**If an incident is serious enough to put people at risk or cause disruption to normal service, you must report this to Central Postal Control (CPC) and your line manager.**

The **Person in Control (PiC)** must ensure that this document is fully completed. This plan must be updated every six months (or when a major change occurs to named personnel, building layout, etc.). An electronic copy must be sent to your planning manager.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Staying up to date | | | | | | | | |
| **Date this plan was updated** | | | |  | | | | |
| **Date when next update is due** | | | |  | | | | |
|  | | | |  | | | | |
| **Site details** | | | | | | | | |
| **Name of site** | |  | | | | | | |
| **Full address** (including postcode) | |  | | | | | | |
| **Units on site** | | **Name** | | | | **Position** | | **Contact details** |
| **Person in Control (PiC)** (MC / RDC manager at larger sites) | |  | | | |  | |  |
| **Deputy PiCs** | |  | | | |  | |  |
| **Distribution Manager** (if a site contains a Vehicle Operating Centre) | |  | | | |  | |  |
| **Service Centre Manager** (if a site contains a Vehicle Service Centre) | |  | | | |  | |  |
|  | |  | | | |  | |  |
| **Isolation points and locations** | | | | | | | | |
| **Isolation point** | | **Location** | | | | **Keys held by** | | **Location of keys** |
| **Gas** | |  | | | |  | |  |
| **Electricity** | |  | | | |  | |  |
| **Water** | |  | | | |  | |  |
| **Fuel pumps** | |  | | | |  | |  |
| **Standby generator** | |  | | | |  | |  |
| **Lifts** | |  | | | |  | |  |
| **Air conditioning** | |  | | | |  | |  |
|  | |  | | | |  | | |
| **External contact numbers** | | | | | | | | |
| **Emergency Services** | | | **999** | | | | | |
| **Local Police station** (name and number) | | |  | | | | | |
| **Utilities** | | | For non-emergencies contact the **PFS Helpdesk** on  **0333 005 0312** | | | | | |
| **Gas leak** | | | Contact **Gas Emergency** on **0800 111 999** | | | | | |
| **Electricity** | | |  | | | | | |
| **Water** | | |  | | | | | |
| **Telephone company** | | |  | | | | | |
| **Local council’s emergency planning officer** | | |  | | | | | |
| **Local taxi companies** | | |  | | | | | |
|  | | |  | | | | | |
| **Internal contact numbers** | | | | | | | | |
| **Title / position** | | | **Name** | | | | **Phone number** | |
| **Line manager** To be informed of the incident and their support gained | | |  | | | |  | |
| **Other local contacts** | | |  | | | |  | |
| **Central Postal Control (CPC)** | | | Ask for the **team leader** | | | | **0345 266 1060** | |
| **Group Property Helpdesk** | | |  | | | | **0333 005 0312** | |
| **CWU safety rep** | | |  | | | |  | |
| **CMA safety rep** | | |  | | | |  | |
| **First aiders by shift** | | |  | | | |  | |
| **Fire precautions officer and / or fire wardens by shift** | | |  | | | |  | |
| **Royal Mail Press Office** | | | **24x7** | | | | **020 7250 2468** | |
|  | | |  | | | |  | |
| **Essential documentation** | | | | | | | | |
| If you can do so without placing anyone at risk, bring the following items to an assembly point. | | | | | | | | |
| **Documents** | | | | | **Location** | | | |
| **Stay Calm handbook** | | | | |  | | | |
| **Site log book** | | | | |  | | | |
| **Contractor’s book** | | | | |  | | | |
| **Visitor’s book** | | | | |  | | | |
| **Signing-on sheets** | | | | |  | | | |
| **Employee contact / bookroom details** | | | | |  | | | |
| **Fire equipment location plans** | | | | |  | | | |
|  | | | | |  | | | |
| **Risk assessment – Environmental scan** | | | | | | | | |
| It is important that you are aware of anything in the immediate vicinity of your site that could potentially create problems for you, (eg). • River known to flood – move vehicles to higher ground to avoid damage • Chemical works – be familiar with their evacuation siren and procedures • Just one access road to your site? Note them down here and think about any actions you can take to reduce the risk.  Also note any premises to which you may present a risk (eg. school sited adjacent to your fuel tanks) and be prepared to alert them. | | | | | | | | |
| **Risk 1** |  | | | | | | | |
| **Risk 2** |  | | | | | | | |
| **Risk 3** |  | | | | | | | |
| **Risk 4** |  | | | | | | | |
| **Risk 5** |  | | | | | | | |
|  |  | | | | | | | |
| **Signed** | | |  | | | | | |
| **Personal in Control (PiC)** | | |  | | | | | |
| **Date** | | |  | | | | | |