**FQM LIMITED**

**XX-ERP-001**

**Fire and Emergency Evacuation**

**1.0 Scope**

To provide a procedure for safe evacuation in the event of fire, explosion, environmental emergency or other dangerous occurrence, and for accounting for all personnel as quickly as possible.

This procedure is applicable to evacuation of all buildings, quayside and vessels in Dry Dock, including during decommissioning activities.

The document is the product of the risk assessment required under the Fire (Scotland) Act 2005, as amended, and by regulations made under that Act.

**2.0 Introduction**

This Procedure is aimed at compliance with the Fire (Scotland) Act 2005, as amended, and by regulations made under that Act, and ISO 14001:2015 and ISO 45001:2018

It will be used to deal with fires, explosions, environmental emergencies and or any other dangerous occurrence arising from any work being carried out (including decommissioning) on-site which required the immediate evacuation of personnel from the area or a need for emergency response.

**3.0 Terminology & Definitions**

COMPANY NAME have site specific Emergency Contact Lists on display across various points at each site. These contact lists are reviewed regularly by the QHSE team to ensure correct and included in the site induction for all persons coming to site.

**Fire Marshal** – A company nominated person who takes control of an emergency situation.

Refer to site H&S notice boards for information on designated site fire marshals.

**In the event of the Fire Marshal not being present the most senior person onsite will take total control until the arrival of the Emergency Services**

**Fire Warden** – a Company nominated person who assists the Fire Marshal and who has specific responsibilities in the event of any emergency situation.

Refer to site H&S notice boards for information on designated site fire wardens.

**First Aiders** – Company Employees who have been trained in first aid.

**Evacuation** – A controlled and monitored removal of all personnel from a defined area.

**Assembly Point** – A location designated for the assembly of all personnel who evacuate from

 a vessel or buildings.

**Emergency Services** – The Fire Brigade/ Ambulance Services/ Paramedics/ Police/ Environmental Clean-up/ Other Stakeholders (such as Harbour).

**4.0 Fire Marshal/PFSO and Fire Warden Role.**

Fire Marshal/PFSO duties:

* Be familiar with all the exit points.
* Adopt the fire/ emergency evacuation procedures.
* Go to The Assembly Point and make yourself visible.
* Confirm that the Police, fire brigade or any other appropriate services has been called and full accurate description of situation and location has been given.
* Check with Fire Wardens that all areas are clear before undertaking roll call.
* Liaise with emergency services on arrival to inform them of current situation, action taken, missing persons, injured persons, high risk materials and areas etc.
* Pass on site map to emergency services.
* Ensure that alarm system is reset and working prior to re-occupation of the premises.

Fire warden duties:

Day-to-day role:

* To keep an eye on the general fire safety of the area, building or floor the warden has been allocated.
* Keep an eye on corridors and walkways to ensure combustible materials are not stored there.
* Monitor escape routes to see they are kept free of obstructions.
* Monitor premises for suspect objects/cars.
* Check that fire doors are not tied, propped or wedged open where they should not be.
* To check that final exit doors are not obstructed.
* To check that extinguishers are where they should be and no obvious misuse or defect has occurred.
* During scheduled fire alarm tests over a period of weeks or months, check that the alarm can be heard in all rooms and all parts of their allocated area.
* Possibly assist with the creation of personal emergency evacuation plans (PEEPs) if requested.
* Possibly assist with fire risk assessments (FRA) if requested.
* This may seem like a lot of extra work but in reality it can be done as part of the “day job” just by being a little more observant. Any problems or defects need to be reported to the appropriate person.

Role when the fire alarm sounds:

* Sweep through their allocated area, turning off equipment and closing doors/windows in passing but not delaying their own escape unduly, while encouraging people to leave via the nearest fire escape route. The fire warden should normally be the last person off their floor.
* Checking all accessible rooms including toilets and offices to make sure people are beginning their evacuation,
* Checking any refuge in their area in case someone is waiting for assistance to evacuate
* Reporting to the fire marshal/person in charge of the evacuation, at the assembly area or just outside the building, to advise their area is clear (or to report anyone who can’t or won’t leave the building)
* To assist the fire marshal/person in charge with crowd control, verbally encouraging people towards the assembly area.
* Offering any assistance to the emergency services on arrival.
* To take part in any post-alarm de-briefing to identify any shortcomings in the evacuation procedures.

**5.0 Raising the Alarm**

There are three recognised non-verbal means of raising the alarm in order initiate an evacuation.

1. Activate the building’s alarm system. This is the general alarm for evacuation from all buildings in the Dry Dock.
2. Activate the vessel’s alarm system. This is the general alarm for evacuation from the vessel in the Dry Dock.
3. Verbal – using radio to alert nominated responsible personnel who then activate the building’s/vessel’s alarm systems (carried by COMPANY NAME nominated personnel and vessel crew).

**6.0 Procedures**

Vessel Fire/Explosion

Raise the alarm by the most appropriate means or combination of means. The person raising the alarm should where applicable and only if it safe to do so, remain at the fire point and report the precise nature and location of the emergency.

On hearing the alarm, all personnel must proceed to the nearest and safest available route of escape and report direct to the fire assembly point, ensuring they take their “T” Card (I.D. Pass Card) from the “T” Card Rack as they come off of the gangway.

Once at the fire assembly point, they must give their name and “T” Card to the Fire Marshal. All personnel must remain at the fire assembly point until otherwise instructed. Under no circumstances should a person attempt to re-enter the vessel for any reason.

The Fire Warden, on his arrival at the vessel’s gangway (if safe to do so), will take note and list the names of personnel whose “T” Card is still in the Card rack and report this to the Fire Marshall immediately.

The probable location of personnel who are likely to be still on-board the vessel is to be identified. Under no circumstances must personnel board the vessel in an attempt to locate personnel until agreement has been reached after discussion with the Fire Marshal/Senior Manager and where appropriate the Master of the Vessel.

When the Fire Brigade arrive, control of the incident passes onto the Fire Chief who is to be given all the listed information and as much requested assistance as required. He will, after taking all things into account decide what rescue/recovery methods are to put in to action.

When the emergency is over, the Fire Chief will inform the Fire Marshal/Senior Manager. They will give instruction to the Fire Wardens for the deployment of evacuated personnel. |Work will only recommence once a full assessment has been made of the site by the responsible manager and on-site HSE Advisor/Manager.

Buildings / Workshops / Offices / Canteens / Stores Fire/Explosion

For each level of each building appointed Fire Warden will be responsible for ensuring that the evacuation procedure is applied when an emergency occurs.

On hearing the alarms all personnel must evacuate the buildings by the nearest safest route immediately, closing (only if it is safe to do so) all doors and windows behind them.

Personnel are to report the Fire Assembly point and give their name to the Fire Marshal/PFSO.

Under no circumstances must personnel, for any reason, re-enter any of buildings. Until clearance has been giving by the Fire Marshal/PFSO.

The Fire Warden will, but only if it is safe to do so, carry out a planned inspection of their designated areas to ensure that all personnel have evacuated the building.

On completion of the inspection they will report their findings onto the Fire Marshal/PFSO at the Fire Assemble Point.

The Fire Marshal/PFSO will have at his disposal a plan of all of the buildings, describing its contents where applicable. This will be handed to the appropriate services on their arrival along with names of missing personnel.

Environmental Emergency

All personnel must ensure that spills such as oil, grease and contaminated water are cleaned up as soon as possible. Every effort must be made to contain leaks and spills of hazardous noxious substances. All small leaks and spills must be reported immediately, even if a worker has managed to clean the spillage up. Spill containment equipment must readily available on-site. This equipment should consist of rags, oil absorbent cloth, oil absorbent granules and absorbent booms to soak up and contain the spillage. All spent absorbents should be placed into a sealed container to await disposal.

In the event of any significant spillage into the dock or harbour, yard contingency plans will come in to effect, immediately inform the Decommissioning / Operations Manager / Assistant Manager, HSE Advisor and SEPA Liaison. SEPA Liaison to inform SEPA Representative immediately. Responsible Manager to implement containment measures and to organise environmental containment and clean up contractors to attend site. Any preventative measures that can be taken while waiting on the arrival of environmental contractors should be taken.

When the environmental contractors arrive on site, the Responsible Manager should provide them with a situation update. The environmental contractors will then take over the containment and clean-up operations, providing updates to the Responsible Manager, HSE Advisor and SEPA Liaison.

Photos should be to taken of the incident area before and after the clean-up for reporting purposes. Incident to be investigated by SEPA Liaison; report to detail as a minimum, the circumstances of the incident, an assessment of any harm to the environment and the steps taken to bring the incident to an end. The report shall also set out proposals for remediation and for preventing a repetition of the incident. Report to be submitted to SEPA as per permit.

**7.0 Decommissioning Specific Procedure**

Chemical Spillage/Fire

It is normal practice for all hazardous chemicals/liquids to be removed prior to the vessel arriving for decommissioning. Should any hazardous chemical/liquids have to be removed during the decommissioning procedure they will be transferred and stored in IBC’s and placed on a bunded concrete area of hard stand then removed and disposed of by a licenced contractor at a later date. All chemicals/liquids should be handled in line with the company COSHH procedures.

In the event of a chemical spillage, standard environmental incident procedures may also need to be followed.

Vessel Breaking Adrift

It the event of a vessel breaking adrift, the Decommissioning Manager should immediately contact the Dock Master, who should attend the incident without delay. The Operations Manager and Port Authority should also be contacted immediately.

Having assessed the situation, the Dock Master is to arrange for any additional securing ropes as thought necessary. If these additional ropes are not sufficient, then the Dock Master is to contact the Port Authority. The Dock Master is to arrange for a suitable number of tugs to attend the scene, for the purpose of pushing the vessel against the quay side until the vessel has been secured. Once the vessel has been secured the dock Master should inform the Port Authority.

Vessel Flooding at Berth

It the event of a vessel flooding at berth, the decommissioning Manager should immediately contact the Dock Master, who should attend the incident without delay. The Operations Manager and Port Authority should also be contacted immediately.

The Dock Master should arrange for the mustering of tugs for assistance and organise the deployment of a salvage pump for the purpose of pumping out the stricken vessel. The Dock Master is to contact and seek assistance from any member of management in an attempt to successfully deal with the incident.

**8.0 Action in Support of Evacuation.**

When the alarms have been activated, and personnel are evacuating the vessel a decision will be made by the Fire Marshal/PFSO or Senior Person, when to call the Emergency Services.

Useful telephone numbers

**Emergency Services 999 or 112.**

**Fire Brigade 999**

**Ambulance Services 999**

**Police 999**

**Environmental Protection Agency 0800 807 060**

**Bomb Alert 999 or 0800789321**

**COMPANY NAME also list local emergency service numbers on each sites Emergency Contact List, which can be found at various locations across all sites.**

Announcements can be made using the handheld radio sets.

Direct road traffic (other than the Emergency Services) trying to enter the Dry Dock away from the Vessel.

This also applies to personnel not directly involved in the incident.

Services

The Fire Warden is to ensure that the supplies of Oxygen/Acetylene Cylinders (or any other flammable gases) are shut off and that the fire main is connected and turned on at the quayside.

The Fire Warden must check power supply status (particularly shore mains and lights). Is there is damage in any way to the insulation of live circuits (other than low voltage) the shore power should be turned off.

Incident Control

Where applicable the Fire Marshal/PFSO, Senior Person and Master of the Vessel are to meet at the control point to discuss the likelihood of further significant problems arising from the incident.

Check list sheets (names of all personnel) after completion are to be brought to the Incident control point.

A visual check is to be made with “T” Cards that are still in the card rack and compared to the names on the list.

In the event of any uncontrolled discharges into the harbour, instruction will be given from the control point to make immediate contact with the Port Authority and inform them of the likely hazards (See Disaster Contingency Plan).

**8.0 False Alarms**

If the cause of the alarm is not immediately apparent, it will be necessary for the evacuated area to be checked for hazards etc.

The alarm system is to be inspected for damage or malfunction.

If the fault in the alarm system is found, it must be reported to Incident Control to organise remedial action. A search can then be continued throughout the entire area. Do not assume that the first problem found is the only cause of the alarm.

**9.0 Missing Persons**

Anyone who has not reported to the Fire Assembly Point to give their name to the Fire Marshal will be classed as a missing person(s). Their location where possible is to be identified.

The Fire Marshal/Fire Warden will ask personnel at the Fire Assembly Point if they have seen the missing person(s) or can verify where/when last time they had seen them.

The Fire Marshal/Senior Person must decide on the information they have received if it is justified to carry out a controlled search for the missing person(s). Risks to be considered.

If a search is to be carried out a minimum of two personnel with radio contact will conduct the search.

**10.0 First Aid – Medical Treatment**

On Hearing the call for evacuation, Company Employee First Aiders are to prepare themselves for the likelihood of treating casualties.

Where it is safe to do so, First Aiders are to collect all the available first aid equipment (first aid boxes/stretchers/etc.) and return to Incident Control.

Information and instruction will be given to the First Aiders on what to do, in the event of casualties being recovered from the vessel/buildings.

All casualties are to be taken to a safe place away from the immediate area as quickly as possible, where they will receive first aid treatment if needed.

All casualties are to be attended by First Aiders until the emergency services arrive.

**11.0 BOMB/FIRE/EMERGENCY EVACUATION PROCEDURE.**

Buildings

When in the workshops, offices or any of our buildings and an alarm sounds, leave by the nearest safe exit, closing all doors and windows where safe to do so. Do not attempt to fight the fire unless you are trained to do so.

Proceed to the fire assembly point, which is situated at the main gate. You must give your name to the Fire Marshal.

If a person who was with you in the building has not made it to the assembly point raise the alarm telling the Fire Marshal where you last saw the person and COMPANY NAME will send a rescue team, if deemed safe to do so.

Do not leave the assembly point until given permission from the yard management (Fire Marshal/Senior person).

Do not for any reason re-enter the buildings until authorised to do so.

The person activating the alarm should remain at the Fire Point (but only if it safe to do so) and inform Fire Warden of the exact location of the fire.

All access points to the dry dock must be secured by the fire wardens or employees designated by the fire wardens to prevent people entering the yard during the evacuation.

Vessel/Dry Dock.

In the event of a serious incident where personnel need to be evacuated from the Vessel/Dry Dock, the ships alarm will sound.

On hearing this warning all persons must evacuate the Vessel/Dry Dock bottom by the nearest safest route, and report to the fire Assembly Point. If personnel are evacuating the Vessel they must take their “T” Card from the Card Rack.

At the Fire Assembly Point give your name to the Fire Warden.

If a person who was with you in the dock or on board the vessel has not made it to the assembly point raise the alarm telling the Fire Marshal where you last saw the person and COMPANY NAME will send a rescue team, if deemed safe to do so.

Do not leave the assembly point until given permission from the yard management (the Fire Marshal/Senior person).

Do not for any reason re-enter the Vessel or the Dock bottom until authorised to do so.

When vessels are in the Dry Dock differing alarms may sound during the day for different reasons – do not become complacent the next one might be a real one. Always investigate alarms.

All access points to the dry dock must be secured by the fire wardens or employees designated by the fire wardens to prevent people entering the yard during the evacuation.

**12.0 ADDITIONAL PROCEDURES FOR CARRYING OUT FIRE DRILLS.**

To be added.

**13.0 REVIEW**

This procedure will be reviewed regularly, at a minimum on a yearly basis. Additional review maybe required due to changes in legislation, operations, technology, personnel etc.