Omega Proteins Ltd - Fire Plan

What to do in an evacuation

On hearing the fire alarm, all personnel should leave the building by the nearest exit and make their way to the assembly point.

If you are in your department at the time the alarm is sounded, your department Supervisor/Manager will lead you out of the building to your Assembly Point by the most direct route. If you are away from your department at the time the alarm is sounded, please leave the building by the nearest exit and make your way as quickly as possible to the Assembly Point for your department, where your Supervisor/Manager on shift will take a roll call.

1. DO NOT make any detours to collect personal belongings.
2. DO NOT PANIC – this could put your life and the lives of others at risk.
3. ASSIST your Supervisor/Manager to complete the roll call as quickly as possible by standing in an orderly fashion, listening for your name to be called from the register and responding clearly. KEEP QUIET.
4. DO NOT move away from your Assembly Point until you receive a direct instruction from your Supervisor.
5. DO NOT re-enter the building until the all clear has been given. YOU MUST NOT TAKE THIS INSTRUCTION FROM ANYONE OTHER THAN YOUR SUPERVISOR/Manager
6. DO NOT obstruct the entrance to the site – the emergency services need speedy access.

Please remember that the evacuation procedure is always to be taken seriously, even if it is a fire drill or false alarm. **IT MAY SAVE YOUR LIFE!**

What the Managers role is in an evacuation:

The following procedure is to be adopted by all Managers and Supervisors for all evacuations. This includes fire practices and false alarms.

1. In the event of an emergency evacuation the Senior Manager or his nominated deputy is to check the main fire panel to ascertain which zone has been activated.

2. H&S Manager or Manager on site will liaise with the fire marshals and the fire service to make sure that everybody is accounted for and assist the fire service with any further information they may require.

3. Heads of Departments/Supervisors will ensure that their staff exits the building by the safest means available and that they report directly to their designated Assembly Point.

4. **If safe**, Heads of Department/Supervisors will ensure that all doors/windows are closed, and machinery switched off.

5. At the Assembly Point fire wardens or Manger on site will carry out a full roll call to ensure that their staff are fully accounted for. Roll call details to be documented on a form.

6. Only after all Department Heads/Supervisors have reported the status of their departments and it is safe to do so, they will announce the all clear.

Power/Process Isolation

Offal Plant Electrical Shut off:

To Shut off the electrical supply off to Offal Plant the person will require an engineering key (no. 31) which all engineers have a copy of and this key is also stored in the key control box in the workshop.

Unlock the main wooden doors which are situated beside the offal/feather mill. Please see the map for location. Enter the building, on the right you will see the electrical panel which you will need to switch the panel off.

Feather Plant & Biofilter Electrical Shut off:

To Shut off the electrical supply off to Feather Plant & Biofilter the person will require an a Key which all engineers have a copy of and this key is also stored in the key control box in the workshop.

Unlock the main yellow gates which are situated beside the offal/feather mill. Please see the map for location. Enter the area, on the left you will see the electrical panel which you will need to open.

Biofilter can be switched off on the panel closest by pressing the switch off button.

Feather plant can be switched off on the panel on the right by pressing the switch off button.

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PAP Plant/ Boiler House/Engineering Workshop/PAP Mealstore separate Electrical Shut off:

To Shut off the electrical supply off to PAP Plant/Boiler House/Engineers Workshop/PAP Mealstore the person will require a Key from the control box in the engineering workshop.

Please see the map for location. Enter the area, on the left you will see the electrical panel which you will need to open.

Boiler House can be switched off on the panel closest by pressing the switch off button.

PAP Plant can be switched off on the panel on the right by pressing the switch off button.

Boiler House PAP Plant

To shut off all these areas at once (PAP Plant/ Boiler House/Engineering Workshop/PAP Mealstore) enter the substation building. A key (engineers key 31) will be required to open this door. As you enter on the left-hand side you will be required to switch off the panel by placing the level in the switch off position which will isolate all electrical supply to all the areas specified.

Substation Entry
beside the tank farm

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Waste Water Treatment Plant/Main Offices/Laboratory/New building Electrical Shut off:

To Shut off the electrical supply off to Waste Water Treatment Plant (WWTP)/Main Offices/Laboratory/New building Electrical the person will be required to enter the control room which will always be unlocked. The control room is on the ground floor of the new offices building.

After entering the building, on the right-hand electrical panel closed to you is the shut off panel for all these buildings which you will need to open.

Switch off the electrical supply by pressing the switch off button.

Main Electrical Substation - Electricity Northwest

The whole sites electrical supply can be closed off in the electrical substation, but this would require getting access rom Electricity North West. Substation details below:

This building is situated beside the Offal/Feather Mill

Gas Shut Off

MAINS GAS SHUT OFF VALVE x 1

The mains gas shut off valve is located in a green sub-station which is to the west side of the weighbridge / security cabin running along the edge of Biofilter 2.

Fire Wardens

On activation of the Fire Alarm the nominated Fire Wardens or their deputies must ensure that their area of responsibilities are clear of all staff, all machinery is turned off and **if safe to do so,** close all windows and doors.

The Role of the Fire Warden

General Duties

Fire wardens should be nominated for an area of responsibility within their workplace; the number of wardens will depend on the processes, activities undertaken and the general layout. They should assist the responsible person to allow them to fulfil their duties under the Regulatory Reform (Fire Safety) Order 2005. The following list, although not exhaustive, details some of the specific actions the fire warden may need to undertake to fulfil their role:

- Check fire doors are not wedged or propped open
- Ensure escape routes are free from obstructions through good housekeeping
- Ensure final exit doors are free from obstructions and available for use; ensure the situations such overgrown vegetation do not restrict the doors.
- Assist with fire risk assessments when required by the responsible person
- Ensure extinguishers are sited where they should be and are of the correct type, functional and in date of test.

- Check fire alarms can be heard in the allocated area; it is good practice to stand in different rooms/areas on each occasion the fire alarm is tested. Remember to always factor in busy times especially when machinery is working at full capacity.
- To be involved in post incident de-briefs to ensure all aspects of fire safety are effective.
- Ensure call points are accessible and not obstructed
- Ensure all means of escape signs and lighting are working.
- Ensure all door and extinguisher signage is where it should be and is legible.
- Ensure outdoor areas are well lit and allow clear routes to the assembly point.
- Ensure assembly point is clearly identified

Supervisory role in the event of fire

The actions to be taken by the fire warden in the event of fire are primarily detailed within the evacuation plan and fire risk assessment. The main duties are:

- Assist in evacuation
- Sweep of designated area; the fire warden will normally be the last to leave the area.
- firefighting (without risk and if trained in extinguisher use).
- Ensure doors and windows are closed if safe to do so as the building is evacuated.
- Coordination of roll call with person in charge of the assembly point.
- Liaison with the fire and rescue service

Undertaking a fire safety briefing

One of the key roles of a fire warden is to carry out fire safety briefings for new member of staff, visitors or contractors. The fire safety briefing must be comprehensive and relevant to the workplace and should contain the following information:

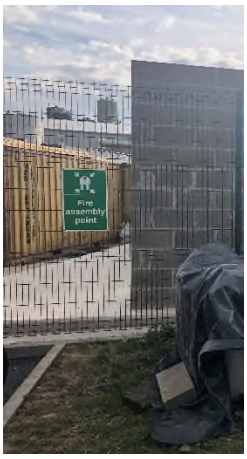
- The actions to be taken on discovering a fire
- The actions to be taken on hearing the alarm
- How to call the fire service – remember some workplaces may have a telephone system which requires a specific number to be dialled for an outside line or they may have their own emergency systems.
- The routes to be taken as means of escape.
- How to open escape doors, slide bolts, break glass bolts, use turnbuckles or push bars.
- The evacuation plan including the assembly point.
- The significant findings of the fire risk assessment.
- The nominated roles and responsibilities in the workplace, e.g. fire wardens, person in charge of assembly point.
- Fire prevention and protection measures including alarms and fire-fighting equipment.
- Managing fire doors, for example not propping open, and ensuring they are accessible.
- The importance of good housekeeping in reducing fire risk/spread.
- The risks from any flammable materials.
- Special arrangement for high-risk areas or activities.

Place of assembly and roll call

There are Two Fire Assembly points on site.

1. Production Fire Assembly Point – in the front of bungalow office

2. Office Building & Weighbridge Fire Assembly – In the new office carpark



Fire Assembly Points situated as shown below:

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Firefighting equipment:

Fire Extinguishers are available at all exit doors on every building on site.

Inspections are carried out annually by an external company.

Weekly checks are in place.

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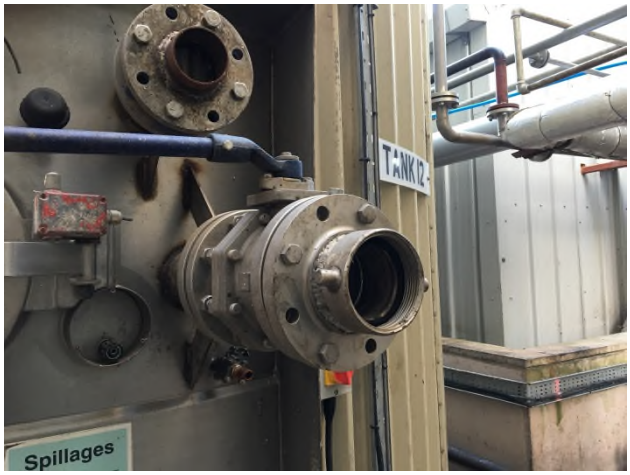
Liaison with emergency services

Below is the location of a tank 12 with water in it and a fitting for the fire engine supplied to us by the fire department.



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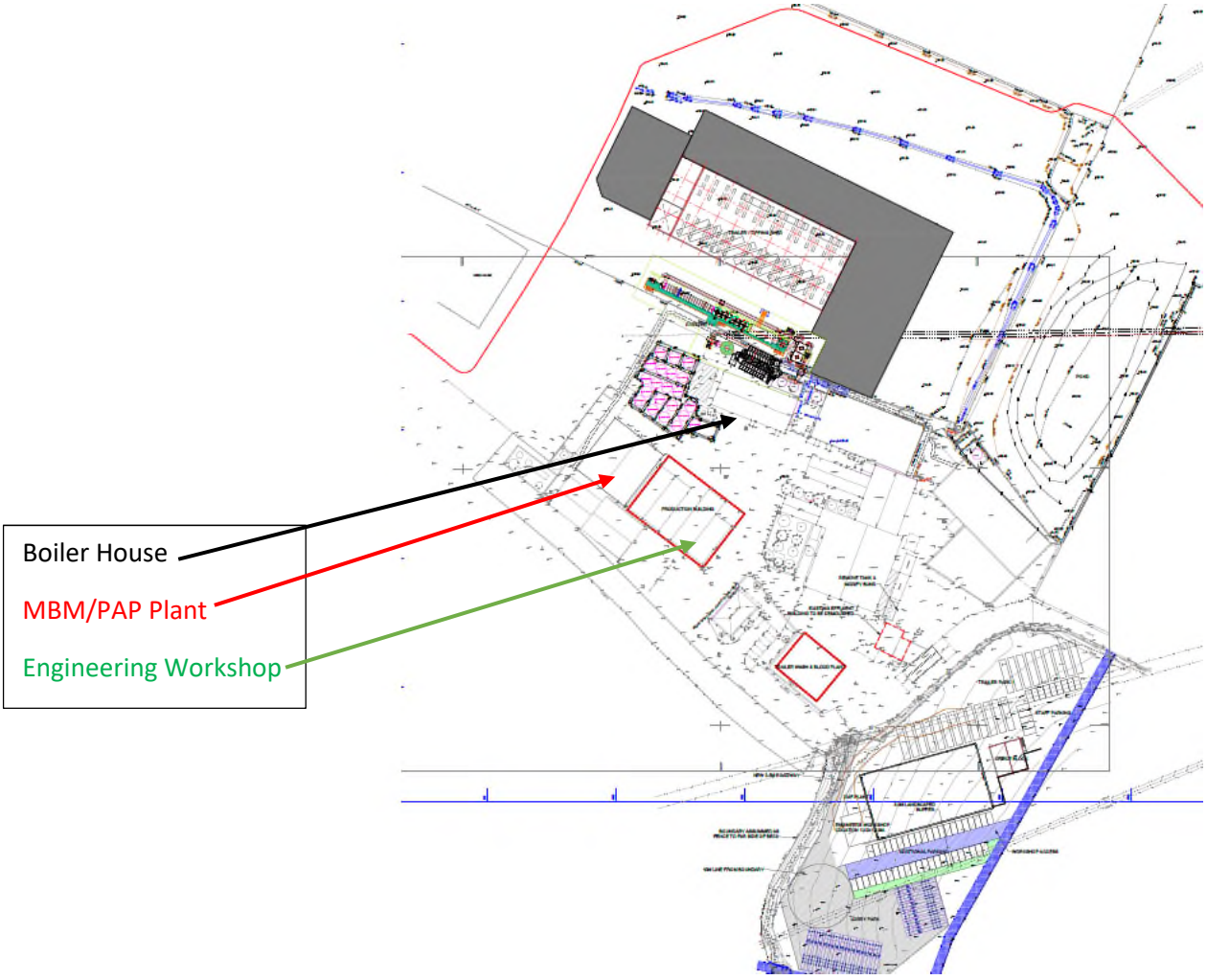
The fire Hydrant is situated at the front of the small office building on the hill which can be seen on the map above. Please see photo below:

Solar Panel's

Location of Solar Panels

Omega Proteins Ltd - Fire Plan



Location of the isolation switch off is:

Boiler House – located at the back of the boiler house

MBM/PAP Plant – Located in the PAP Electric shed

Engineering Workshop – Located in the engineering workshop

To switch of the main Electricity to switch of these areas s**ee page 4 & 5** Engineering Workshop, PAP Plant & Boiler House

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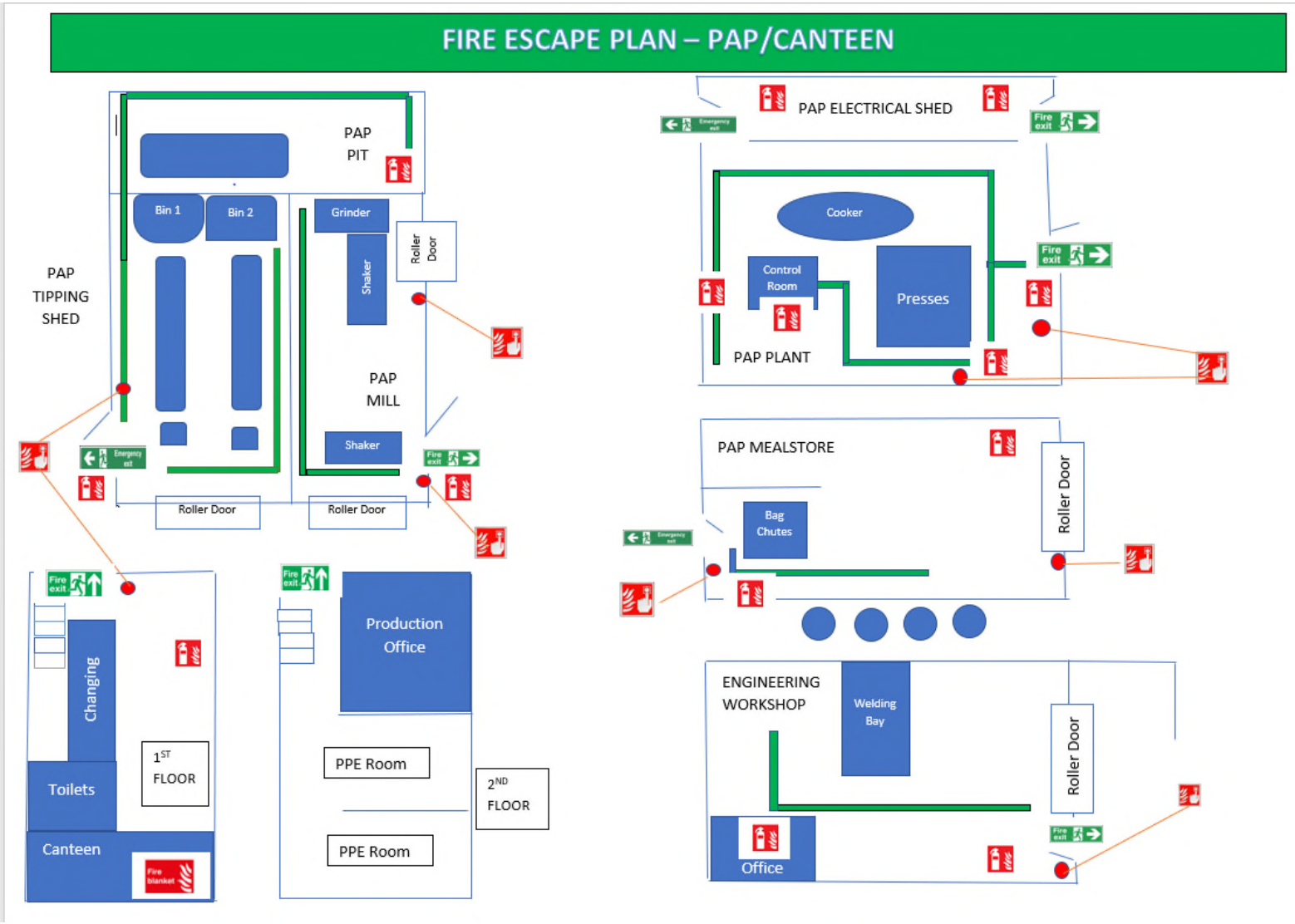

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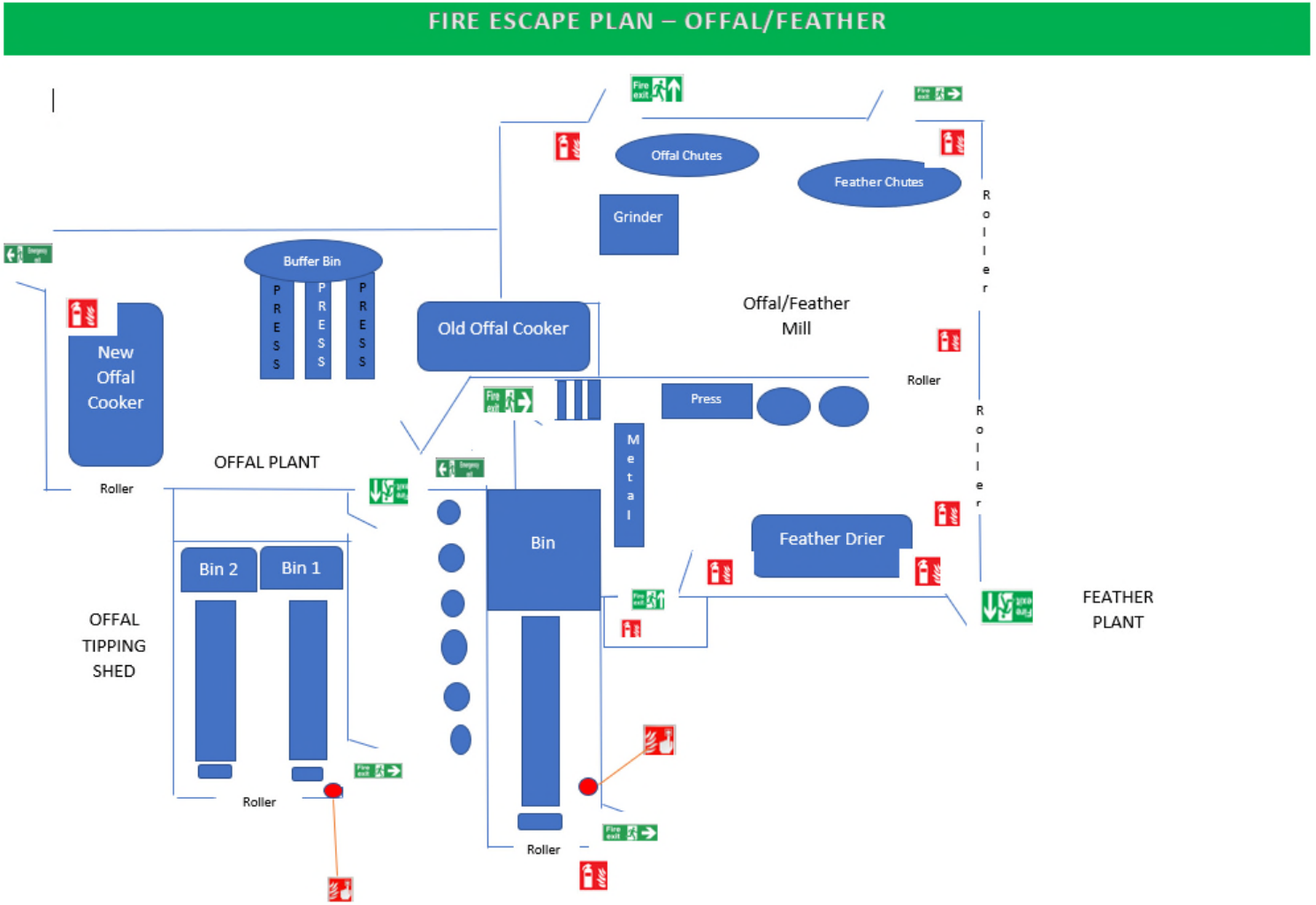

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