



Waste4Generation Fire Action Plan 2023

Fire Action Plan for: Waste4Generation Corby 12B Earlstree Road, Corby, Northamptonshire, NN17 4AZ	
Plan Date	01/03/2023
Review Date	01/03/2024
Site Contact Number:	01536 266840 Site Phone (On Call): 07419 186694 John Perryman: 07841 410014 Paul Smith: 07419 186693 Stewart Manning: 07715 408122

Sound of the Alarm
The sound of the alarm will be (any of the following): <ul style="list-style-type: none">• Alarm within warehouse/office• Alarm outside in yard• Verbal alarm by a member of staff

In Case of a Fire: Call 999 Immediately
Nearest Fire Station: 20 Lloyds Road, Corby, Northamptonshire, NN17 1AP Nearest A&E: Kettering General, Rothwell Road, Kettering, NN16 8UZ



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Fire Action Plan

In the event of a fire, the following fire actions will be taken:

Upon discovering a fire personnel must:

- Call the Fire and Rescue Service **IMMEDIATELY** using 999 and report the location of the fire.
- Activate Fire Alarm
- Only after the above actions have been taken should staff then try to extinguish the fire themselves using the onsite fire-fighting equipment, ensuring that their own safety is paramount.
- Exit site by the nearest emergency exit
- Inform fire marshall of the fire and location
- Prevent vehicle movements into and out of site until the incident has been brought under control.
- The Fire Marshal is to clear site of personnel and direct to fire assembly point.
- Collect signing in book and call register, ensuring all personnel are accounted for.
- Record all incidents in the site diary and insurance and accident records completed as appropriate.
- All incidents to be notified to the Environment Agency by the site manager by telephoning the Area Office or Emergency out of hours telephone number within 24 hours.
- All incidents will be notified to the Environment Agency by the site manager using the notification form in Schedule 5 to the environmental permit.

Fire of equipment or machinery or vehicles:

- Switch off the ignition or power.
- Call the Fire and Rescue Service **IMMEDIATELY** using 999 and report the location of the fire.
- Activate Fire Alarm
- Only after the above actions have been taken should staff then try to extinguish the fire themselves using the on-site firefighting equipment, ensuring that their own safety is paramount.
- Exit site by the nearest Emergency exit.
- The Fire Marshal is to clear site of personnel and direct to fire assembly point.
- Collect signing in book and call register, ensuring all personnel are accounted for.
- Record all incidents in the site diary and insurance and accident records completed as appropriate.
- All incidents to be notified to the Environment Agency by the site manager by telephoning the Area Office or Emergency out of hours telephone number within 24 hours.
- All incidents will be notified to the Environment Agency by the site manager using the notification form in Schedule 5 to the environmental permit.



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Staff training:

- Fire Marshal training and first aid training for all members of staff
- All existing staff will be trained to use the firefighting equipment.
- All new staff will be trained within 2 months of commencing employment.
- Check emergency lighting and emergency exit directions and doors ensure all familiar with routes and exits.
- Site emergency exits shown on site maps and visitor inductions.
- All staff to be aware of the handling of waste (including hazardous & ABP) and be aware of their presence on site.