

This is to certify that

Amino Chemicals Ltd

has completed Fire Prevention

Inspection & Audit

held at Amino Chemicals Ltd

for a period of Half Day

in Theory & Practical Fire Prevention

Tactics & Procedures

*This certificate is issued in conformity with the standards
required by the*

**International Institute of Risk & Safety Management
& International Fire Prevention Officers Association.**

Date 20-Jun-03

Certificate No. 0061


Fire & Safety Specialist

**FIRE EVACUATION
POLICY AND PROCEDURE**

**AMINO CHEMICALS
LTD**

MALTA

**Version 1.0
Draft Copy**

20TH June 2003

1. INTRODUCTION

This procedure is to serve as a general guideline in the event of a fire situation occurring within the building. Fire installations (fire extinguishers) in this building (Chemical Company) are designed to meet the requirements of Maltese and European Standards. The standards are always being improved upon, however, they are designed only to detect and combat fire. The survival rate depends largely on the ability to react positively.

Contrary to what most of us believe, flames are a contribution to death, in a fire situation. Smoke kills 90% of personnel in a fire situation and panic will almost always be one of the causes of death. Those who understand how to avoid smoke and panic are more likely to survive a fire situation. Through an awareness of our work surroundings and the effects of possible fires and with an understanding of the Chemical Company Fire Evacuation Policy and Procedure Guild.

LIVE CAN BE SAVED

Therefore, the main concerns of management are:

In the event of Fire, *our ability to contain the fire in the initial stage of ignition* prior to the arrival of the Civil Protection (Fire Brigade), and if necessary, to effectively evacuate the factory of all personnel, while minimising injury or loss of life.

To overcome these concerns it is important that each and every member of staff;

- Is aware and understands the instruction in this procedure
- Is able to act quickly and effectively in the implementation of the procedure
- Is familiar with the layout of the building complex (Chemical Company) and able to recognise and locate the fire fighting equipment, Exits and Evacuation Assemble Points
- Contacted Theory and Practical Fire and Evacuation training.

ACTION TO BE TAKEN IN THE EVENT OF A POTENTIAL FIRE SITUATION

DISCOVERING A VISBLE FIRE, STAFF SHOUILD FOLLOW THESE STEPS:

Raise the alarm

Try to fight the fire with the correct fire fighting equipment, if trained to do so and if it is safe to do so.

If possible, eliminate the fuel source i.e. switch off electric supply, remove flammable liquids and or materials.

Should the fire get out of control, leave the scene closing doors and windows along the path of retreat. Do not leave your exit route for any reason. Standby at a safe distance and await the arrival of "Senior Management", (if safe to do so).

In the event of any risk to you or any persons with you, leave the building complex by the nearest exit/emergency exit and report to your assemble point and remain there until Management or the Civil Protection (Fire Brigade), give you the all clear to return to work.

ACTION TO BE TAKEN IF YOU HAVE BEEN INFORMED THAT THERE IS A POTENTIAL FIRE SITUATION

Standby to shut down your equipment and to leave the building complex and go to your Assemble Point. (Leave the building complex by the nearest exit/emergency exit and report to your assemble point and remain there until Management or the Civil Protection (Fire Brigade), give you the all clear to return to work.)

IF YOU SHOULD COME ACROSS A BURING SMELL YOU SHOULD FLOOW THESE STEPS

- First contact the Manager/Fire Warden and give;
 - (a) Your name
 - (b) You're exact location
 - (c) See what may be burning

IF YOU SEE SMOKE COMING FROM BENEATH A DOOR ETC YOU SHOULD FOLLOW THESE STEPS

- (a) Raise the alarm
- Manager/Fire Warden /Fire Officer and give;
 - (b) Your name
 - (c) You're exact location
 - (d) See what may be burning
- Collect the nearest fire extinguisher and try to fight the fire if safe to do so
- First, touch the door and the door handle with the **back of your hand** only
- (a) If it is **HOT** do **NOT** try to open the door, but;
 - Await for assistance before attempting to tackle the fire, if safe to do so
- (b) However, if it is **COOL**, still wait for help to arrive first
 - Open the door, using extreme caution and preparing the necessary fire fighting equipment first
 - If safe to enter, investigate nature and extent of fire
 - Attempt to extinguish and eliminate fuel source

ACTION TO BE TAKEN IN THE EVENT OF AN EVACUATION SITUATION

1. FULL EVACUATION

- If you hear the Fire Alarm bells sounding continuously and possibly accompanied by announcements over the Public Address System (when installed). Special attention should be taken and you must obey all the announcements, if safe to do so. Normally this will entail leaving the building complex and reporting to your Assemble Point
- At the sounding of the Fire Alarm bells (Evacuation Alarm) it is to be expected that some people may panic, but you must remain calm in order to ensure the company procedures run smoothly, as directed within this Company Fire Evacuation Policy and Procedure Guild.

2. PARTIAL EVACUATION

- Sometimes a full evacuation may not be necessary. In such cases staff may be required to assist in the evacuation of other personnel, not company employees, from the areas affected by the fire, smoke or chemical spillage to an area of comparative safety. Senior Management and the Civil Protection (Fire Brigade) will determine the extent of evacuation.
- In case of partial evacuation the general evacuation alarm may not sound. Staff may be informed verbally of what action must be taken to clear the effected area.
- It is assumed that there are no hard and fast rules, to cover each individual incident, as each threat will have to be assessed individually. However, the above information is provided as a general guidance for future action.

3. ON EVACUATION

- (a) All staff are required to proceed to the designed assemble points and to report to your Department Head.

- (b) Do not stop or deviate from your exit route to collect personal belongings – they can be replaced – **“ YOU CAN NOT ”**
- (c) Walk not run, as this will cause panic
- (d) Help those in need of assistance, if safe to do so
- (e) Senior Department Heads or Team Leaders or the Duty Manager/Fire Warden to take up the duty of ensuring that all their staff have been informed to report to the assemble point, if safe to do so.
- (f) A roll call must be taken after at the assemble point to ensure that all staff and any other personnel that were on the premises is accounted for. Any personnel uncounted must be reported immediately to Senior Management
- (g) No one is to leave the assemble point or to reenter the buildings until Senior Management and or the Civil Protection (Fire Brigade) indicate it is safe to do so
- (h) No statement/comments to the press or public can be made.

ASSEMBLE POINT

The company assemble points are outside the main office block and on the adjoining roadway.

Each Department has their individual location marked

The Manager/Fire Warden will be overall in charge at this location and each individual Department/Section will inform the Manager/Fire Warden of the accountability of their staff members

The Manager/Fire Warden will inform Senior Management and or the Civil Protection (Fire Brigade) on the results of the above, so that the necessary action can be taken.

PUBLIC ADDRESS SYSTEM (When installed)

Once the alarm has been activated, by either means i.e. Fire Alarm system and or verbal communications confirming that there is a fire situation in progress.

The Receptionist and or the Security/Fire Officer will activate a recorded announcement, which will be played over the P. A. System, advising all personnel of the current emergency status and appropriate action to be taken.

- This message will be automatically being repeated three times.
- Periodically the factory alarm and P.A. system should be tested to ensure they are functioning and Fire Training sessions should be conducted to ensure that all the staff are fully aware of what action are expected of them.
- All training and drills should be recorded in the Fire Log Book