

Reynaers Aluminium Ltd

111 Hollymoor way

Northfield

Birmingham

B31 5HE

## **Fire Evacuation Plan**

**Reviewed Date: August 2018**      **Issue 3**

## Introduction:

This Fire Evacuation Plan (FEP) has been prepared for the New Birmingham Site of Reynaers Aluminium Ltd.

The FEP will be reviewed at regular intervals or following an incident by the Supply Chain Manager to ensure it is up to date and applicable to the location.

Reynaers Ltd:	0121 421 1999
Fax number:	0121 421 9797
Managing Director:	Richard Hall
FEP Author:	Stephen Newman
Emergency services no.	999 or 112
Fire Alarm maintenance:	SDC Fire & Security 01827 839 440
Out of hours:	0800 3899 910
Alarm monitoring station:	East Midlands Central Station (EMCS) 0844 8099 980
Local Fire Station	Northfield fire station (1.7 miles 5 minutes) General enquiries 0121 380 7536
West Midlands Fire Authority	General enquiries 0845 5000 900
Fire Extinguisher maintenance	Bryland Fire 01384 5733501/573301

### Key holders for out of hours call-outs;

CBS Security	07970 922251
Stephen Newman	07790 387 038
Kevin Driscoll	07887 503 869

## **FIRE EVACUATION PROCEDURE**

**Fire Warden:** Kevin Driscoll / Paul Underwood/David Lower/Amy Blount/Iftkar Ali

**Assembly Point:** Front Office car park nearest main road (fire assembly point 1)

In the event of discovering a fire:

- ✓ Raise the alarm by pressing the nearest break glass alarm call point if possible and inform the person on reception. Attempt to extinguish the fire with appropriate portable appliances if safe to do so.
- ✓ Evacuate the building by the nearest available exit and proceed to the designated assembly point (front office car park fire assembly point 1) **Do not use the passenger lift to evacuate the building**
- ✓ Reception will dial 999 and inform the FIRE SERVICES we have a fire, state clearly the telephone number **0121 421 1999** and:

**This is Reynaers Ltd**

**111 Hollymoor Way**

**Northfield**

**Birmingham**

**West Midlands**

**B31 5HE**

- ✓ The person on Reception will remove the visitors log from Reception and the print out of personnel currently occupying the building from the printer evacuate the building by the nearest available exit and proceed to the designated fire assembly point. The visitor log will then be passed to the Fire Warden.

- ✓ Do not re-enter the building until told to do so by the Fire Brigade or Fire Warden

## Evacuation protocol

After hearing the alarm siren to evacuate the building – stop ALL work activities, if time permits each person should gather their valuables – car keys, medication, etc.

Leave the lights ON and close doors after you – **do not lock doors**

The person on reception will remove the visitor's book and the automatic print out of building occupants and pass to the Fire Warden Paul Underwood or in his absence Kevin Driscoll.

## Evacuation Routes

During an emergency evacuation you should make your way to the nearest fire exit and report to the designated assembly area in the front office car park.

WALK do not RUN. Once you are out of the building do not return until the fire brigade or a Fire Warden have confirmed it is ok to do so.

## Assembly Area

The assembly area is situated in the centre of the office car park nearest the main road (Hollymoor Way).

## Provide the following information to the Emergency Services

The name of the company you are calling from – Reynaers Ltd

The telephone number 0121 421 1999

Your name

Whether you are in a safe location

Where the fire is located

## Fire Warden Responsibilities in working hours

All Fire Wardens should consider it part of their duties to ensure that the area that they normally occupy during the working day is free from any fire hazards and emergency escape routes are kept clear at all times. All concerns no matter how small should be reported to your H&S representative.

Paul Underwood	to ensure ground floor office area is evacuated swiftly and collect visitor log and occupant print out from reception printer on way out of building in the event of reception being un-occupied. Carry out roll call name check from print out and visitors log to establish all personnel are safe and accounted for. Carry out weekly call point alarm activations and record details of device tested.
Kevin Driscoll	to take position on pedestrian walkway outside premises on Hollymoor way to flag down emergency services. To carry out all above duties in the absence of Paul Underwood
David Lower	to ensure all warehouse area has been evacuated and flag down emergency services in the absence of Kevin Driscoll.
Iftkar Ali	to ensure all first floor areas are evacuated swiftly. This is to include a check of the disabled refuge points to ensure no one is stranded at the top of the stairways
Amy Blount	to carry out all duties above in the absence of Iftkar Ali.

## Building Reception Responsibilities

Roisin Fasham	to call emergency services following confirmation of fire. Contact any Fire Warden should anyone operate the disabled refuge telephone stating they require assistance to evacuate the building.
Any Fire Warden	to call emergency services in the absence of Roisin Fasham

## Out of Hours

EMC	single alarm device activation, call CBS security first key holder
CBS Security	visit premises to confirm fire yes/no. If fire is confirmed call emergency services and Reynaers key holders
EMC	two different alarm device activations, call emergency services and first key holder
CBS Security	visit premises to confirm fire yes/no. If fire is confirmed call emergency services and Reynaers key holders.