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## 1 EVACUATION EVENTS

### Stage 1 Event

A stage 1 event is where the reason for the evacuation is unknown. It may be a real event, a false alarm or a drill.



### False Alarm

Once the cause of the alarm activation has been confirmed as NOT a real event the alarm can be declared as a false alarm. Until it can be positively confirmed as a false alarm the activation must always be considered to be a real event.

### Stage 2 Event

A stage 2 event is where the evacuation is known to be a real event requiring either partial or full evacuation of the site for a variety of reasons including: fire, release of toxic gas, flood, or other emergency event.

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## 2 FIRE PROCEDURE

### 2.1 Fire Alarm

The alarm for fire is a continuous siren.

The fire alarm will be tested each week by activating a different call point; typically this will be on Friday at 10:00. After every test the fire logbook will be completed by the engineering team.

### 2.2 Evacuation Method

Bakkavör Pizza will adhere to both the “area clear” and “roll call” method of evacuation.

The cleared area technique ensures that all areas are checked at the point of evacuation, where safe to do so, and any persons remaining within the building / area noted by name, with the reason for them not evacuating, e.g. injured or dealing with the cause of the evacuation. The roll call is then a register of all staff taken by area to identify where people have not evacuated.

The joint method enables the Senior Section Manager to make informed decisions on the safe actions to take in the event of a stage 2 real event. Knowing that the building is empty, and missing staff are not in immediate danger, will give the Senior Section Manager / Fire Brigade more time to safely locate those that have not arrived at their Evacuation Assembly Point in a timely manner without further endangering the lives of others needing to search the buildings.



### 2.3 Utilities

The main electricity supply is located in the Main Switch Room as highlighted on the attached map.

The LPG and water and supply isolation points are located in the Main Plant Room as highlighted on the attached map.

The water supply isolation points are in the Pizza car park and Silo area.

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## 2.4 Fire Evacuation Procedure

On discovering a fire, the alarm is to be raised immediately by that person.

The factory is evacuated during which the Team / Line Leaders check that their designated areas are clear by carrying out a walk through at an urgent pace, where safe to do so.

Where there are staff or others remaining in an area the names of all persons must be taken and the reason for them not evacuating must also be noted. All people who remain in the building after the initial evacuation must be told to report to the Senior Section Manager at the security lodge / fire panel when they do evacuate.

If they have still not reported in when the fire brigade arrive the fire brigade must be immediately informed that there are still staff in the building and their exact location.

All employees shall go to their designated fire assembly points as they evacuate, where the Section Leader shall take a roll call and report to the all areas clear or person(s) missing.

The Fire Assembly Point Manager will then phone this through or speak directly to the Senior Section Manager. This information must be written on the evacuation record with outcomes as they become known.



## 2.5 Investigation

A minimum of two nominated and trained personnel, usually engineers, shall establish the reason for evacuation.

The Fire alarm panels are situated in:

- Bakery Main Entrance
- A repeater alarm is located in the Security Lodge

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The information displayed on the panel should be relayed back to the Senior Section Manager. ONLY under controlled situations should trained staff investigate the cause of the activation.

Under these circumstances communication needs to be maintained at all times with the Senior Section Manager, updating on their location every 60 seconds.

The Investigators should always travel the minimum distance possible to establish the activation.

The Senior Section Manager will make the decision whether it is necessary to contact the emergency services and if so, instruct security or a Manager to make the call.

If the emergency services are contacted the Senior Section Manager will liaise with them.

On false activation of the alarm e.g. Fault, the Senior Section Manager shall give the all clear to re-enter the building.

**DURING AN EVACUATION UNDER NO CIRCUMSTANCES MAY ANY MEMBER OF MANAGEMENT OR STAFF RE-ENTER THE BUILDING UNLESS AUTHORISED BY THE SENIOR SECTION MANAGER. SHOULD THIS OCCUR DISCIPLINARY ACTION MAY BE TAKEN.**

## 2.6 Assembly Points



ID	Location	Details
No. 1	Located at the rear of the factory, opposite the back of the engineer's workshop.	All office-based staff, visitors, contractors and maintenance personnel. All assembly, prep, goods in, despatch and packing
No. 2	Located in along side the main site entrance road, on the gravel near to the	All production staff from prep, tray wash, upper packing (High Risk) and

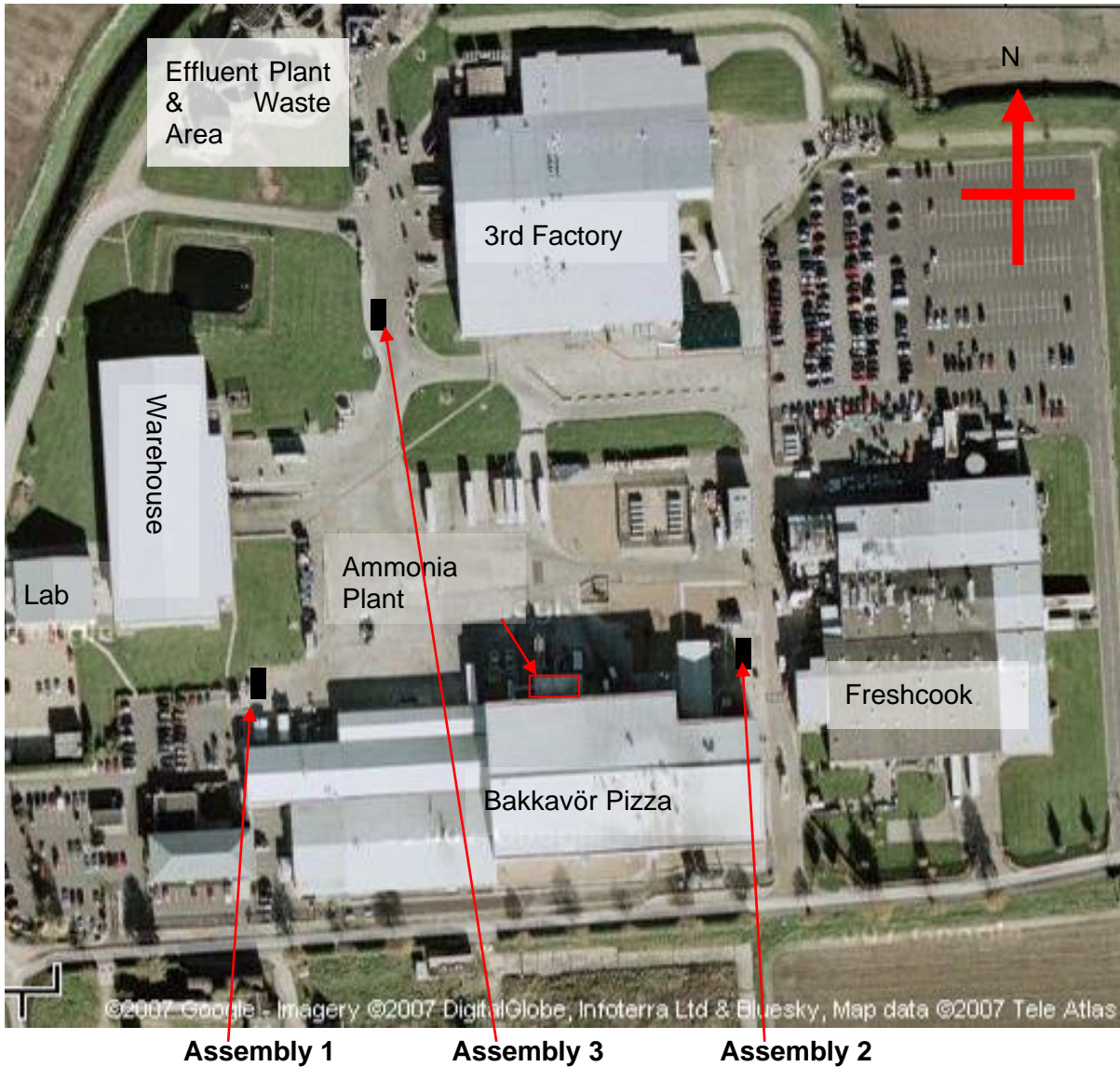
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	bakery entrance.	bakery.
No. 3	At the waste area	Suggested safe fall-back position. All staff in the event of an actual fire / emergency



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### **3 EVACUATION EVENTS - ROLES & RESPONSIBILITIES**

#### **3.1 Business Director / Site Operations Manager**

During any evacuation the Business Director, Exec Team and Site Operations Manager have no responsibilities on co-ordination, and MUST follow the instructions given by the Senior Section Manager, however they must be kept up to date with the situation at all times, and play a significant role. Should any press statement be required the Business Director will write and release it with consultation from Group Communications.

#### **3.2 Security – Role**

The security staff's role during any evacuation event is to assist the Senior Section Manager, to prevent vehicles from entering site and to keep the access roads clear for emergency vehicles.

##### **3.2.1 Security – Responsibilities – Pre Alarm**

The fire alarm may go to a pre alarm if a single point detects heat or smoke. This alarm will sound at the panel and in security only. The security guard must call the engineers immediately the alarm goes in to pre-alarm so that they may investigate the cause.

##### **3.2.2 Security – Responsibilities – Stage 1 Event**



Once the fire alarm is sounded the security guard(s) shall ensure that no vehicles enter the site (except emergency vehicles). Security must re-direct traffic to ensure that the main site approach road is clear to ensure that, should the emergency services be required, the main gates are kept clear.

The security guard must inform all other occupied buildings on site that an alarm has sounded including the goods in, warehouse and despatch areas; all drivers must be made aware that there will be people in traffic areas due to the evacuation. Vehicles will be allowed to leave the premises but only under extreme caution once the alarm has sounded.

##### **3.2.3 Security – Responsibilities – False Alarm**

Where the Senior Section Manager declares that the evacuation has been the result of a false alarm the security guard must assist in the return of the site to normal operations.

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The security guard must inform all other occupied buildings on site including the goods in, warehouse and despatch areas that it was a false alarm.

### 3.2.4 Security – Responsibilities – Stage 2 Event

If authorisation is given by the Senior Section Manager, the security guard is responsible for contacting the emergency services, directing them to the correct location, and alerting the Senior Section Manager of their arrival.

### 3.3 Senior Section Manager

The Senior Section Manager must make their way to the security lodge / fire panel in the event of the fire alarm sounding. The Senior Section Manager is the most senior production based Manager on site. The Senior Section Manager will liaise with the emergency services; inform the Business Director and Site Operations Manager and co-ordinate the evacuation.

#### 3.3.1 Senior Section Manager – Responsibilities – Stage 1 Event

The Senior Section Manager shall make their way to the security lodge / fire panel in the event of the fire alarm sounding and remain in that location until all Shift Managers have confirmed their evacuation status, including whether their areas are clear or not.

The Emergency Evacuation Paperwork will be completed for all evacuations by the Senior Section Manager. The completed sheet will be passed on to the SHE Manager or placed in the SHE Manager's post pigeon hole.

All nominated personnel should report to the Senior Section Manager with ANY relevant information e.g. who set off the fire alarm and why, all persons accounted for or person/s missing, etc. following the roll call.



#### 3.3.2 Senior Section Manager – Responsibilities – False Alarm

If the event is found to be a false alarm the Senior Section Manager should inform the hygiene team to prepare the necessary equipment to facilitate staff getting back in to the factory.

The Senior Section Manager should inform the shift managers that the event is a false alarm and ask them to allow staff back into their areas once the hygiene team are ready.

All completed paperwork should be placed in the SHE manager's post pigeon hole.

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### 3.3.3 Senior Section Manager – Responsibilities – Stage 2 Event

In the event of a stage 2 evacuation the Senior Section Manager will assess whether the staff occupying other buildings on site are in danger or if their egress from the site would be hindered and, if so, help to co-ordinate the evacuation of these other buildings where required. The Senior Section Manager will liaise with the emergency services and inform the site and business executive teams and senior managers of the situation and subsequent actions taken.

Immediately that it becomes clear that emergency services are required the Senior Section Manager must instruct the security guard to call 999.

If there are persons injured or trapped their number, description and details of the injuries etc must be conveyed to the Senior Section Manager who will pass the details to the emergency services when they arrive.

The Senior Section Manager will direct evacuated staff to a safe place away from the cause of the evacuation. This fall-back assembly point should enable safe egress from the site and be upwind of the evacuated area. If it is not possible to be upwind and remain on site, it will be necessary to relocate staff to a safe place off site.

It is the responsibility of the Senior Section Manager to complete the Emergency Evacuation Paperwork with information received from assembly points. This should be handed to the SHE Manager.



### 3.4 Section Manager – Role

The Section manager's role in the evacuation is to assist in the controlled evacuation of all personnel affected by the alarm and to maintain the safety of the evacuees. The Section Manager will assume the role of Fire Assembly Point Manager for their area i.e. Bakery/Assembly, during a Fire evacuation.

#### 3.4.1 Section Manager – Responsibilities – Stage 1 Event

When the fire alarm sounds each Section Manager should make their way to their assembly point where they will liaise with the Section Leaders to understand and record which areas have been checked to be clear of people, where there are any people remaining, and the status of the roll call.

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### 3.4.2 Section Manager – Responsibilities – False Alarm

Where the evacuation is found to be the result of a false alarm the Section manager will be told by the Senior Section Manager.

The Section Manager should get staff back into their areas once the hygiene team are ready.

All completed paperwork should be placed in the SHE manager's post pigeon hole near to reception.

### 3.4.3 Section Manager – Responsibilities – Stage 2 Event

Should a stage 2 event be called, the Section Manager will be told by the Senior Section Manager where to relocate staff to, if it is necessary to adopt a fall-back evacuation assembly point.

The Section Manager should keep all staff under control. Inform them what is happening and ensure that no-one re-enters the building or leaves site.

Where the evacuation has taken place at the end of shift it is essential that staff do not leave site until it is safe to do so. When staff do leave site the Section Manager should make a record of their name.

## 3.5 Section Leader/ Level 6 – Role



Section Leader / Level 6 are staff that have direct responsibilities in the production areas and are generally located in the factory at all times when work is being conducted. As such they will be responsible for ensuring all their staff has evacuated safely.

### 3.5.1 Section Leader / Level 6 – Responsibilities – Stage 1 Event

All staff must make their way to the assembly point for their own area immediately the fire alarm sounds, by the shortest possible route

The Section Leader / Level 6 will ensure that their area is clear of people by performing a physical check of all rooms and areas by walking through them at a brisk pace prior to

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evacuating them selves. They will then inform the Fire Assembly Point Manager of the evacuation status once their evacuation is complete.

The Section Leader / Level 6 should, where safe to do so, perform a quick inspection of their area to confirm it has been cleared of people. During this tour, which should be conducted as a brisk pace, the Section Leader / Level 6 will collect the department register along with any agency / contractor / visitor registers in their area.

Where safe to do so all machinery except the oven conveyor belts and any ancillary appliances should be turned off or stopped, windows and fire doors must be closed. If it is suspected that the fire is in the oven the fire suppression system should be activated if safe to do so.

All Section leader / Level 6 should then report to their allocated assembly point where they shall perform a roll call of their staff and agency and report into the Section Manager the status of the roll call and whether their area is clear.

Section Leader / Level 6 will then be responsible for ensuring all staff remain at the assembly points and prevent persons from re-entering the factory before clearance has been given.

The Section Leader / Level 6 shall assist the Section Manager and Senior Section Manager as requested.



### 3.5.2 Section Leader / Level 6 – Responsibilities – False Alarm

Where the evacuation is found to be the result of a false alarm the Section Leader / Level 6 will be told by the Section Manager.

The Section Leader / Level 6 will assist to get staff back into their areas once the hygiene team are ready.

All completed paperwork should be placed in the SHE manager's post pigeon hole near to reception.

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### 3.5.3 Section Leader / Level 6 – Responsibilities – Stage 2 Event

Section Leader / Level 6 will be responsible for assisting all staff to be relocated to a safe fall-back position as soon as the Senior Section Manager / Fire Assembly Point Manager inform them of where they should relocate to. The Section Leader / Level 6 must then ensure that all staff remain at the fall-back position and prevent persons from re-entering the factory / danger area before clearance has been given by the emergency services.

### 3.6 Fire Fighter – Role

The Fire Fighters are trained in the use of fire extinguishers to assist in the safe evacuation of staff from buildings in an emergency event. Approximately 10% of all staff will be trained each year in the use of fire extinguishers and fire prevention techniques.

This will be conducted over a three-year cycle when the process will start again with retraining, so ensuring that up to 30% of all staff are trained in the use of fire extinguishers after the 3 year cycle has been completed.

Fire Fighters will also be trained to form part of the Investigation Team for their part of the site.

Fire Fighters have no other specific duties unless they fall into one of the other categories.

### 3.7 Engineers – Role


Engineers need to attend site whenever there are staff on site as they are the ones trained in the operation of the fire panel and investigation of events.

All engineers have responsibilities for determining the cause of the alarm activation and advising the Senior Section Manager of the appropriate safe response to the alarm.

All Engineers should be trained Fire Fighters.

All engineers should be trained in the operation of the fire panel.

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### 3.7.1 Engineers – Responsibilities – Pre-Alarm

The fire alarm panel operates on a “first knock” principle. If a single detection point, other than a manual call point, is activated by detection of smoke or heat the panel will sound a pre-alarm at the panel and in the security lodge.

The engineers will then be called by security and will need to investigate the pre-alarm as soon as possible.

If the alarm system detects heat or smoke at a second detection point, or a call point is manually activated, the alarm will go into full alarm and set off the sounders in all areas.

If the engineers discover no cause for the pre-alarm it is possible for them to manually re-set the panel without further issue.

### 3.7.2 Engineers – Responsibilities – Stage 1 Event

All engineers on site must report to the fire panel at the bakery factory entrance once the alarm sounds.

The engineers must determine whether the alarm panel can be reset before physically investigating the alarm point that set off the panel.


If the panel resets and does not sound again within 1 minute, declare the evacuation a false alarm and inform the Senior Section Manager. The detection point that was activated should be investigated further to determine the cause for the false alarm.

If it is not possible to reset the alarm the cause must be physically investigated by formation of an investigation team.

### 3.7.3 Engineers – Responsibilities – False alarm

In the event of the incident being declared a false alarm the engineers should reset the alarm system before permitting the factory to return to work.

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If there are isolations required for faulty detection points, or other reasons, this must be noted in the fire book. If the isolation is likely to be for more than 12 hours the impairment procedure must be followed and the insurers notified.

### 3.7.4 Engineers – Responsibilities – Stage 2 Event

All engineers will be involved in the investigation team.

### 3.8 Investigation Team – Role

The investigation team should be formed when it has not been possible to reset the alarm. Any investigation of fire alarm activation must be done in a controlled manner as this is potentially the most dangerous part of the process.

The investigation team should comprise:

- Senior Section Manager
- All engineers
- Fire panel coordinator (Engineer)
- Fire fighters as required

The Senior Section Manager must check with all shift managers whether any team leaders or other staff have seen evidence of fire in the location where the detection point has been activated.



If there is any suspicion that the cause of the alarm activation is a real event the investigation team must NOT enter the building. The fire brigade must be called and the factory evacuees moved to a safe fall back position.

#### 3.8.1 Investigation Team – Responsibilities – Stage 1 Event

The investigation team will require somebody who is able to operate the fire panel and the Senior Section Manager to be at the fire panel. There must be no fewer than 2 people who will physically investigate the detection point which has been activated; at least one of these must be a trained fire fighter.

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The panel operator should try to keep resetting the fire panel whilst the investigators attempt to locate the cause of the activation.

If there are multiple points detecting a fire then the investigation team should be told to assume the fire is real, must evacuate the building immediately and call the fire brigade immediately.

### 3.8.2 Investigation Team – Responsibilities – False Alarm

If the panel does not reset and upon further investigation there is no sign of fire / smoke / heat at the detection point the detector should be isolated and replaced. If the cause of the activation is evident, e.g. steam from hygiene operations, the point should be isolated only until the cause has subsided and the point isolation can be removed.

If the isolation is likely to be for more than 12 hours the impairment procedure must be followed and the insurers notified.

### 3.8.3 Investigation Team – Responsibilities – Stage 2 Event



Prior to investigating any further, one of the investigators will collect the Red Fire Box key from the security lodge. The Red Fire Box will contain:

- Hi Visibility Vests
- Hand held torches
- The Fire Evacuation Plan & documentation
- Details of building construction
- Details of isolation points for LPG, electricity & gas.

The Investigation Team should attempt to determine the cause of the activation **only when it is safe to do so.**

Under these circumstances, communication needs to be maintained at all times with the Panel Coordinator, updating on their location at least every 60 seconds through use of the DECT phones. Two-way radios or mobile phones should also be carried as back up should the DECT phone fail.

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Investigators must never enter the building alone; a buddy system should be adopted at all times when investigating the cause of the alarm.



The Investigators should always travel the minimum distance possible to establish the activation and should not stop to change clothing or footwear.

As soon as it has become obvious why the point has activated the investigation team should communicate this by phone or radio to the Senior Section Manager to inform them of the cause and at the earliest opportunity retreat back to the fire panel.

Where a fire is discovered in the ovens the Investigation Team may activate the fire suppression system, if it has not already activated, any other fires should not be tackled unless they are very small and are well contained and the Investigation Team are trained to use the fire fighting equipment available.

Fires can spread very quickly and should not be treated lightly. Only persons trained in the correct use of fire fighting equipment may use the fire fighting equipment. Fire extinguishers are provided only to assist in the evacuation of the buildings; they are not there to protect buildings and property.

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## 4 **STAGE 2 EVENT ADDITIONAL RESPONSIBILITIES**

### 4.1 **Supply Chain Employees**

#### 4.1.1 **Flour Silos**

Upon activation of the evacuation alarm any bulk delivery of flour must be stopped immediately, the vehicle must be disconnected from the silo and removed from the location of the silos where possible and safe to do so.

#### 4.1.2 **Factory Stores & Warehouse**

Visiting drivers must be taken to the nominated assembly point.

The location of all FLT's, both battery and diesel powered, must be passed to the Senior Section Manager.

#### 4.1.3 **Waste & Yard**

Visiting drivers must be taken, by their unloading operative, to the nominated assembly point.

The location of all FLT's, both battery and diesel powered, must be passed to the Senior Section Manager.

#### 4.1.4 **Engineering Gas Welding Equipment**

The Senior Section Manager must be made aware of the exact location of all Gas welding equipment. There is no oxy-acetylene equipment located on site.

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