deputy Fire Marshals (Evacuation Marshal)

On hearing the fire alarm and while evacuation is taking place, and providing it is safe to do so, quickly search the area you cover, including toilets, to ensure all employees and visitors have evacuated the workplace.

You must insist on immediate evacuation

- On the way out, close windows and doors behind you, *providing it is safe to do so*.
- Report to your Fire Marshal (Role Call Marshal) the results of your search.
- Do not re-enter the building until you are told by your Fire Marshal (Role Call Marshal) that it is safe to do so.
- Familiarise yourself with the functions of the Fire Marshal (Roll Call Marshal) and assume his/her duties in his/her absence.

Role of Evacuation Co-ordinator

- On hearing the fire alarm vacate the building using the safest available exit.
- Proceed to your assembly point and report to your Fire Marshal (Role Call Marshal).
- Then proceed to your designated place to receive reports from all Fire Marshals (Roll Call Marshals) on their results of the roll-calls.
- Report to the Senior Fire Officer, on his arrival, with the results of the roll-call.

Other Responsibilities:

All employees involved in the co-ordination of emergency evacuation procedures should:-

- Be alert for fire risks, such as; fire doors left open, build up of combustible materials, storage in corridors and overloaded electrical sockets.
- Know how to raise the alarm and where alarm call points are situated.
- Know the local arrangements for calling the fire brigade.
- Familiarise themselves with the emergency escape routes and assembly points.
- Know the location of fire fighting equipment. Where local arrangements allow the use such equipment, do so only if they have received the appropriate training.

Section 3

Means for Raising the Alarm in Case of Fire

Activate local call points.

Section 4

Fire Action Notice

The procedure to be followed in the event of fire, and displayed in "Fire Action" notices sited where shown on the fire emergency drawing is:

If you discover a fire you must:

Raise the alarm by operating the nearest fire alarm call point
Assist any member of the public or staff who needs help
Attack the fire with the equipment provided - if you are so trained and can do so without undue risk
Obey Fire Safety Co-ordinators' and Fire Marshals' instructions

If you hear the fire alarm you must:

Assist any member of the public or colleague who needs help
Leave the premises by the nearest available exit, closing all doors behind you
Report to the person in charge of the assembly point
Not use lifts
Not stop to collect personal belongings
Not shout or run – this may cause panic

Your Responsibilities

You must know how to find the escape routes provided
You must know how to operate the fire alarm
You must know how to use the firefighting equipment

Calling the Fire Brigade

A nominated person will call the Fire Brigade immediately as the fire alarm sounds. (Management must ensure that the Fire Brigade is called, even if the designated person fails to do so).

People with Disabilities

When people with disabilities are on the premises, suitable arrangements are made for their evacuation in the event of fire.

Section 5

Hot Work Permit Scheme

A "permit-to-work" system may be adopted at this workplace and will be a requirement of this fire emergency plan.

Before starting hot work, the area will be cleared of all loose combustible material and, if work is to take place on one side of a wall or partition, the workplace side will be examined to ensure no combustible material will be ignited by conducted heat.

Suitably placed extinguishers of the appropriate type will be at hand with a careful watch being maintained for fire breaking out whilst work is in progress.

Exposed wooden flooring and other items of combustible material that cannot be removed will be covered with sand, an industrial fire blanket or other non-combustible material.

When welding, cutting or grinding, the work area will be suitably screened using non-combustible material.

All highly flammable gas cylinders will be secured in a vertical position and fitted with a regulator and flashback arrester.

The area of any hot work will be thoroughly examined 1 hour after the work has finished for any signs of fire.

Section 6

Access and Sources of Water for the Fire Brigade

Water Supplies

Adequate water supplies for fire fighting are available. The sources of water supply for fire fighting purposes are as follows:

Statutory/Private fire hydrants located at "*insert location, insert number*" metres from workplace entrance

Open water supply located at "*insert location, insert number*" metres from workplace entrance.

All water supplies are clear of obstruction and suitably marked.

A ring water main with "*enter number*" private hydrants are provided around the site.

Section 7

Fire Records

A fire precautions File is kept in the premises and is available for inspection by any officer of the Fire Authority, recording dates and details of the training, testing and maintenance of the following:

- the fire risk assessment documentation for the Property
- this fire emergency plan
- the means for detecting fire and for giving warning in case of fire, e.g. an automatic fire detection system, a manually operated electrical system, manually operated sounders or other simple devices
- the means for fighting fire, e.g. portable equipment, hose reels, and fixed fire suppression systems
- the emergency escape lighting system
- instruction and training
- fire drills

Where appropriate records also include:

- the date on which the testing and maintenance was carried out and by whom
- the date on which any defects were reported and the action taken to remedy such defects
- the date on which the defect was remedied and by whom

Fire records include details of every defect and the action taken to remedy them

Section 8

Staff Training Programme

Fire Safety Co-ordinator and Fire Marshals are instructed and trained in their particular responsibilities. Fire Marshals are designated to check all sections of the building to ensure that everybody has left the structure and are shepherded from the building to a place of safety.

All workers are regularly trained by a competent person to ensure that they understand the fire precautions and the action to be taken in the event of fire. Holding fire exercises, which include an evacuation drill, reinforces training. For the purpose of this drill, at least 1 exit or escape route is declared unavailable so that staff will become familiar with the alternative escape routes.

The training is based on written instructions, which include the fire procedure described in this Fire Plan and will include the following:

- Familiarisation with the means of escape from the premises
- Appreciation of the importance of fire resisting doors and of the need to close all doors at the time of a fire and on hearing the fire alarm
- Stopping plant and isolating power supplies where appropriate
- The method of calling the Fire Brigade
- The location and practical use of fire fighting equipment
- The action to be taken on discovering a fire
- The action to be taken when the fire alarm sounds
- Evacuation of the building (staff/public)
- The location of the assembly point(s) and the correct roll call procedure
- Instruction, training and exercises are carried out not less than once in each of the following periods:

Instruction and training for new workers, a minimum half-hour fire training period on the first day on workplace, on induction

A 1 half-hour fire awareness training session is carried out every 2 years for all staff.

Fire evacuation drills are carried out at least every 6 months.

Section 9

Fire Plan Legend

The graphic symbols and abbreviations used for fire protection drawings in accordance with BS 1635:1990, BS 5499: Part 1: 1990 and the Health and Safety (Safety Signs and Signals) Regulations 1996. The symbols and abbreviations used for features that are significant for fire safety reasons are shown below:

SYMBOL	DESCRIPTION
	Fire resisting wall
	Fire resisting door
30	½ hour fire resisting rating
60	1 hour fire resisting rating
120	2 hour fire resisting rating
240	4 hour fire resisting rating
sc	Self-closing device
PB	Panic bolt
VP	Vision panel
	Fire alarm control panel
	Fire alarm call point
	Fire alarm sounder
	Smoke detector
	Heat detector
	Water extinguisher
	Carbon Dioxide extinguisher
	Foam extinguisher
	Dry powder extinguisher
	Fire Blanket
	Hose reel

	Emergency lighting luminaire
	Exit sign internally illuminated
	Flammable bin/cupboard
RS	Roller shutter
S2	Smoking is prohibited
S6	Flammable materials
S7	Oxidising materials
S9	No means of escape
S10	In the event of fire avoid use of lift
S12	Fire action notice
S13	Fire door keep shut
S14	Fire door keep locked
S15	Automatic fire door, keep clear
S16	Automatic fire door, keep clear, close at night
S19	Gangway keep clear
S20	Fire escape keep clear
S22	Green moving person (Fire Exit)
S23	Slide to open
S24	Break to obtain access
S25	Push bar to open
S26	Directional arrow (green)
S27	Fire point
S32	Foam inlet
S33	Dry riser
S34	Wet riser
S35	Fireman's switch
S38	Fire plan
S39	Directional arrow (red)