Approval

The signatures below certify that this management system policy has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

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|  | Name | Signature | Position | Date |
| Prepared by | Dhairyasheel Ashok Mulik Patil |  | Quality Manager |  |
| Reviewed by | Dr Prveen Bidare |  | Senior Engineer |  |
| Approved by | Joyti Bidare |  | CEO |  |

Amendment Record

This procedure is reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below:

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Company Proprietary Information

The electronic version of this procedure is the latest revision. It is the responsibility of the individual to ensure that any paper material is the current revision. The printed version of this manual is uncontrolled, except when provided with a document reference number and revision in the field below:

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**Fire Emergency Protocol**

**Manufacturing Made Easy Ltd**  
**Location:** S35 9TG, Sheffield, United Kingdom

**1. Purpose**

This protocol provides clear procedures for responding to a fire emergency to ensure the safety of all employees, visitors, and company assets.

**2. Fire Prevention Measures**

* Fire alarms are installed and tested regularly.
* Fire extinguishers are placed at key locations and inspected periodically.
* Fire exits and evacuation routes are clearly marked and unobstructed.
* Flammable materials are stored safely in designated areas.
* Electrical equipment is regularly checked to prevent fire hazards.
* Employees receive basic fire safety awareness training, including fire extinguisher usage.

**3. Emergency Response Procedure**

**3.1 If You Discover a Fire**

1. **Raise the Alarm** – Activate the nearest fire alarm or alert others verbally.
2. **Call Emergency Services** – Dial **999** and provide:
   * Location: **Manufacturing Made Easy Ltd, S35 9TG, Sheffield**
   * Type and location of the fire
   * Any people trapped or at risk
3. **Attempt to Extinguish (if safe)** – Use a fire extinguisher only if:
   * The fire is small and controllable
   * You have been trained to use the extinguisher
   * You have a clear exit

**3.2 Evacuation Procedure**

1. **Stop All Work** – Leave all tools and equipment as they are.
2. **Follow the Evacuation Route** – Move calmly to the nearest fire exit. Do not use lifts.
3. **Assemble at the Fire Assembly Point** – **Company car park (fire assembly point).**
4. **Roll Call & Headcount** – The **Quality Manager and Senior Engineer** will check attendance.
5. **Report Missing Persons** – Inform the Quality Manager or Senior Engineer of anyone unaccounted for.
6. **Wait for Clearance** – Do not re-enter the building until emergency services confirm it is safe.

**4. Responsibilities of the Quality Manager & Senior Engineer**

Since there is no certified Fire Marshal, the **Quality Manager and Senior Engineer** will handle fire safety responsibilities:

* Assisting employees and visitors during evacuation.
* Checking restrooms, offices, and work areas for any remaining persons.
* Closing doors behind them to slow fire spread.
* Conducting headcounts at the fire assembly point.
* Communicating with emergency responders.

**5. Post-Fire Recovery**

* **Damage Assessment** – The **Senior Engineer** will assess structural damage alongside emergency responders.
* **Insurance Claim Process** – The company’s insurance provider will be contacted.
* **Data Recovery** – As all company data is backed up on OneDrive, files can be restored.
* **Return to Work Plan** – If the facility is damaged, the **Senior Engineer and CEO** will determine next steps, including temporary remote working.

**6. Fire Drills & Training**

* Fire drills will be conducted **twice a year** to ensure all employees are prepared.
* The **Quality Manager** will provide annual fire safety awareness training.

**7. Contact Information**

* **Emergency Services:** **999**
* **Quality Engineer:** Dhairyasheel Ashok Mulik Patil
* **Senior Engineer:** Dr Prveen Bidare
* **CEO:** Joyti Bidare