EmP02 – Fire

What needs to be done?

The following actions need to be taken when a fire occurs:

1. Raise the alarm and evacuate all affected areas of the site and direct all persons to the nearest assembly point

2. Immediately contact the emergency services, if required

3. A head count should be undertaken of all persons at the assembly point and that all names and details are recorded. The name and known working location of any person identified as missing should be brought to the attention of the emergency services as soon as they arrive on site

4. In the case of small fires that pose no danger to life, trained and competent personnel may tackle the fire using the appropriate fire extinguishers or stocks of sand/rock dust situated around the site

5. Ensure senior management have been informed of the incident and evaluate whether the incident is reportable to the Environment Agency or other regulatory bodies

6. In the case of large fires, do not attempt to extinguish it. Leave to the emergency services

7. Ensure the incident area is secure and there are no obstructions that would prevent or restrict the emergency services gaining access to the incident area (it may be advisable to place a person at the site entrance to ensure the emergency services are aware of the correct access point)

8. If appropriate, close the site and send everyone home

9. When practicable, the incident must be formally investigated, recorded and reported using the appropriate forms, including circulation to the relevant authorities.

    Note: If the fire is in an area covered by the permit, waste management licence/ exemption, or from a vehicle bringing waste on to the site, the Environment Agency should be informed immediately with written notification following as required by the permit/WML conditions.

Telephone numbers:

Emergency services: ....

Environment Agency: ....

Responsible manager: ....

Managing director: ....

Associated documentation

Forms

➜ EF03 – Internal Communication

➜ EF15 – Incident Investigation