



MBG

Mekatek Business Group

CARMARTHEN SITE

EMERGENCY FIRE AND EVACUATION PROCEDURE

1. [All employees](#)
 - 1.1. [Discovering a fire](#)
 - 1.2. [On hearing the fire alarm](#)
 - 1.3. [Assembly points](#)
 - 1.4. [Fire alarm testing](#)
 - 1.5. [Fire alarm system details](#)
2. [Fire Marshal actions](#)
 - 2.1. [Yard Marshal](#)
 - 2.2. [Emergency assembly point 1 \(EAP1\) Marshal](#)
 - 2.3. [Emergency assembly point 2 \(EAP2\) Marshal](#)
 - 2.4. [All Marshalls](#)
3. [Management Actions](#)
 - 3.1. [If the alarm sounds](#)
 - 3.2. [If there are any signs of fire](#)
 - 3.3. [If anyone is missing](#)
 - 3.4. [Assembly point](#)
 - 3.5. [If there are no signs of fire or smoke](#)
 - 3.6. [To silence the alarms and reset the system](#)
 - 3.7. [Notifying relevant stakeholders](#)
4. [Investigation of fire alarms](#)
 - 4.1. [Genuine alarms](#)
 - 4.2. [False alarms](#)
5. [Additional Action](#)
 - 5.1. [Out of hours](#)
 - 5.2. [Drivers and Effluent Plant Staff out of hours](#)

October 2021

1. ALL EMPLOYEES

1.1. Discovering a Fire

- If a fire is discovered raise the alarm verbally by shouting, **"FIRE, FIRE, FIRE!"** and press the fire call alarm which will be located at the fire exit.
- If a fire is discovered at the bottom of site, then the alarm on the side of the lab should be activated. This person should then ring a manager or supervisor on site and ask them to sound an alarm to evacuate.
- Employees should quickly assess the situation and decide whether it is safe to tackle the fire with the fire fighting equipment available if they are competent to do so. If the fire is no bigger than a small wheelie bin and can be extinguished in 10-15 seconds you can attempt to put the fire out, but only if you feel comfortable to do so. Remember a fire extinguisher only lasts 20-30 seconds at best.
- If you see signs of smoke or fire within a building, do not enter the building, but press the nearest fire call alarm.
- Employees should **NEVER** put their life at risk. **IF IN DOUBT, GET OUT**
- When you are safely out of the building, telephone the Site Manager or any other senior manager, giving the location, size and type of fire where possible.

1.2. On hearing the alarm

- On hearing the fire alarm, all persons should stop work, turn off any machinery (if it is safe to do so) and exit the building they are in, using the nearest available emergency route and fire exit, and proceed to the designated assembly point as noted on the fire notice, and in accordance with the fire assembly point plan.
- If you hear the alarm sound from the lab, press the nearest fire alarm point to activate the alarms across the rest of the site.
- When proceeding to the emergency assembly point, all persons should ensure they take the most appropriate emergency route away from the fire.
- You should not stop to collect personal belongings.

1.3. Assembly points

EMERGENCY ASSEMBLY POINT 1 (EAP1) – OPPOSITE MAIN GATE (shaded green on map)

All persons working in the area shaded green should proceed to Emergency Assembly Point at the front of site.

EMERGENCY ASSEMBLY POINT 2 (EAP2) – OPPOSITE NETWORK RAIL GATE BY RAILWAY LINE (shaded orange on map)

All persons working in the area shaded orange should proceed to Emergency Assembly Point at Effluent Plant Entrance.

- On arrival at the assembly point, you will be asked to confirm your name on the roll call. You should remain at the assembly point until advised by a senior manager that it is safe to return to site.
- If you hear the alarm out of hours, telephone the fire services and a senior manager. Do not enter site to investigate until it is safe to do so.

1.4. Testing of the fire alarm

The fire alarm is normally tested on Mondays at 9:30am. You will be advised if the test time is different. You will hear 10 second bursts of the alarm for each alarm tested. If the alarm is to be tested at a different time you will be informed by your line manager. If the alarm is continuous follow the procedure for hearing the alarm.



1.5. Fire alarm system

- The fire alarm system is linked throughout site in all the buildings. When a fire call alarm is pressed in any area, the alarm will sound in all areas (except the Effluent Plant, oil bay and lab).
- In the event of the fire alarm being activated, this will send a call to a control centre who will telephone given numbers in priority order to establish if there is a fire. In the event of no answer or out of hours, the fire services will be called by the contact centre.
- Smoke/heat detectors are fitted at various locations throughout site. In the event that smoke or heat is detected the alarm will sound in all areas.
- The main fire alarm system is located in the main office and this will display where the fire call alarm was pressed, or where heat/smoke is detected.
- The fire system manual call points are tested internally weekly. Fire & Security Alarms Ltd are contracted to carry out bi-annual checks of the fire alarm system.
- The fire emergency lighting is tested internally monthly. Fire & Security Alarms Ltd are contracted to carry out bi-annual checks of the emergency lighting and smoke detectors.
- The fire extinguishers are checked internally monthly. Fire Check Wales Ltd are contracted to carry out the annual service, recharge and replacement of fire extinguishers.

2. FIRE MARSHALS

- | | |
|-------------------------------------|--|
| ● The Fire Marshals are: | ● The Fire Marshal deputies are: |
| ○ EAP1 – Adam Feeley – 07792 931211 | ○ EAP1 – Charlie Cranston - 07792 931211 |
| ○ EAP2 – Roy Owen - 07791 654151 | ○ EAP2 – Adam Wallace - |

2.1. EAP 1 Marshal

- The EAP1 Marshal should collect the visitors' book, drivers' sign in/out sheets, the staff daily schedule/roll call, office staff check in board, and the weighbridge phone from reception as he/she leaves the building. (If possible take a photo of the office check in board instead of removing it, or take care that the in/out sliders do not move).
- If a senior manager is not present look at the fire alarm control panel and identify the zone where the alarm has been activated to advise the fire services and maintenance if appropriate.
- The EAP1 Marshal should phone EAP2 Marshal and ensure the alarm has been pressed at the lab to alert any staff at the bottom of site, and confirm the names of persons present at EAP2.
- The EAP1 Marshal is to call each name and ensure that all visitors / contractors / drivers and staff are accounted for.
- If there is no manager at EAP1, the EAP1 Marshal is to liaise with the fire services and give them any information that they have in relation to the fire alarm and point them towards the fire information box on the front of the office building.
- If there is no manager at EAP1, the EAP1 Marshal is to ensure that persons are prevented from re-entering site until the all clear has been given by a manager or the fire services. Advise EAP2 Marshal when it is safe for persons to return to site.

2.2. EAP2 Marshal

- The EAP2 Marshal should press the alarm on the side of the lab to ensure that persons on the transport yard and Effluent Plant are alerted.
- The EAP2 Marshal should ring EAP1 Marshal and advise them of the names of the persons at EAP2.

- The EAP2 Marshal should ensure that all persons remain at EAP2 until instructed that it is safe to re-enter site by either EAP1 Marshal or the most senior person on site.

2.3. All Marshals

- If any worker/contractor/visitor cannot be accounted for, the fire marshal should notify a manager immediately. If a manager cannot be contacted the Marshal should advise the fire services.

3. MANAGEMENT ACTIONS (See SWP357 for full management actions in the event of fire alarm)

3.1. If the alarm sounds

- The most senior person available (referred to as the manager from herein) should look at the main fire alarm board at the front of the main office and identify the zone/location of any potential fire. **Do NOT silence the alarms** until it is confirmed that there is no fire.
- Where possible, and if it is safe to do so, the manager should view the CCTV and/or quickly visit the zone identified, to firstly establish if there is a fire, to avoid calling out the fire brigade for false alarms or low risk small fires that have already been extinguished.
- When the alarm sounds, the 24/7 contact centre will ring the designated numbers to check if it is a genuine alarm. If there is no response they will call the fire services.

3.2. If there are signs of a fire or smoke

- If there are signs of significant fire or smoke, do not enter the building, but attempt to identify the location, size, and type of any fire, and any additional hazards, in order to advise the fire services.
- Call the local fire services by dialling '999'. Go to the assembly point at the front of site to wait for the fire services to arrive. **IF IN DOUBT ALWAYS CALL THE FIRE SERVICES.**
- If the fire is small and low risk, and is not located near flammable substances, it can be extinguished with a suitable fire extinguisher. Keep a fire watch for a minimum of 30 minutes.
- Confirm with the contact centre if the alarm is genuine and if action has been taken.

3.3. If anyone is missing

- In the event that any worker cannot be located, the manager is to contact the line manager to check if they know their whereabouts, and if they are off site. Alternatively contact Jenny Slate on 0707891372942 to check the clocking machine to see if they have clocked out of site.
- If a contractor or visitor cannot be located, check with their site contact as to their whereabouts, and ring the contact number for the contractor/visitor.
- If any doubt as to whether someone is missing, notify the fire services immediately and advise them of their last known whereabouts.

3.4. Assembly point

- At EAP1, the most senior person is to prevent workers, any members of the public, or any other visitors from entering the site except for the emergency services, until confirmation it is safe to do so has been received from the Fire Services, or the manager.
- Communication is to be made between the Fire Marshals and Senior Manager/Health & Safety Manager by mobile telephone where possible.

3.5. If there are no signs of fire or smoke

- If there are no signs of fire or smoke the manager may enter the building identified as the source of the alarm to check for a false alarm.
- The manager should check manual call points (MCP) at exits and smoke detectors on the ceilings. The source of the alarm will normally be illuminated with a red LED. The fire system will not be able to be reset until the source of the alarm has been located but the alarms can be silenced if it is a false alarm.
- If you identify that equipment fault/failure may be the cause of the false alarm, silence the alarms but do NOT reset the system as this will erase the information needed to investigate the cause of the false alarm. Notify maintenance to come to rectify the fault.
- If the source was a MCP, this will need to be reset using the black MCP key.
- If the source was a smoke detector, you will need to call maintenance to check if the detector is faulty and repair as necessary before the alarms can be reset.
- Call the contact centre and advise it is a false alarm. The number is on the front of the fire system control box with the site location code. You will need to quote the password. If the system cannot be reset advise the contact centre how long the system will be offline on 'test'.

3.6. To silence the alarms and reset the system

- The fire system control box key is on a hook next to the fire alarm control panel. Put the key into position and turn. If the key is not available, press the 4 digit code 7877. Press SILENCE ALARMS.
- Once the MCP or smoke detector has been reset, press RESET SYSTEM. Then press ESCAPE. There may a slight delay up to 10 seconds for the system to reset due to electronic sensing.
- The manager should contact the contact centre to advise them the fire system is now back online.
- If you cannot silence the alarms or reset the system, this will indicate a fault on the system. Note any fault messages or LED lights which are continuously on or flashing. You will need to call maintenance to rectify the problem.
- In the event that the alarms cannot be silenced or reset due to the temperature in a zone activating the heat detector, the temperature must be lowered or the heat detector adjusted.

3.7. Notifying relevant stakeholders

- Where appropriate, either a Director, the Site Manager or the Health and Safety Manager, as agreed and decided between them, should call any relevant stakeholders:
 - Electricity –Western Power – 0800 052 0400
 - Water – Dŵr Cymru – 0800 052 0130
 - Rail – Network Rail – 08457 114141
 - Natural Resource Wales – 0800 807060
 - Local police –101 or 999
 - Insurance Company
 - Customers

4. INVESTIGATION OF FIRE ALARMS (Manager Actions – See SWP 357)

4.1. Genuine Alarm

- Advise the Directors
- Identify the cause of the fire and complete internal incident report MS35
- Record any witness accounts
- Complete the fire event log MS186A and put a copy in the fire log.
- Send completed forms to Site Manager and Health & Safety Manager to arrange for an investigation of the incident to be carried out and any remedial action required.

4.2. False alarm

- Identify the cause of the false alarm
 - As soon as possible after the false alarm, visit the area, and try to find out why the alarm was triggered e.g. vandalism, accidental damage, burnt food, pollutant in the air acting like smoke i.e. furniture polish.
 - Sometimes smoke detectors are set off due to the presence of insects inside or the presence of steam, dust or aerosols.
 - Heat detectors can be set off by an increase in the ambient temperature and may need to be reset.
 - MCPs do not usually cause false alarms due to fault but may be due to accidental damage.
- Report any equipment fault/failure
- Complete the false alarm log MS186B and put a copy in the fire log
- Category of false alarm codes:
 - **G** - Unwanted genuine alarm – an unwanted incident like burning toast or steam that has produced fire like phenomena that a fire detector has mistaken as an indication of a real fire.
 - **E** - Equipment false alarm – an alarm generated by a piece of equipment that is faulty
 - **M** -Malicious false alarm – someone deliberately breaking/pressing a manual call point without good intent
 - **F** -False alarms with good intent – someone smelling smoke or sensing a possible fire.
- Send completed forms to Site Manager and Health & Safety Manager to arrange for any investigation of the false alarm to be carried out and any repairs/rectifications identified.

5. ADDITIONAL MANAGER ACTION

5.1. Out of hours

5.2. Out of hours

- When the alarm sounds, the 24/7 contact centre will ring the designated numbers in order to check if it is a genuine alarm. If there is no response they will call the fire services.
- If a manager receives a call from the contact centre to advise there is an alarm sounding during the hours that drivers or effluent plant staff may be on site, the manager must contact those staff and try to establish with that person whether there are any signs of fire, and advise them to go to the assembly point until it can be determined whether it is a false alarm.
- If a manager receives a call from the contact centre to advise there is an alarm out of hours, they should make their way to the site to liaise with the fire services, or alert another manager/director to attend site if appropriate.
- On attending site out of hours, prior to entering the main office, the manager must check for signs of smoke or fire by looking through the doors and windows to the front and side of the office. If there is any sign of smoke or fire in this area, the fire service should be alerted and the manager should not enter.
- If there are no signs of fire or smoke in the office, the manager may then enter the reception corridor to view the fire system control panel and identify the zone which is the source of the alarm. The manager should check any relevant CCTV to check for signs of fire. The manager should not go any further into the office area if the control panel indicates it to be the source of the alarm. They should exit the building and wait for the fire services to arrive.
- If the source of the alarm is another building on site and a heat detector has been activated, and it is not a false alarm, it is likely to be a substantial fire which will be easily identifiable on entry to the site. The manager should not proceed any further and wait for the fire services.
- If the source of the alarm is a MCP or smoke detector out on site, the manager may proceed to buildings adjacent to the office in well lit areas to assess the situation from there. The manager

should not take any risks and should not proceed onto the site unaccompanied if he is in any doubt as to the source of the alarm. If the manager is to proceed out on site he should advise someone of his location and arrange to check back in a specified time frame. The manager should bear in mind the alarm may have been set off maliciously and not proceed if he is any doubt.

- If the manager arrives before the fire services and is able to determine with certainty that it is a false alarm, they can call the fire services and the contact centre to advise.
- The manager may silence the alarms and if appropriate reset the system.
- If the system cannot be reset, the alarms may be silenced until the fault can be attended to.

5.3. Drivers/Effluent Plant staff

- In the event that a fire alarm sounds out of normal working hours but when drivers or effluent staff are on site, those staff must evacuate to the assembly point.



Mekatek Business Group