

Emergency Plan

for



at

Granite House
31 Stockwell Street
Glasgow

5 November 2008

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1. Introduction

Emergency Plan

This emergency plan is designed to provide information so that everyone in or around your building knows what to do and how to evacuate safely in an emergency.

In the event of an emergency arising from fire, explosion, a leak of gas or toxic substance, a flood, a terrorist act or threat, or any other cause, tenants are responsible for the safe evacuation of people from their part of the premises.

The Building Manager must be notified immediately of any emergency situation and, where on-site staffs are employed, they will assume responsibility for any subsequent evacuation from the common parts of the premises.

If dangerous substances are located on site, the emergency services must be informed of their presence, type and location so that they can draw up their own safety procedures for dealing with fires involving these materials.

The procedures covered in this document are:

- § General accidents and incidents
- § Fire and Terrorist incidents
- § Gas leak
- § Power failure
- § Flood and water leaks
- § Environmental incidents

The frequency recommended for a routine review of these procedures is ANNUAL, but is subject always to the need to review more regularly whenever there is a material change in the site that could affect the relevance of these procedures.

Tenants will be informed of any change to these procedures and will be re-issued with an up to date copy as required.

2. Site Information

General Site Information

Client	Drivers Jonas LLP
Site name and address	Granite House, 31 Stockwell Street, Glasgow, G1 4RZ
Brief Description of Site	Office units and small shop outlets.
Number of floors / units	12 office units and 17 shops.
Approximate floor area	230,000 Ft ²
Type and nature of occupancy	Offices and retail

Building Manager Details

Building Manager	Stephen Wheatley
Building Manager Local Office	Granite House
Daytime Contact No.	0141 552 9515
Out of Hours Contact No.	077397 08057



Emergency Services Information

FIRE - 999

Local Fire Brigade	Strathclyde Fire & Rescue Service – Ingram Street, Glasgow
Non- Emergency No.	0141 552 2223

POLICE - 999

Local Police Force	Strathclyde Police, Pitt Street Glasgow
Non- Emergency No.	0141 532 2000

AMBULANCE - 999

Local Hospital Accident & Emergency	Glasgow Royal Infirmary
A&E Dept. No.	0141 211 2000

Health & Safety

Local HSE Office	0141 275 3000
Local Authority	Glasgow City Council, Land & Environmental Health 0141 278 6539/6540
Notifiable Incident Contact Centre (RIDDOR)	-

Environment

Local Environment Agency Office	0141 945 6350
Incident Contact Centre	0800 807 060



Emergency Information - Utilities

GAS

GAS Company/Supplier	Scottish Gas
Emergency No. (National Grid)	0800 111 999
Location of Isolation Valve:	At Gas Meter in Unit, or at Gas Meter externally fitted to side or rear of Unit

ELECTRICITY

Electric Company/Supplier	Scottish Power
Emergency No.	0845 272 7999
Electrical Isolation Point:	Main Switch room

WATER

Water Company/Supplier	Strathclyde Water
Emergency No.	0845 601 8855
Water Supply Isolation Point:	As advised by Building Manager/Water Authority

LIFTS

Lift Engineer	Hart Lifts Ltd
Lift Engineer Emergency No	07659 800 300

SECURITY

Security Company	MITIE Security Ltd
Emergency No.	0141 950 6000

Tenant Contact Details (To be completed by Building Manager)

Tenant Name	Unit no / Floor	Contact Name	Contact Phone
Ally Barbers			
ASP Shipping Ltd			
Direct Holidays			
Fleet Alliance			
GHA			
GHP/GHN			
Henry Healys			
House of Fraser			
Inisoft			
Legends of Football			
Letsure			
Minster			
New Horizon			
Panache			
PCS Union			
Poundland			
Shoefayre			
Specsavers			
Stockwell Newsagent			
Tesco Express Shop			
Tivoli			
William Hill			
Womans Support			

3. General Accidents and Incidents

Accidents and incidents

As an employer, it is the responsibility of the tenant to respond to, report and investigate accidents and dangerous occurrences within their workplace.

Where accidents occur in a common/landlord area of the property, the Building Manager MUST be informed as it may be their legal duty to report the accident or dangerous occurrence to the relevant enforcing authority.

Emergency contact numbers and details of local hospitals etc. can be found on page 5 of this document.

As an employer the tenant has the following duties with respect to accidents and incidents occurring within their workplace:

- Respond to any accidents within the workplace and provide first aid treatment as required.
- Report certain accidents and dangerous occurrences to the relevant enforcing authority e.g. the Local Authority or Health and Safety Executive. For details on what and how to report see <http://www.hse.gov.uk/riddor/index.htm>
- Investigate accidents and dangerous occurrences to determine root causes and prevent recurrence.
- Co-operate with the enforcing authorities should they decide to investigate the incident further.

First Aid

First Aid provision is the responsibility of the tenant. It is important that tenant employers have made arrangements to ensure their employees receive immediate attention if they are injured or taken ill at work. You must therefore make an assessment of the hazards and risks in your workplace and establish an appropriate level of first aid provision. For further details on what is required, see <http://www.hse.gov.uk/firstaid/>

Vehicle incidents

Vehicle incidents within the car park or external roadways under the control of the landlord should be reported to the Building Manager. If possible, take photographs of any damage to buildings or structures and obtain statements from those involved. Record insurance details of all involved parties.

Lift faults

In the event of a fault with the lifts within the building, contact the Building Manager who will arrange for a lift engineer to attend.

If a person becomes trapped in a lift car, they should use the emergency alarm or telephone within the car to summon assistance. If possible, verbal contact with any trapped person should be maintained to help them to keep calm and remind them that assistance is on its way. Under no circumstances should anyone attempt to rescue a person from a lift, other than the trained Lift Engineer staff.

FIRE ALARM FAULTS

Fire alarm drills and evacuations will be carried out once in any 6 month period by Drivers Jonas LLP.

Fire alarm sounders tests should be carried out weekly.

From time to time, false alarms may occur. Any false activations of a fire alarm system which is under the control of the landlord should be reported to the Building Manager so that they can be investigated and rectified and the system re-set.

Where a contractor has been appointed to service and maintain the fire alarm system on behalf of the landlord, the Building Manager can arrange for them to visit the property to carry out a re-test.

4. Fire and Terrorist Incidents

Terrorist incidents, and attacks by extremist campaigners or malicious hoaxers are rare. However, they are designed to intimidate, disrupt, cause economic damage and could cause injury or loss of life.

During terrorist incidents the Police and other agencies may offer advice but the responsibility to seek advice and act upon it lies with the tenant under the general direction of the Building Manager. It is not possible to be precise about exact procedures to be followed as this will depend on the circumstances and assessment by Police and tenant staff.

The following organisational details have been drawn up in order to formalise the duties and responsibilities of key personnel in the event of an incident occurring at 31 Stockwell Street. They will refer to both Landlords and tenants areas and have been compiled to harmonise the actions of both parties when an incident, whatever its origins, threatens the safety of the occupants of the building. In the main they will fall into two distinct categories, fire and terrorist incidents. It is necessary to have separate procedures for fire and terrorism. The core of the procedures however will always involve the same key personnel.

In any evacuation plan or emergency procedure clear and concise instructions must be made available to the occupants of the building. This includes them being in no doubt of who is in overall charge of the situation. The Chief Evacuation Marshal plays a key role in these emergency procedures. The nominated person for Granite House is The Building Manager – Stephen Wheatley. His nominated deputy is Raymond Boyes who is the Senior Caretaker.

At the outset of an incident evacuation marshals perform the most critical function, that being the safe and orderly evacuation of all persons from the building to a place of safety. No other considerations may take priority until this function has been carried out successfully. Personnel with nominated roles should be readily identifiable by either high visibility tabards or armbands. A detailed description of their duties in dealing with the above incidents will be given to each member on enrolment and will be reviewed at regular intervals. Training will be given to ensure competencies are maintained. Detailed procedures for each member of the incident control, team are as follows;

Chief Evacuation Marshal

This responsibility is to coordinate the actions of all personnel in the building, both Landlord visitors/contractors and Tenants no matter what type of incident the building is involved in. The Chief Evacuation Marshal is in control of the evacuation and will require detailed information to pass on to the emergency services upon their arrival.

In the event of an evacuation, the Chief Evacuation Marshal assumes sole responsibility for the evacuation and subsequent operations. In the event of a fire incident, he should proceed immediately to the fire control panel and identify the location of the fire. Once confirmed that the building is in evacuation mode, he should then ascertain that the attendance of the fire service has been requested.

The Chief Evacuation Marshal becomes the link between 31 Stockwell Street and the senior fire service officer attending. His primary function is to receive, and process, information being relayed to him at the entrance to the building from the tenants Evacuation Marshals (Evac Marshals), as to the status of their sweep search in evacuating their parts of the building. This information must be relayed to the senior fire service officer to enable them to determine tactical operations as quickly as possible.

Confirmation that the building is 'all clear' can only be relayed to the senior fire service officer when all tenants evac marshals have reported in. If however a tenants evac marshal reports that any persons have been reported missing, precise details of the likely location and the last known whereabouts of the missing person(s) must be relayed by the chief evac marshal to the senior fire service officer immediately.

It is only when the building has been declared as 'all clear' that other considerations may start to take priority.

EVACUATION MARSHALS

As soon as the buildings fire alarm goes into evacuation mode all evac marshals or their nominated deputies, will start an orderly and rapid evacuation of their designated area and should carry means of identification. They should instruct staff and visitors to calmly and quietly leave the building by their nearest available fire exit(s) or, if contrary instructions have been given, to a nominated exit and report to the assembly area which is at the Stockwell Street end of the Argyle Street pedestrian precinct, (see photographs below, which show the assembly point and the main crossing point from Stockwell Street).

Evac marshals should commence to 'sweep' search their areas to ascertain that no persons remain. Once satisfied that their area is 'all clear' they should pick up their individual floor pennant and proceed at once to the assembly point, reporting to the chief evac marshal "en-route" to inform on the status of their sweep search.

Evac marshals will be responsible for the safety of persons making their way to the assembly point having regard to passing traffic, other pedestrians and when crossing roads. On arrival at the assembly point, evac marshals will take up a position clear of shoppers exiting from the retail units and using their pennant as a marker; remain a focal point of contact for their evacuees until further instructions are received from the chief evac marshal.

Evac marshals must maintain discipline within their individual groups, many of whom may be traumatised and acting erratically. It is essential that no-one is allowed to leave the assembly point and attempt to re-enter the building until the all clear is given.

The only person who may give the instruction to re-occupy the building is the Chief Evac Marshal (having been told it is safe to do so by the senior fire service officer attending). No other person, regardless of seniority, is allowed to give that instruction during a fire incident. In order to perform their duties effectively, evac marshals must also ensure:

- 1) They have sufficient deputies to cover for them in their absence, there should also be a means of identifying their role through high visibility clothing
- 2) They should be thoroughly familiar with all aspects of emergency procedures and pay full attention to the procedures. Any deputies appointed must also be made aware of these documents;
- 3) They must be thoroughly familiar with the escape routes from their area and the location and number of fire escape staircases;
- 4) They must know the location of the fire extinguishers and fire equipment in their area, and be familiar with their use;
- 5) They must know the exact locations of their assembly point and, the correct action to be taken in the event that any persons are reported missing
- 6) They must be familiar with the arrangements to control persons assembled and to deal with anyone requiring assistance at the assembly point.

Training will be offered at regular intervals to ensure evac marshals can maintain their competency in the above, as well as learning through participation in fire evacuation drills.

Assembly Point – Argyle Street



Crossing Point



TERRORIST INCIDENTS

Whilst all the procedures in this guidance rely on the same structure for the management of a fire evacuations, the difference between a security incident and a fire incident warrant alternative methods of control. The first notable difference being the way the building will be alerted to an event as well as whether and where to evacuate.

There are four likely circumstances that will trigger a security incident:-

Scenario

- 1) by a telephone call received at the target premises\business

Scenario

- 2) by somebody in the building discovering a suspicious package

Scenario

- 3) by a warning from the police

Scenario

- 4) a device has been detonated in or outside the building or within range e.g. a suicide bomber walking into the building and/or a bomb has gone off nearby.

There is a variety of business processes carried out at Granite House; some may be more vulnerable to extremist activity than others. Whoever/whatever the target for the threat, it is secondary to the fact that there are numerous other interests that have to be considered in the same building. For this reason, as with the fire procedures, when a security alert is instigated, however the threat is delivered; the Building Manager will assume responsibility for the incident, pending the arrival of the emergency services.

Once a threat has been received and analysed there are basically two responses, one is to evacuate the entire building to designated assembly areas, or to remain in the building, at the centre of floors and away from windows and other openings.

The decision to search the building will only come after consultation with the police.

There are two types of threat that can be given one that the threat is from a device inside the building and one that it is from a device planted outside

Scenario 1.):- Receiving a telephone threat to the premises\business.

Where a pre warning is given, the person receiving the call is a vital link in assessing the information received. It would however be unreasonable to train everybody in the building on handling threat calls therefore the instructions and checklist below, should be available to all personnel involved in receiving direct incoming calls. When the political climate or at times when heightened security levels are announced, check-lists should be distributed to all personnel identified above. The purpose of these check lists are to obtain as much information as possible not only to give an indication of how the threat should be handled but also to assist in police investigations subsequent to an incident occurring. Automatic recording facilities may be available on the line and call return enables the person at the receiving end to determine the origin of the call.

When the threat has been received and recorded on the checklist, the person receiving the call should contact the Building Manager immediately on 0141 552 3413 / 07739708057, and relay the details taken. He or his nominated deputy will call the police. You should then inform a senior manager in your organisation of the steps you have taken. Once this task is performed you should stay at your extension number to await instructions or to answer any further questions.

From this point on, the Building Manager has sole responsibility for the actions that will follow, he will, of course be taking advice from the police and an opinion will be formed with reference to the received call and the level of threat at the time.

Where on the advice of the police, mobile phones or hand held radios are not to be used inside the building, all communication from the onset of an incident will be by internal telephone, or if outside the building, by a system of 'runners' made up from evac marshals, ensuring that adequate provision is made, in the event that an evacuation becomes necessary.

Scenario 2.):- Suspect object discovered.

The discovery of a suspect object may be made by an alert member of staff or by a member of staff receiving a suspect letter\parcel. Whichever is the case, the first priority is to clear the immediate vicinity of the object and to inform a senior manager of its presence. From there on the procedures will remain the same with regard to informing the Building Manager.

Once informed of the discovery of a suspect object the Building Manager will alert the police and evac marshals by internal telephone or runners, prior to instigating an evacuation of the building. The location of the object will determine which route to exit the building and the location to direct persons leaving the premises.

Scenario 3.):- Warning received from police.

A variety of actions may come out of this scenario as to the nature of the threat and the advice given by the police.

Police advice:

The police will not normally make the decision to evacuate the building on their arrival. This will be left to the Building Manager on the advice of the police. However if the police have received specific information, they may make the decision to evacuate. Alternatively, the police may decide that based upon information received the premises should not be evacuated. This is likely if they believe an explosive device is located outside the building. In this case persons will be advised to move to the centre of their floor away from windows and other openings whilst awaiting further instructions.

Whichever tenant is contacted they should immediately refer the police to the Building Manager on 0141 552 3413 07739708057 if they are not already in contact with him.

The police/fire service will not normally search a building following a bomb threat. This is because they are unlikely to know the layout of the building and they will almost certainly not be able to ascertain what belongs where. It follows that if police carried out the search, they might miss hiding places that would be obvious to anyone familiar with the building, or they might miss objects which any employee could have told them did not belong there.

There is virtually no defence against a determined suicide bomber; however the risk is negligible unless one of the tenants is specifically a high risk target.

NB: - If a detonation time was specified in the initial threat, the Building Manager must ensure that all searches terminate well before the deadline. The police recommend that this is at least 20 minutes before the deadline falls. It is also recommended that if a search is incomplete, evacuation of the premises should then take place.

Scenario 4.) Detonation of a device.

The modern terrorist threat is unlikely to carry a pre- warning and detonation of a device will occur without any time to prepare. In this event, The Building Manager takes sole charge of operations until the arrival of the emergency services. He will decide on the course of action to take and whether to evacuate the building.

The staircases at Granite House are not suitable as in-vac areas and as the walls and floors are substantial, a detonation some distance away, may give rise to a decision to stay in the building. Where detonation has occurred inside the building, persons will evacuate away from the area affected on the directions of the Building Manager, assisted by the evac marshals.

Communications are likely to be affected and the fire alarm system in Granite House (and in surrounding buildings) is likely to go off as the detectors are pressure sensitive. Communications from the Building Manager to the evac marshals may therefore default to the use of runners.

Extreme care must be taken by all concerned not to misconstrue this as a direction to evacuate to the fire assembly point, in case secondary devices have been planted.

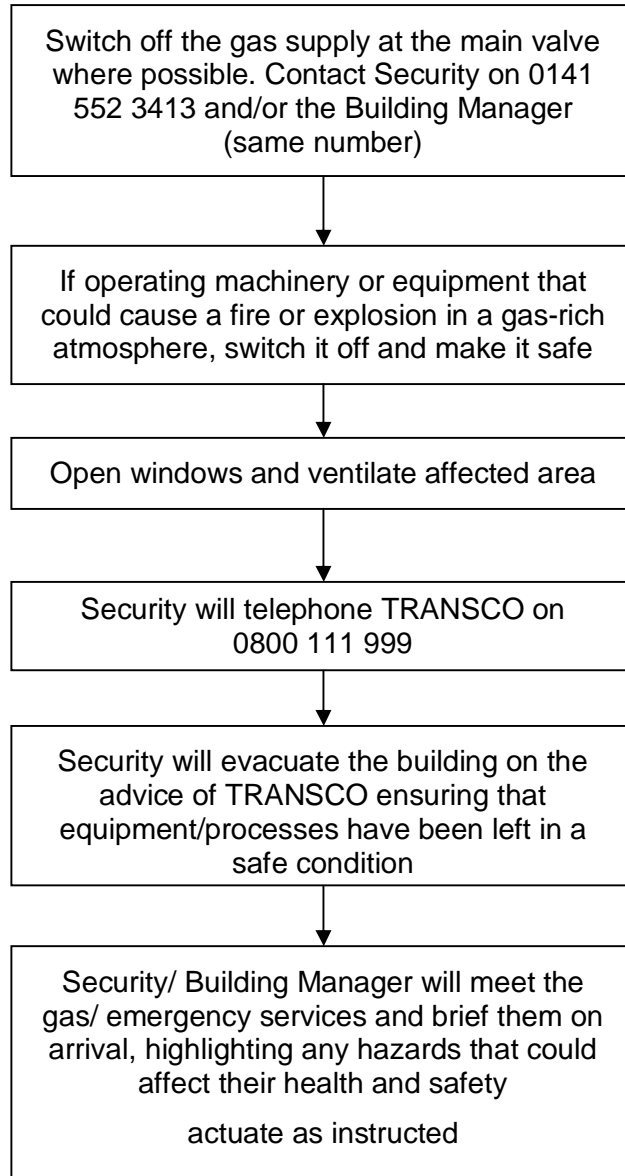
5. Major Gas Leak

Gas leaks are usually identified by a strong smell of gas. A major gas leak can be defined as the failure of the supply pipe work or valves which results in a large and potentially explosive atmosphere.

An explosion risk exists where gas leaks are substantial, particularly if the leak occurs in an area that is unoccupied for a long period of time.

Do not use light switches or naked flames in areas where a gas leak is suspected, because of the significant risk of explosion.

EMERGENCY PLAN FOR GAS LEAK



6. Power Failure

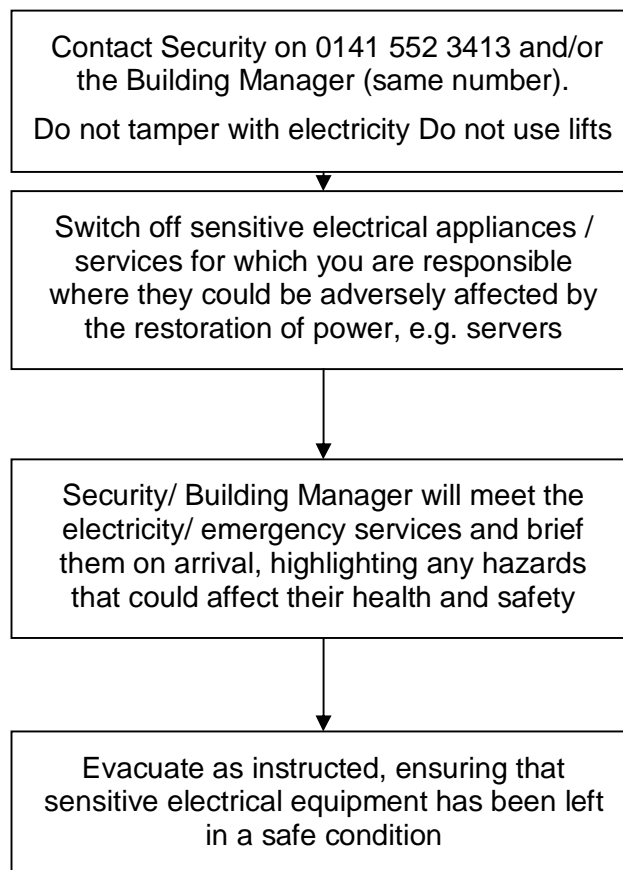
A major power interruption can be described as a loss of electrical power to an area of the property resulting from failure of high voltage switchgear or transmission lines.

This may result in a requirement to evacuate buildings and there may also be problems with power sensitive equipment and disruption to business.

In the event of mains power interruption the fire alarm systems will remain operational on battery backup for 24 hours and the emergency lighting system for 3 hours. Security will issue battery operated torches as required.

An evacuation will need to be co-ordinated if required, using the evac marshals.

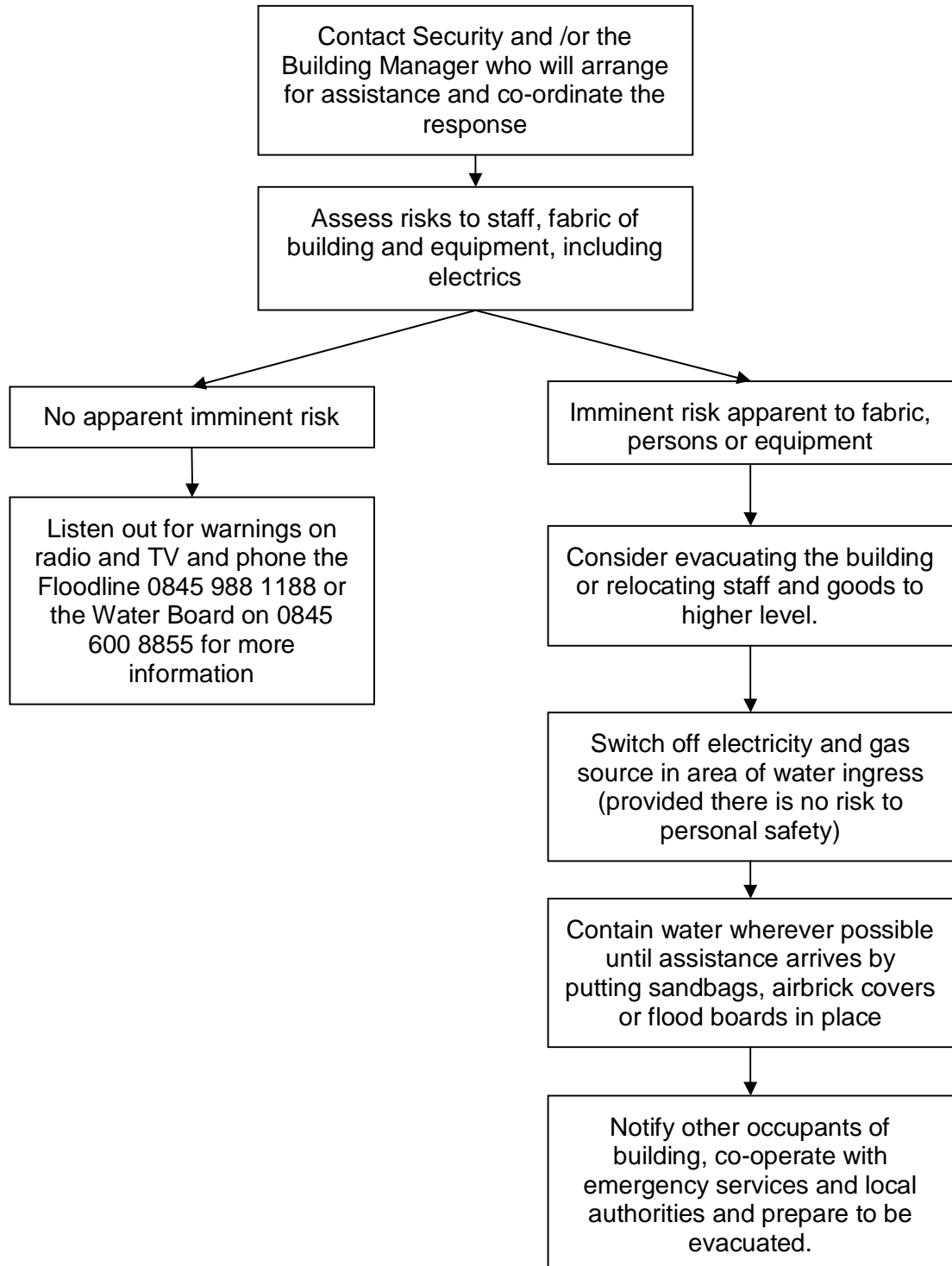
EMERGENCY PLAN FOR POWER FAILURE



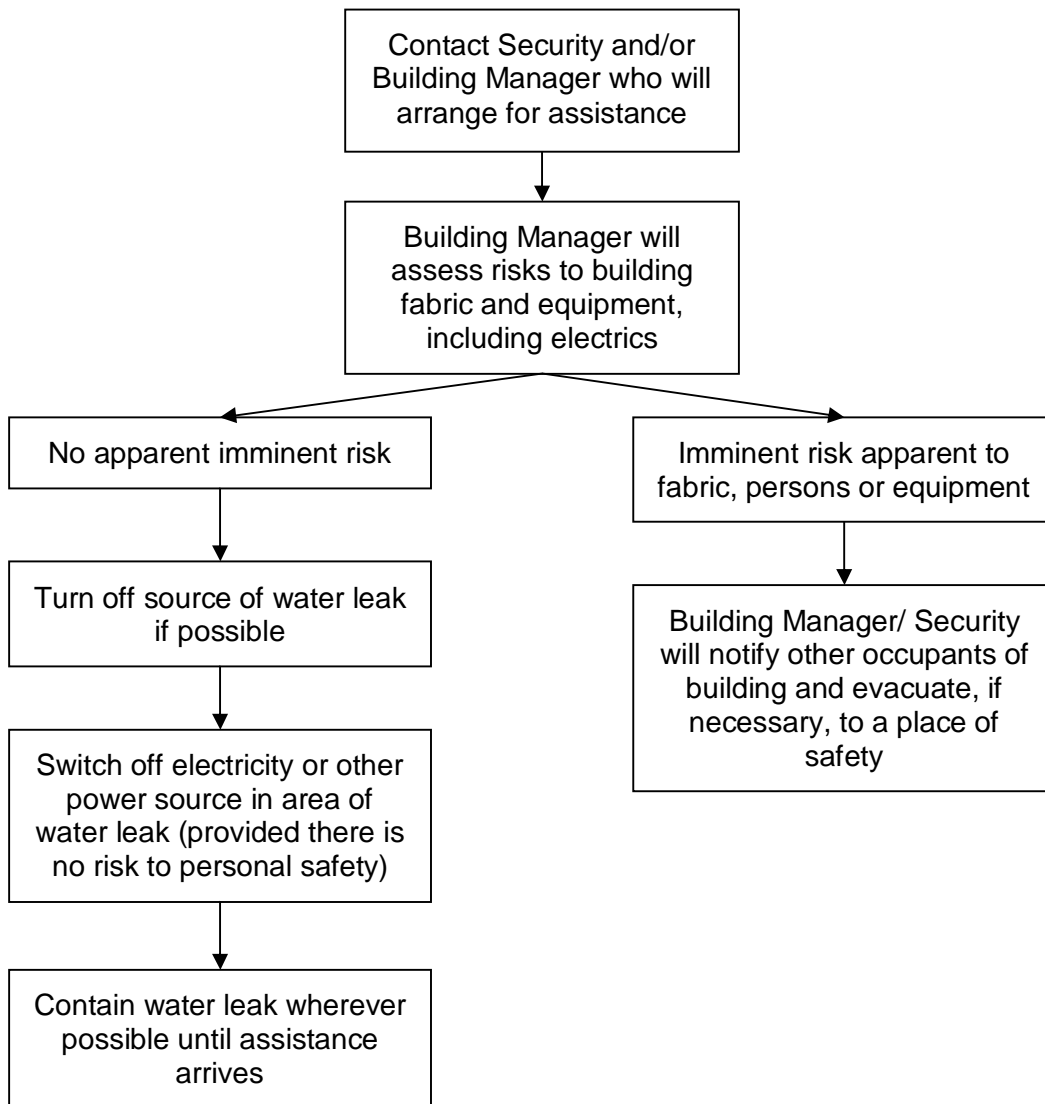
7. Flood & Water Leaks

If you think you may be at risk of flooding due to extreme weather you can find out more via the Environment Agency's website www.environment-agency.gov.uk/floodline or by calling their Floodline number on **0845 988 1188**

WHAT TO DO IN THE EVENT OF A FLOOD:



WHAT TO DO IN THE EVENT OF WATER LEAKAGE:



NB In the event of a major flood or leak, electrical installations and equipment in the area should be turned off and should remain isolated until mopping up operations have been completed and the electrical systems checked by a qualified electrical contractor.

8. Environmental Incident

To protect against potential liability under the Environmental Protection Act tenants should identify all potential contaminating substances and/or materials that they use or create.

Tenants should ensure that they have suitable controls in place to manage and dispose of such substances or material safely so as to prevent harm to people and/or the environment.

ACTION TO TAKE IN THE EVENT OF AN ENVIRONMENTAL RELEASE OR SPILL:

