

Operational Standards Notice No. 97

Evacuation register

Staff involved:

Station supervisors – all lines
Station staff – all lines

Effective: From 17th October 2010
until further notice

OPERATIONAL STANDARDS NOTICE

Evacuation register

General

At present rule book 11, requires that the station evacuation register contains the dates of the most recent staff familiarisation and fire drills which staff have been involved in. However, this method has resulted in audits and inspections reporting instances of the following:

- staff familiarisation being out of date
- at sub-surface stations less than the minimum one third of staff have taken part in an evacuation or fire drill within the last six months

Recording the expiry date for staff familiarisation and fire drills rather than the date these were actually carried out would assist in addressing these problems. This will make it easier for station supervisors to see exactly when staff will need to be familiarised or involved in a fire drill.

Revised requirement

From 17th October 2010, station supervisors must make sure the following information is included in the evacuation register:

- expiry date of the last station familiarisation
- expiry date of the last evacuation or fire drill

A sample evacuation register is held on the Operational standards website.