

**EMERGENCY INCIDENT RESPONSE PACK**

**GUIDE**

*for*

**Insert Premises Name**

**Premises Address**

**Telephone Number**

## **EMERGENCY INCIDENT RESPONSE PACK**

An Emergency Incident Response Pack (or similar) should be formulated and made available for the Fire and Rescue Service. When completed, it should be monitored and reviewed on a regular basis. Information, which should be made available and held within the Emergency Incident Response Pack, is as follows:

A Site Emergency Plan incorporating (if appropriate) the following –

**Location of Fire Hydrants internal and or external to the site, including size of water main (if known),** some may be private or public, usually identified similar to picture below



**Location of Main Electrical Incomer, Sub Station(s), Transformer(s), and Distribution Boards,**

Detailed description of where these are located



**Location of Main Gas Supply / Incomer and Valve Group,**  
Detailed description of where these are located



**Location of Main Water Supply / Incomer,**  
Detailed description of where these are located



**Assembly Point(s),**

External areas where personal should muster in the event of an evacuation



**Fuel Pump,**

(If applicable – maintenance team/FMA's should be able to assist in locating)

**Plant Room(s) / Boiler Room(s),**

maintenance team/FMA's should be able to assist in locating)



**Emergency Stand-by Generator,**

If there is a stand-by generator on site, state this and location



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**Compressed Gas Cylinder Compound / Storage area,**  
(If applicable – maintenance team/FMA's should be able to assist in locating)



**LPG cylinder Compound / Storage area,**  
(If applicable – maintenance team/FMA's should be able to assist in locating)





**LPG 'Bullet' Tank(s),**

(If applicable – maintenance team/FMA's should be able to assist in locating)



**Oil Storage Compound / Tank,**

(If applicable – maintenance team/FMA's should be able to assist in locating)



**Chemical Compound / Storage area,**

(If applicable – maintenance team/FMA's should be able to assist in locating)



**Sprinkler System Valve Group,**



**Fire Suppression and or Sprinkler System (area covered),**



- **Fire Compartments,**  
Maintenance Inspector can advise.
- **Any other relevant risks.**
  
- a. **Controls to isolate Electricity supplies (shutdown procedures),**  
Detailed description of where these are located and shutdown procedure
- b. **Controls to isolate Gas supplies (shutdown procedures),**  
Detailed description of where these are located and shutdown procedure
- c. **Controls to isolate Main Water supplies (shutdown procedures),**  
Detailed description of where these are located and shutdown procedure
- d. **Controls to isolate electricity supply to Fuel Pumps (shutdown procedures),**  
Detailed description of where these are located and shutdown procedure
- e. **Controls for Smoke Ventilation Systems,**  
Where main controls are, locations of vents
- f. **Hazardous Chemical details for site,**  
Include area stored, area used, quantity, category, COSHH data etc.

- g. **Asbestos details for site**, i.e., plan of premises highlighting areas containing Asbestos or Asbestos Containing Materials (ACM's) and location of Managing Asbestos Document,
- h. **Emergency Contact Names and Phone Numbers**  
Who should emergency services contact for access, information etc
- i. **Any other relevant information** (Such as.....)
  - Site drainage identification, Surface and Sewer. Oil Separators
  - Waste storage location and details of content including details of Special Waste.
  - Nearby environmental considerations including Sites of Special Scientific Interest, water courses, porous ground etc (Land, Air, Water)
  - Spill kit location, sand bags, drain covers, first aid, alarms (if applicable) and procedures.
  - Emergency Contacts (Emergency services, WLC to secure the property, specialist advisors, Maintenance Inspectors)
  - Details of neighbouring properties with hazards/risks associated
  - Any other relevant risks.



## **Site Emergency Plan**

## **Emergency Shutdown / Isolation Procedures**

for

**Electricity** – Electrical power to all service equipment can be shut off via the Main Electrical Distribution board within the Switch room next to plant room – room number 00/053

**Gas** – Gas supply can be isolated at meter enclosure on site perimeter and located at the tank room in the rear car park

**Water** – Main incomer stopcock/valve is located in the plant room. 00/052

**Fuel Pump(s)** – **N/A**

**Smoke Ventilation System(s)** – **N/A**

## **List of Hazardous Chemicals/Gases**

### **Example** **IRRITANTS:**

Disinfectant & Deodoriser.	300ml	Held in locked chemical cabinet within Store Area
Bacteria Hard Surface Cleaner.		
Toilet Cleaner & Descaler.		
Window Glass Cleaner		
Finish Dishwasher Tablets.		

**Flammable:**

Fly & Wasp Killer.	300ml	Held in locked chemical cabinet within Store Area
Anti-perspirant Deodorant.		
Anti-freeze		
Varnish		
Paint thinner		
Spray lubricants		
Hair Sprays		
Nail Polish Remover		

**Corrosive:**

Sulphuric acid	500ml	Chemical Cabinet next to science lab
Hydrogen Peroxide		
Sodium hydroxide		

**Oxidizers:**

Nitrates		
Peroxides		

**Toxic:**

Lead		
Mercury		
Arsenic		

**Highly Flammable:**

Ethanol		
Propanone		

## **Asbestos - plan of premises**

## Emergency Contact Names and Phone Numbers

<u>Name</u>	<u>Position</u>	<u>Contact Number</u>

***\*\*Spare Master Key and Swipe Card held at, \*\*\*\*\*. Contact  
Phone No. \*\*\*\*\****

***Plant Room Keys are in the Emergency Incident Response Pack.***

SITE EMERGENCY PLAN - LEGEND

Symbol	Description	Symbol	Description
<b>W</b>	Main Water Incomer into the building	<b>P</b>	Plant Room (if there are more than one Plant Room, then they should be numbered accordingly, i.e., P1, P2, etc.)
<b>G</b>	Main Gas Incomer into the building	<b>B</b>	Boiler House (if there are more than one Boiler House, then they should be numbered accordingly, i.e., B1, B2, etc.)
<b>E</b>	Main Electrical Incomer / Switchgear into the building (if there are more than one Switchgear Room, then they should be numbered accordingly, i.e., E1, E2, etc.)	<b>FP</b>	Fuel Pump(s) (indicate whether petrol, diesel, etc.)
<b>Su</b>	Substation	<b>C</b>	Location and storage of Hazardous Chemicals
<b>DB</b>	Electrical Distribution Board	<b>S</b>	Sprinkler System Valve Group & Water Tank
<b>FH</b>	Fire Hydrant (Private) (if there is more than one Fire Hydrant within the curtilage of the property, then they should be numbered accordingly, i.e., FH1, FH2, etc.)	<b>FS</b>	Fire Suppression System Valve Group (indicate area covered)
<b>H</b>	Fire Hydrant (Public) (Fire Hydrant external to the curtilage of the property)	<b>A</b>	Assembly Point(s)