

EMERGENCY ACTION PLAN
AUGUST 2014

SWANSEA INDOOR MARKET -
TRADER INFORMATION

IMPORTANT – PLEASE READ

WHAT IS AN EMERGENCY ACTION PLAN (EAP)?

The purpose of an EAP is to protect employees, traders and customers from serious injury or loss of life, in the event of an actual or potential incident or disaster. For the purpose of this plan, the incident or disaster in scope is a fire.

This EAP describes the responsibilities of those working and trading in Swansea Indoor Market and the actions to be taken to ensure the safe evacuation of employees, traders and customers in the event of a fire.

Even if you believe there to be a false alarm, you must still follow this procedure.

ROLES AND RESPONSIBILITIES

Incident Control Officer	Market Supervisor – John Burns
Deputy Incident Control Officer	Market Inspector – Eric Toms
Fire Marshal	Market Inspector – Eric Toms
Deputy Fire Marshals	Market Attendants & Market Security Officer
Additional Fire Marshal Support	City Centre Rangers & Quadrant Security

HOW TO RAISE THE ALARM

The fire alarm system operates via smoke alarms in designated areas only. The usual activation will be via manual call points.

If you discover a fire that you cannot easily put out with your stall fire extinguisher:

- Find your nearest call point (see below)
- Break the glass

WHAT HAPPENS NEXT?

The alarm sounders will be activated, starting with an initial bell type sound and recorded message:

“Attention please! This is an emergency. This part of the building is being evacuated. Please leave via the nearest exit.”

At this point, the Incident Control Officer will call the Fire Brigade. The Fire Marshal and Deputy Fire Marshals will begin evacuation of the building.

WHAT SHOULD TRADERS DO?

Regardless of whether you believe the fire to be real or not, everyone **MUST** cease trading immediately and point any customers towards the nearest exit.

Instruct employees to leave the stall immediately and make their way to the nearest exit.

Stop trading, close and secure the till and ensure you turn off any cooking equipment.

Make your way to your nearest exit, helping any customers along the way. Meet at the designated Assembly Point and ensure your employees have evacuated with you.

WHERE IS THE ASSEMBLY POINT?

Junction of Portland Street and Oxford Street (pedestrian area)– opposite the Oxford Street entrance to the Market.

SECURITY CONCERNS

Once the building is evacuated, the City Centre Rangers and Market Attendants, with support from Quadrant Security, will be stationed at all entrances (including the loading bay) to ensure that no-one enters the building.

The Market Supervisor and Market Inspector will be checking all areas of the Market to ensure that it is empty.

FIRE DRILLS

It is a requirement of the Fire Safety legislation that Fire Evacuation Drills be conducted within the Market on a regular basis and so the next one is scheduled for **Tuesday 19 August at 4.30 pm.**

WHAT MUST TRADERS DO NOW?

Ensure that you understand the Emergency Action Plan and if you have any questions, contact your Incident Control Officer (John Burns) or Deputy Incident Control Officer (Eric Toms).

Brief your employees on the EAP and ensure that they understand it.

Familiarise yourself and employees with the call points and have a look around your own stall to ensure that you have the necessary fire precautions in place.

Call points can be found on the perimeter walls at:

Union St, Oxford St, Whitewalls, Quadrant entrances	Loading Bay – inside and outside both entrance doors
Stall 15	D Capus Pet Foods (61)
Coakley Greene (41C)	Kids Stuff (52)
Opposite Seema Fashions (47)	Opposite The Powder Room (46C)
Opposite Billy Uptons (46A)	Opposite Gower Carpets (23C/D)
Opposite Duttons Yarns (2A/B)	Opposite Sandy's Lunchbox (21)
Corner of Nick Jones (1A/B)	Hairlines (8,9,10)
Top of stairs to Market Office	Top of stairs to Traders' Area
First floor store room	Top of Basement steps
Opposite basement storage D28	

Our next Fire Drill is on **Tuesday 19 August 2014 at 4.30 p.m.**