



Evacuation/Fire Alarm Instructions

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1 Fire Evacuation-Role and responsibilities

Fire Marshals/Emergency Coordinators:

Responsible for locating the source of the alarm trigger.

After a fire alarm trigger / drill, determine if there is no fire risk and when staff can be called back into the office from the assembly point. The Fire Marshalls shall indicate when the building is safe to re-enter in case that the CPD(Civil Protection Department) is not involved. Only the CPD can give the go-ahead to re-enter the building.

Floor Wardens:

A **floor** warden requires no training and is not expected to manage any fires – their sole role is to ensure that all staff from their floor have been vacated from Offices, Rooms and toilets.

The duties of a floor warden are listed below: There is a requirement for **a minimum** of three floor wardens per floor in case of staff being out of the office, and for these wardens to be assigned the roles of Primary, Secondary and Tertiary floor warden.

During an evacuation: Floor Wardens are responsible for directing all employees and visitors out of the work area to the nearest accessible exit. They help to evacuate the floor, guiding people out of the building and checking specific locations in the building (e.g. bathrooms, toilets, kitchen) before making sure all doors (and where possible windows) are closed. They will be responsible for making observations of any damage/evidence of fire and reporting this up to the Fire Marshall.

If necessary, they will assist individuals who are injured or who have special needs. If they are a secondary/tertiary floor warden and a first aider they should assist those that are injured regardless.

General principles: Floor wardens should be mindful of any individuals with permanent and/or temporary disabilities that might require special assistance during an evacuation and note their location with relevant first aiders.

Their duties include moving staff to the designated muster point, assisting the HoD in evaluating the headcount, and stopping people approaching the building until it's safe to do so.

Primary Floor Warden: The Primary floor warden will assume the responsibility for clearing the floor and directing staff out of the building, whenever an alarm is heard, and whenever they are in the building.

Secondary floor wardens: They will assist the primary warden **and** in the event that the primary warden is out of the office will assume the role as Primary floor warden.

Tertiary floor wardens: are back-ups to the primary and secondary wardens and usually will have first aider training. The tertiary warden will assume the role of Primary floor warden in the event that both primary and secondary wardens are not in the office.

The Fire Marshall (LCD) shall indicate when the building is safe to re-enter.

Roll Caller Role and Responsibility

The roll caller requires no training and is not expected to manage any fires – their sole role is to ensure that all staff are present and accounted for and have mustered at their designated muster point outside the building.

The Roll Caller will be responsible for collecting the roll call sheet appropriate for their area of responsibility (usually department and/or floor) from the foyer area.

They are responsible for taking the register for all the staff present outside at the muster point and cross checking and missing staff against a list of all staff present which will be issued to them via WhatsApp from ICT.

The Fire Marshall (LCD) must be notified of any staff that are missing/unaccounted for that were in the building as per the ICT WhatsApp list.

All staff should make attempts to locate missing personnel to determine if anyone is still within the building.

In the event of a fire the Fire Marshall will relay any missing personnel identified to the emergency services when they appear on site.

The Fire Marshall (LCD) shall indicate when the building is safe to re-enter.

Who are my Floor wardens, Roll caller and Fire Marshall?

You can locate the details of the OHS Committee, the floor wardens, roll callers and Fire Marshall details in the OHS server drive which all staff should have access to. This is in <\\Filesrv\OHS> the file with the relevant details is: [ABTG-OHSCommitteeStaffDetails-Jun-24](#).

2 Fire Evacuation-Instructions

Scenario 1:

- If there is a fire in the premises. Only if the employees feel completely capable in their abilities, or staff who have been trained to put out a fire are encouraged to identify the type of fire before using the relevant fire extinguisher. If the fire cannot be contained, then the employee should sound the alarm (if not automatically detected) by breaking the glass on nearest red fire alarm box.
- In case of a larger and potentially uncontrollable fire in the premises, the employees have the responsibility to sound the alarm if it is not automatically detected and evacuate the level according to the evacuation procedure for your level. To sound the alarm manually locate the nearest red fire alarm box and break the glass to activate it.

Scenario 2:

- If there is a fire in the premises and stairs are blocked, ascend to roof, ensuring to close all of the doors behind you, and wait calmly for fire rescue. A set of keys are located in an emergency key box next to the door roof.

Scenario 3:

- If employees find themselves trapped due to fire in the stairs and they are unable to descend or ascend to the roof, the employee(s) should locate a room furthest away from the fire with windows that can be opened. If possible a wet towel/clothing should be used against the edge of the door to stem the ingress of smoke.

General instructions after scenario number 1:

Exit the building according to the level you are on. Employees should always look for the nearest fire exit.

- Level +4** Descend to level 0 via the stairs and exit out the front door and gather at evacuation point.
- Level +3** Exit offices, meeting rooms and canteen area slowly, descend to level 0 via the stairs and exit out the front door and gather at evacuation point.
- Level +2** Exit office area slowly, descend to level 0 using the stairs, and exit out the front door and gather at evacuation point.
- Level +1** Exit office or board room slowly, descend to level 0, exit out the front door and gather at evacuation point.
- Level 0** Exit tank display area slowly, exit out the front door and gather at evacuation point.
- Level -1** Exit the R&D facility up through the main stairs to Level 0 and then through the front door and gather at evacuation point.
- Level -2:** Exit the R&D facility up through the main stairs to Level 0 and then through the front door and gather at evacuation point.

Staff should only exit out the back door if the front door is blocked.

At no time during a fire should the elevator be used or try to re-enter the building.

During a fire all doors are unlocked, employees will only need to pull/push open the doors.

Employees should **NOT** swipe out using their badges – Swipe card access will be used to cross-check for any missing staff.

If there is smoke in the premises, crawl low under the smoke as evacuating.

Floors Wardens who are located on a different floor when the alarm triggers, should check their respective assigned floor only if they are on their way as exiting the premises. Floor wardens should NOT go against the traffic to check the floor. For example floor wardens assigned to level 2 can check the floor if they are located on level 3, but not if they are on level 1. If the floor warden is unable to check their assigned floor then this should be raised with the Fire Marshal/Emergency Coordinators and raised with the CPD.

Staff must leave belongings behind and not carry these with them whilst evacuating as belongings could block the evacuation route.

- Employees are encouraged to close windows and doors (without locking them) to confine fire and smoke and slow the spread of the fire enabling everyone to exit safely.
- Employees are expected to respect the chain of command and listen to the instructions issued by Floor wardens and Heads of Departments.
- If you are a HoD or a deputy/representative, make sure that you take the respective Roll Call Sheet with you, these will be located on level 0 near the front door. Conduct the roll call for your team and flag to the Fire Marshals/Emergency Coordinators if any staff who were noted to be in the building are missing.
- When a fire switch is activated, the automatic dialler connected with the fire alarm system is set to call appointed personnel (LCD, GDM, DSD). If there is a fire in the building the will then in-turn call the CPD.