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| **STANDARD OPERATING PROCEDURE** | | | | | | | | |
| **Operation** | | Fire Evacuation and Alarm Testing | | | **Ref** | | OC-SOP-021 | |
| **Location** | | All Sites | | | | **Revision** | | 1 |
| **Date** | 30/11/2023 | | **Document** **Owner** | Group HSEQ Manager | | | | |

**Overview**

This procedure defines the process of fire alarm testing, fire evacuation drills and fire evacuation for the S Norton Group.

**Responsibilities**

**The Site Manager is responsible for:**

* Ensuring that the site operates in line with the Regulatory Reform (Fire Safety) Order 2005
* Ensuring any fire drills or evacuations are recorded on the Assure Incident and Observation System.
* Undertaking a full investigation following a fire
* Ensuring that any staff who are absent when a fire drill or evacuation takes place receives training on the fire evacuation process and recording this information on form **Emergency Evacuation Log OC-F-006.**
* Ensuring that anyone not present during a drill views the video presentation **Fire Evacuation Training OC-F-007** and signs to acknowledgement on understanding on the form **OC-F-002 Fire Evacuation Training Acknowledgement.**
* Ensuring that weekly fire alarm tests are carried out**.**
* Ensuring that the Fire Alarm System Log is completed.

**The Fire Warden is responsible for:**

* Ensuring the testing and recording of alarm systems is undertaken.
* Coordinating evacuations and evacuation drills.
* Liaising with emergency services and on-site Fire Marshals.
* Ensuring staff and visitors do not re-enter buildings/site as appropriate following an evacuation.
* Completing an **Emergency Evacuation Log OC-F-006** following a drill or false alarm.

**The Fire Marshal is responsible for:**

* Checking that the designated area is immediately evacuated of all persons (visitors and staff) on hearing the fire alarm (if a test of the alarm has not been announced).
* Retrieving staff movement boards and signing in/out books as appropriate.
* Reporting their findings to the Fire Warden during a fire evacuation.
* Taking a roll call of staff and visitors at the site assembly point using staff movement boards and signing in/out books and reporting findings to the Fire Warden.
* Assisting the Fire Warden in preventing access to the building if necessary.

**Employees are responsible for:**

* Complying with all requirements of this SOP.
* Ensuring that they clock in/out when arriving at or leaving the site at the start/end of the day.
* Indicating on the staff movement board/signing out book if they are away from the building during the working day.
* Ensuring that visitors they are responsible for are aware of site safety and are escorted from the premises in the event of a fire emergency or fire drill.

**Procedure**

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| **Responsibility** | **Flowchart A: Fire Alarm Testing** | **Notes/Deliverables** |
| **(1)**  Site Manager or designated Fire Warden  All Staff | Ensure all employees are aware that a test of the fire alarm system will be carried out.  No action from staff is necessary and normal work is continued. | Fire alarm to be tested and recorded weekly. |
| **(2)**  Site Representative (designated by Site Manager) | Where applicable, inform the system’s monitoring company to inform them that a test is to be carried out during a pre-determined time. |  |
| **(3)**  Site Representative (designated by Site Manager) | Activate the test fire alarm system as applicable. | **Not applicable at Southampton**  A different call point within the building is used each time the alarm is tested. |
| **(4)**  Site Representative (designated by Site Manager) | Sound the alarm for a minimum 10 seconds then at the main alarm panel, deactivate and reset the alarm.  Record the test details on a Fire Alarm System Log. | Re-set the fire alarm and gas valve as applicable.  Fire Alarm System Log OC-F-006. |

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| **Responsibility** | **Flowchart B: Fire Drill** | **Notes/Deliverables** |
| **(2)**  Site Representative (designated by Site Manager) | Where applicable, inform the system’s monitoring company to inform them that a test is to be carried out during a pre-determined time. |  |
| **(1)**  Fire Warden | Activate the test fire alarm system as applicable.    Proceed to the fire assembly point and prevent anyone from entering the building. | Fire drill to be held annually as a minimum. |
| **(2)**  All Staff | Ensure that any visitors YOU are responsible for are accompanied from the building.  Proceed to the Fire Assembly Point  Immediately stop any activity and vacate the building using the nearest fire exit in a **calm and organised manner**. | **DO NOT** take time retrieving personal items.  **DO NOT** continue working.  **DO NOT** continue with phone calls **DO NOT** wait for other staff before leaving the building.  **VACATE IMMEDIATELY** following the nearest Fire Exit Sign.  **DO NOT EXIT THE BUILDING USING THE LIFT.**  The Fire Assembly Points are:  **Liverpool, Manchester and Southampton** - Staff Car Parks  **Barking** – Site Entrance  **Salford** – Indigo Street  All assembly points are clearly signed |
| **(3)**  Fire Marshals | Inspect designated area/s to ensure there are no staff located in the building.  Retrieve all site visitor logbooks, staff movement boards as appropriate and vacate the premises reporting to Fire Warden  Inform the Fire Warden that designated areas have been checked and are fully vacated.  All Fire Marshals proceed to the Fire Assembly Point | Staff movement boards and site visitor logbooks are taken to the Fire Assembly Point. |
| **(4)**  Fire Warden | At the Fire Assembly Point, take a roll call of staff and visitors using the Site Visitor Logbooks and staff movement boards to ensure all are accounted for.  Take appropriate action if any staff or visitors cannot be accounted for. |  |
| **(5)**  Fire Warden | Ensure that those not present during the evacuation view the Fire Evacuation Training video and complete Fire Evacuation Training Acknowledgement  Record all details on an Emergency Evacuation Log OC-F-006  De-activate and re-set the Fire Alarm and re-set the gas valve as applicable.  When all staff and visitors are accounted for, inform them that they are now safe to re-enter the building. | **Emergency Evacuation Log OC-F-006** to be completed, including names of those who are not present during the evacuation.  If applicable, the video presentation **Fire Evacuation Training OC-F-007** to be delivered and **OC-F-002 Fire Evacuation Training Acknowledgement** to be completed. |

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| **Responsibility** | **Flowchart C: Fire Evacuation** | **Notes/Deliverables** |
| **(1)**  All Staff | Fire Detected | Also refer to the **Emergency Action Plan OC-SOP-017** |
| **(2)**  All Staff | Is the fire alarm sounding?  **No**  **Yes**  Can the fire be put out safely using the appropriate equipment provided?  Can the fire be put out safely using the appropriate equipment provided?  **No**  **No**  **Yes**  Has the fire been extinguished?  **Yes**  **No**  Inform the Site Manager of the incident who will investigate the cause of the fire.  Activate the nearest fire alarm and vacate the building. |  |
| **(2)**  Fire Warden | Dial 999 for the Fire Service to attend. | The PIC (Person in Charge) will contact the Fire Service in the absence of the Fire Warden |
| **(3)**  All Staff | Proceed to the designated Fire Assembly Point.  If necessary, break the glass on the green door release box and push the button to release the door.  Ensure that all visitors to the building/site are accounted for and accompanied from the building.  Immediately stop any activity and vacate the building/site using the nearest fire exit in a **calm and organised manner**. | **DO NOT** take time retrieving personal items.  **DO NOT** continue working.  **DO NOT** continue with phone calls.  **DO NOT** wait for other staff before leaving the building.  **VACATE IMMEDIATELY** following the nearest Fire Exit Sign  **DO NOT EXIT THE BUILDING USING THE LIFT**  In the case of power failure, emergency lighting will illuminate a path out of the building.  The Fire Assembly Points are:  **Liverpool, Manchester and Southampton** - Staff Car Parks  **Barking** – Site Entrance  **Salford** - Indigo Street  All assembly points are clearly signed. |
| **(4)**  Fire Marshals | Inspect designated area/s to ensure there are no staff located in the building.  Retrieve all site visitor logbooks, staff movement boards as appropriate and vacate the premises reporting to Fire Warden.  Inform the Fire Warden that designated areas have been checked and are fully vacated.  All Fire Marshals proceed to the Fire Assembly Point | Staff movement boards and Site Visitor Logbooks are taken to the Fire Assembly Point.  If the fire occurs out of normal working hours, the PIC (Person in Charge) will assume the duties of the Fire Marshal and Fire Warden if they are not present |
| **(5)**  Yard Forman | Ensure the site entrance is closed to prevent visitors and vehicles from entering the site with the exception of Emergency Services |  |
| **(6)**  Fire Warden | Take action if any staff or visitors cannot be accounted for.  At the Fire Assembly Point, take a roll call of staff and visitors using the Site Visitor Logbooks and staff movement boards to ensure all are accounted for. | If any Staff or Visitors cannot be located, inform the Fire Warden and Emergency Services immediately. |
| **(7)**  All Staff | Return to building/site when the all clear has been given by the Fire Service and Fire Warden  Wait at the Fire Assembly Point for the Fire Service to arrive.  Remain at the Fire Assembly Point until further instructed by the Fire Service and Fire Warden | The Fire Warden is the single point of contact for the Emergency Services  Staff and visitors will be prevented access to the building/site until it is deemed safe to return by the Fire Warden |
| **(8)**  Representative as designated by Site Manager | Deactivate and re-set the Fire Alarm and re-set the gas. | The Fire Warden will liaise with the Fire Service to investigate the cause of the fire |
| **(9)**  Site Manager | Investigate the cause of the fire and record the incident in Assure. | Assure Incident and Observation System |

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| **Hazards** |
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| **Competency Assessment** | | | | | | | | | | | | | | | | | |
| **Assessment Date** | |  | | | | | | | **Location** | | | |  | | | | |
| **Employee Name** |  | | | | **ID No.** | |  | | | | **Assessor** | | | |  | | |
| **Confirmation of competency (please tick)** | | | | | | | | **YES** | | **NO** | | **Date of Final Approval** | | | | |  |
| **Notes:** | | | | | | | | | | | | | | | | | |
| **Any further training required?** | | | **YES** | **NO** | | **Date of refresher training (if applicable)** | | | | | | | | | |  | |
| **Assessor Signature** | |  | | | | | | **Employee Signature** | | | | | |  | | | |
| **Additional Information** | | | | | | | | | | | | | | | | | |
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| **Reference** | | |
| * Assure Incident and Observation System * Emergency Action Plan OC-SOP-017 | | |
| **List of Forms** | | |
| * Emergency Evacuation Log OC-F-006 * Fire Induction Training OC-F-007 * Fire Evacuation Training Acknowledgement OC-F-002 * Fire Alarm System Test Log OC-F-008 | | |
| **Record of Revision** | | |
| **Revision** | **Date** | **Description of Change** |
| 1 | 30/11/2023 | Initial launch of SOP (previously Fire Evacuation and Alarm Testing Procedure SP-4.4.7-01) – updated with new forms. |
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