

Fire Drill procedure (Ubico Limited)

An incident response register is prepared and kept within the site file, displayed on the office notice board and a copy kept in the visitors' book. The register must be briefed and available to all personnel. The incident response plan should be periodically tested or following significant changes that might affect the effectiveness of the plan.

Procedure

- In the event of a fire occurring on site, the person discovering it is to raise the alarm immediately.
- The appropriate emergency services are to be notified as soon as possible after the fire has been discovered.
- The senior person on the site is to liaise with the emergency services and to provide any assistance required. The Depot or Emergency Call-Out officer is to also be informed as soon as possible.
- The public and any other third parties are to be ushered from the site as quickly and as calmly as possible and further entry to the site stopped until the incident is over.
- All staff are to proceed to the designated Assembly Point.
- If safe to do so, attempts to control the fire using extinguishers may be undertaken until the fire is extinguished or the emergency services arrive.
- Once the incident has been dealt with to the satisfaction of the Senior Emergency Officer the Environment Agency is to be informed.
- After a fire incident and the fire has been put out, the source of the fire will be watched over for the next 24 hours to check that there is no reignition. The waste will be disposed of the site.
- The site shall be inspected fully for any signs of damage to infrastructure and where appropriate fixes made. Site will not reopen until this has taken place.
- A full report is to be prepared by the TCM.
- An inspection covering fire risk management is carried out by a trained Fire Marshall on a quarterly basis or following an incident.
- Fire Extinguishers are inspected by a competent third party annually and any faulty extinguishers replaced.

- Fire Drills are carried out on an annual basis and recorded on the inspection log.