

# **M15 Emergency Preparedness & Response**

(ISO 45001: 2018; Clause 8.2)

## **1. Introduction**

Emergency procedures are in place to respond to any emergency situation arising, which may occur from a particular activity or lack of control within that activity. The procedures ensure that health & safety issues are given adequate consideration, so as to minimise the undesirable effects in the event of an emergency situation.

## **2. Consideration**

These emergency procedures are produced in conjunction with environmental requirements. Emergency planning and preparation is also part of the training requirements and considers the use of containment, evacuation, assembly points and simulation drills (e.g. fire fighting, fire evacuation)

The following are taken into consideration:

- The most likely potential of an accident, the most appropriate way of responding to this situation providing the minimum impact on the individual(s).
- A post incident review to establish corrective actions(s)

## **3. Procedures**

To ensure that the organisation is able to respond in the case of a fire, flood, explosion or other emergency situation it reviews the potential for such an occurrence and the most appropriate actions to take. To determine if these actions are appropriate and understood they are tested from time to time.

## **4. Processes**

### **4.1 Good Housekeeping and Fire Prevention and Precautions**

As part of our Fire Risk Assessment and Procedures we bring to your attention: good housekeeping, fire prevention and precautions, system testing, periodic drills and evacuation.

1. **Fire extinguishers** should be kept free of obstructions at all times.
2. **Paper** and articles should not be placed on or near to Computer CPU's, the Comms Room other electrical appliances and power points.
3. **Kitchen. The microwave oven must not have anything else placed on top of it.**
4. **Computers (including monitor screens) must be fully switched off (not left on standby) by users at the end of the working day.** The only exceptions made will be if the appliance's manufacturer's instructions recommend against switching off, in which case the appliance/s should be notified to a fire marshal for logging on the Risk Assessment and regularly monitored for safe operation by the manager making the request. The monitoring should include the provision of adequate ventilation/cooling.
5. **Ancillary electrical appliances**, such as mobile phone chargers, fans, heaters etc which are not being used should be **switched off (or at the mains)** when not in use.
6. **Ventilation of appliances.** Whether they be switched on or not any electrical equipment should have free space round it to prevent a build up of heat. The recommendation is one metre and therefore under no circumstances should filing and / or personal belongings be placed near them.
7. **Power plugs** should be fully and correctly pushed home into the socket.
8. **Power cables and leads** should be as far as possible away from areas where they can be damaged or accidentally interfered with, which could cause them to be a source of ignition. Power leads should neither be a tripping hazard nor be placed in such a way as to support the weight of the appliance to which they are connected.
9. **Car Parking.** In order to carry out a rapid but controlled evacuation of the car park, under the instruction of or with the agreement of the emergency services, users should always '**reverse park**'. Any exceptions requested to this should be notified to a Fire Marshal for logging on the Risk Assessment and cars excepted must wait until all reversed parked cars have left the car park in the event of an evacuation.

**NB. Heat transfer and ignition of vapours.** Please be aware that many fires are caused by 'heat transfer' through conduction, convection and radiation, not just by a naked flame. Heat can be transferred through metal. Vapours also play a very large part in combustion and can ignite well before the source ignites and most commodities give off vapours when subjected to a heat source. Ignition of vapours can be by random electrical spark or by the vapour reaching its own ignition temperature.

#### **4.2 If you discover a fire**

1. Raise the alarm by breaking the glass on one of the call points situated around the building
2. Dial 999
3. State what emergency services are required

4. Follow the instructions given to you by the Emergency Operator
5. Do not attempt to fight the fire yourself unless, exceptionally, you are sure that you are safe to do so and have a means of escape at all times.

#### 4.3 If you need to evacuate the building on hearing the Fire Alarm:

- a) Evacuate via the emergency exits and assemble at the emergency assembly points
- b) Follow the Floor Leaders' instructions
- c) Observe the following:
  - Do not delay to collect personal items
  - Do not use the lift (N/A unless anyone is on the 1<sup>st</sup> floor when alarm sounds)
  - Do not attempt to phone Reception or Facilities Management
  - Do not attempt to re-enter the building until authorised by Facilities Management/Floor Leaders
  - Do not loiter on roadways
  - Do not smoke at the assembly points
  - **Visitors** should remain with their hosts
  - **Incapacitated and pregnant personnel** should be escorted and assisted out of the building by a Marshal
- d) The current Fire Marshals are:-

**Kate Abernethy: Chief Fire Marshal**

**Lesley Boyce: Fire Marshal**

**Denise Sloan: Fire Marshal**

- e) **Evacuation** of the building should be carried out based on the nearest exit. Therefore the following evacuation plan should be followed. Evacuation is by Groupings of personnel based on where they are in the building at the time the alarm is sounded:
  - **Front exit** (opposite the ladies' toilets, **not** the main office entrance) should be utilised by European, Exports, Sales, KYFI UK, Chris McGowan, David Milne and anyone in the Kitchen.
  - **Rear exit** (next to the large ship's model), should be utilised by Joanne Bell, Imports, Yang Ming, Jeswin Kattady, and Finance and anyone in the Board Room.
  - **Toilets, kitchen and store rooms**, Marshals will enter and check those and every other room in our office is empty prior to evacuating the building.
- f) The **Assembly Point** for our office is **the pavement on left side of main entrance road, Seaward Place** and all staff should exit the building in an orderly manner and proceed to **assemble quickly and remain in their evacuation groupings**.

- Once at the Assembly Point managers/supervisors/team leaders must then make a **tally of all their staff** who were present at the time of the evacuation, (taking account of any absences and visitors still signed into the Reception Visitors Book) and report all present and correct (or not) to the Chief Fire Marshal, or in her absence, Kate Abernethy) who will advise, in turn, the Worley Floor Leader / Fire Brigade. **This information is vital** and will determine if the Fire Brigade needs to enter the building to search for any person unaccounted for.
- Managers should also be responsible to ensure that any **visitors** have vacated the building and presented themselves at the assembly point.
- Particularly with “Hybrid Working arrangements” it is up to the individual managers on a daily basis to be fully aware of those members of staff and any visitors who are on the premises (e.g. staff out for lunch, on leave, or working from home) when the fire alarms are activated and evacuation procedures are invoked.
- Do not attempt to return to the building until instructed by a Fire Marshal.

#### g) **If you need assistance during an evacuation**

Anyone who may require assistance in the case of an emergency evacuation should contact the Chief Fire Marshal who will in turn contact Worley Facilities Management to complete a PEEP (Personal Emergency Evacuation Plan) and to ensure this is carried out effectively, managers should keep the Fire Marshals apprised of incapacitated and / or pregnant personnel (including visitors).

#### **4.4 If you require first aid treatment**

1. Contact your nearest qualified First Aider (a list is posted on the Staff Noticeboard)
2. The Health & Safety Co-ordinator to be informed if necessary for action or advice.
3. First Aid Boxes are located within the office
4. If the First Aider is unable to deal with the situation call for an Ambulance

#### **4.5 If you have to report an accident**

1. All accidents must be recorded in the Accident Book
2. The Accident Report Book is located within the office
3. The Directors will liaise with the relevant authorities with regard to reportable accidents or incidents.

#### **4.6 Security Incidents / Criminal Acts**

If you encounter other types of emergencies such as a suspect package, firearms or any other item that gives you cause for concern, or if you encounter a trespasser or someone exhibiting suspicious or threatening behaviour or in the process of committing an offence do not attempt to deal with the situation yourself but seek assistance and call the Emergency Services on 999. Less urgent incidents can be reported to the police calling the number 101.

**Emergency Services: telephone 999; Non-emergencies (Police): telephone 101**

### **5. Reports**

An incident report will be produced by the Managing Director which will include details of the incident, corrective actions taken, results of investigations and relevant training and other actions taken.

### **6. Testing**

The Organisation will schedule a test of the system at regular half yearly intervals and report on results; they will use these results to identify any improvements necessary to meet continued requirements. Fire Alarm tests will ensure the system is working as it should and is audible at all points in the building. Tests will take place at 0900hrs every Friday and the alarm should be sounded for a maximum of 15 seconds. If the alarm is to be tested on a new day or time, all staff should be notified by e-mail at least 1 hour prior to the test. If the fire alarm is sounded at any other time and/or for longer than 20 seconds, (unless the Fire Marshals immediately direct otherwise), the building should be evacuated as per the below procedures.

### **7. Training**

The Organisation shall provide relevant information and training related to emergency preparedness and response, as appropriate, to all interested parties. Records of such training will be logged on the individuals training record (where appropriate).

### **8. Related Documentation**

**Accident book**