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1 Purpose

- 1.1 The purpose of this Reference document is to safeguard employees, contractors, and others affected by our operation, by establishing a prearranged plan of action that provides a fast and effective response to all types of incidents.

As a matter of principle, the aims in dealing with emergencies are:

- The preservation of life
- The protection of assets
- Resumption of normal service

This achieves the objectives of containing an incident and minimising the loss to people, process, property and the environment

2 Scope

- 2.1 This plan describes the methods to be used to control emergency situations that may happen within Acton Materials Management. It applies to all staff, contractors and visitors to Acton Materials Management.

There cannot be a written solution to every problem. However, it is considered that the elements within this plan are the essential ones to consider. Plan Structure

3 Information

3.1 The plan is in two parts -

- this generic plan for dealing with incidents.
- appendix A Contacts B Bomb threat form

4 Roles and responsibilities

4.1 Head of Materials Management

Keeps senior management informed of:

- all major incidents
- the nature of the incident
- all injuries / deaths
- any damage to property
- resources needed

4.2 Operational Manager / Warehouse Manager

- to provide advice and assistance on site matters to the Head of Materials Management.,
- to ensure preservation of evidence,
- when necessary rearrange work schedules.



4.3 Warehouse Supervisor / Team Leaders

- Manage local resources to minimise effect of emergency through the application of Rules, Regulations and Procedures. Liaise with officers of the emergency services
- provide initial response to the incident;
- initiate local procedures.

4.4 Fire Warden Nominated Person

It is the responsibility of the nominated person to:

- In the case of a fire, note the zone indicated on the fire alarm panel, if possible at no risk to themselves.
- Collate details of any persons unaccounted for.
- Provide details of persons unaccounted for to Emergency Services.

4.5 Fire Warden

It is the responsibility of Fire Wardens to:

- Supervise an evacuation.
- Check areas are clear.
- Gather information about any persons unaccounted for.

4.6 First Aider

It is the responsibility of First Aiders to render aid to any injured persons, without putting themselves at risk.

4.7 All Other Staff

- In the event of any emergency inform your immediate manager and take initial steps to preserve life or property, without taking any personal risk.
- Be aware of, understand and be prepared to follow this emergency plan.
- Know what to do in the event of an emergency.
- Know where the fire alarms in their area of the building are, and know how to operate them.
- Know who and where the Fire Wardens and First Aiders are.
- Follow instructions from Fire Wardens, the Emergency Services and Industrial Estate Security during emergencies and drills.
- Co-operate with any emergency incident investigation.
- Take responsibility for any visitors in their care.

5 Training

The Operational Manager shall ensure that all staff that work at the Materials Management Acton are given awareness training in the Emergency Plan procedures. Supervisors and Team Leaders shall be trained / briefed in all aspects of the plan.

6 Fire Wardens

All Fire wardens have been nominated by the Operational Manager to be trained as Fire Wardens. Fire Wardens receive a letter of appointment from the Operational Manager and a Fire Wardens Hi-Vi vest.

7 Tests & Practice Drills

Fire Alarm Tests must be carried out by a trained and designated member of the Materials Management stores team every week. Findings must be recorded in a Fire Alarm Test Log Book and any fault should be reported to ADT On a three-monthly basis during the tests, a check shall be carried out to ensure that the alarm is audible in every part of the building.

7.1 Practice Drills

Fire drills and evacuation of the building shall be carried out at **not more than 6 monthly intervals**. The Materials Management Manager will ensure that all areas of the building are evacuated simultaneously within an acceptable time frame. All evacuation drills must be recorded in a logbook kept for this purpose. A de-brief is to take place as part of the drill to identify any weaknesses in the plan so that they become areas for improvement.

8 Industrial Unit Site Plan

A Copy of the Industrial Units Plan is located in the Operational Managers office.

8.1 Industrial Unit plan details

The plan should show all relevant details including:

- Fire Extinguishers
- Fire Alarm Call Points
- Staff Assembly Point building opposite Industrial Unit
- Rendezvous Point Barrier at entrance of Industrial Estate
- Fire Exits
- Other Potential Hazards, e.g. Gas Mains, Switch Rooms
- First Aid Boxes
- Isolation points for water, gas, electricity, etc.
- Spill Kits

9 Industrial Unit Evacuation

9.1 Evacuation procedure

- The signal to evacuate the Industrial unit is to be given by operating the Industrial Unit Fire Alarm System at the nearest Fire Alarm Point. Inform nearest manager / supervisor of the reason.
- The manager or his deputy must immediately inform the Operational Manager and explain the nature of the emergency.
- All staff and visitors must immediately cease their activities and vacate the building a calm and orderly manner, by means of the nearest safe available exit and proceed to the Staff Assembly Point (SAP).
- Security Staff are to ensure that the Entrance Gate is in the open position for the arrival of the emergency services.
- Senior Manager on site to send a member of staff to the Rendezvous Point (RVP) to meet the Emergency Services
- If the nature of the emergency is such that neighbouring companies may be affected, e.g. a major gas leak, they should be contacted through the landlord.
- Team Leaders / Managers are to carry out a roll call to ensure that all staff are accounted for. The senior manager on site will account for office staff and visitors.
- Nobody must re-enter the industrial Unit until the 'All Clear' has been given by the emergency services.

9.2 Records & Debriefing

The Operational Manager must ensure that records of all evacuations and emergencies dealt with are retained on file within the Building. The records must detail all follow-up procedures and discussions held as part of a debriefing session to identify procedural weaknesses in the plan and areas for improvement.

9.3 TfL STAFF EMERGENCY LINE (Free phone)

Following the evacuation of a building it may not be possible to re-enter the building for the remainder of the working day and staff may be sent home or relocated. The day after such an emergency staff should call the Free phone emergency number to find out where and when they can return to work.

Call 0800 0852148 to listen to a pre-recorded emergency message.

10 Events

10.1 Gas Leak

A person discovering a gas leak must take the following action immediately: -

- Extinguish all naked flames and cigarettes.
- Do not operate any electrical appliance or switch, even if it be turning off a light or isolating a piece of equipment.
- Open all windows and doors.
- Turn off the gas supply at its local source. (In some circumstances it may be necessary to isolate the entire Industrials estates gas supply).
- Inform the Landlord and Industrial Estates Security.

10.1.1 Reporting the leak

- Report the leak to National Grid gas emergency 0800 11199 (24hour emergency line)

10.1.2 Restricting access

- The immediate area around the gas leak should be evacuated.
- Do not return to the area until persons carrying out the repair have given the 'All Clear'.

10.1.3 Investigation

- All persons involved in the incident (and not removed to hospital) should be stood down from their duties for the remainder of the shift, and told to remain in the building for an initial interview.
- The BT Police may wish to interview staff immediately or at a later date.

10.2 Fire

A member of the staff discovering a fire should immediately inform a Manager, giving the exact location and the nature of the fire.

10.2.1 Initial action

If the person discovering the fire considers it to be one that can be tackled without putting themselves at risk, then they are requested to do so by using the appropriate fire appliance. If the fire is not one that could be tackled by the individual, then the fire alarm must be raised immediately to initiate the evacuation procedure.