

## SIPRI Fire Safety Procedure

### 1. Objective:

The objective of SIPRI's fire safety procedure is to ensure the safety of all SIPRI employees, visitors, and property in the event of a fire.

The procedures outlines preventive measures, actions to take in case of fire, and evacuation protocols.

Regular training, drills, and maintenance of fire safety equipment are important parts of the procedure, which aims to help everyone be prepared for an emergency.

### 2. Fire Prevention Measures

#### 2.1. Routine Safety Inspections:

- In the first quarter of the year, SIPRI's Fire Safety Officer (currently the Facilities Officer) conducts a fire safety inspection with SIPRI's Work Environment Representatives (skyddsombud) following a checklist from Prevent, SIPRI's occupational health care provider.
- On a weekly basis, SIPRI's Fire Safety Officer checks that fire exits, escape routes, and fire extinguishers are easily accessible/not blocked. Staff members should notify the Fire Safety Officer if they notice that this is not the case.

#### 2.2. Electrical Safety:

- All electrical equipment is properly maintained and up to safety standards.
- All electrical installations are performed by certified electricians.

#### 2.3. Hazardous Materials:

- SIPRI follows Swedish regulations (Arbetsmiljöverket) regarding the handling and storage of hazardousflammable substances.
- Contact the Fire Safety Officer if you have any questions.

#### 2.4. Training:

- The Fire Safety Officer makes sure that fire safety training is conducted annually for all staff members.
- Adequate training is provided for the designated Fire Safety officer.
- When events are held in the office building, the nearest evacuation routes should be pointed out to visitors.
- The Fire Safety Officer makes sure to introduce the fire safety procedure for new staff members.

### **3. Fire Alarm System**

#### **3.1. Testing & Maintenance:**

- The fire alarm system is tested annually, coordinated by the Fire Safety Officer.
- The fire alarms, smoke detectors, and emergency lights are serviced annually by a qualified professional.

#### **3.2. Activation:**

- In case of fire or smoke detection, the fire alarm is automatically activated and a loud sound is heard throughout the office building.
- All alarms in the building will sound simultaneously regardless of where the fire or smoke has been detected.

### **4. Fire Equipment and Safety Gear**

#### **4.1. Fire Extinguishers:**

- Fire extinguishers are located in easily accessible areas, particularly near high-risk zones such as the kitchen and the server room.
- Fire extinguishers are regularly checked to ensure they are in working condition, and are clearly marked with signs.
- Training on how to use fire extinguishers is provided for all staff, coordinated by the Fire Safety Officer.

#### **4.2. Fire Blankets:**

- Fire blankets are available in the kitchen.

#### **4.3. Fire Escape Routes and Doors:**

- Fire escape routes are clearly marked with signs, following safety standards.
- Fire exit doors are easy to open and are not to be blocked by items at any time.
- Regular evacuation drills are conducted yearly with all staff, to familiarize them with the escape routes. These drills are planned by the Fire Safety Officer.

### **5. Evacuation Procedure**

#### **5.1. Evacuation Plan:**

- Evacuation maps with clearly marked escape routes and assembly point are available on the walls in designated areas in the office.
- The agreed assembly point for SIPRI is located in the back yard/park outside the building, by the foot of the nearby stairs.

#### **5.2. Corridor Evacuation Checker:**

- Any person on-site in the office corridor when an alarm is activated, can assume the role of Corridor Evacuation Checker.

- A vest with simple instructions is available in every corridor (marked on the evacuation maps) as well as in the Attic. This is to be picked up and used by whoever assumes the role of Corridor Evacuation Checker.
- During a fire alarm, the Corridor Evacuation Checker's main responsibility is to go through "their" corridor and ensure everyone has heard the alarm and to identify if anyone needs help evacuating. The corridor checkers should be cautious to not expose themselves to unnecessary risks

#### **5.3. Updated Contact List:**

- An up-to-date list of all staff is available through Hailey HR.
- Information about who is in the office on any given day, including staff who are working from home or traveling is maintained at the department level and is the duty of the respective line manager(s). The linemanager is responsible for delegating the responsibility in case they are not in the office themselves.

#### **5.4. Evacuation Procedure:**

- A step-by-step evacuation procedure is implemented and made known to everybody.

### **6. In Case of Fire (Step-by-Step):**

#### **6.1. Activation of the Alarm:**

- As soon as a fire is detected or suspected, the fire alarm is automatically activated and an alarm goes directly to our alarm company Rapid, who contacts the fire department.

#### **6.2. Evacuate Immediately:**

- Evacuate calmly following the marked escape routes. Do not stop to collect personal items.
- Do not use the elevator.
- Assist colleagues and visitors who may need help evacuating.
- Proceed immediately to the pre-designated assembly point, and remain there until further instructions are given, by the HR Manager or the Head of Operations or their appointed substitute.
- At the assembly point each line manager does a head count and reports to their head of department, who reports to the HR Manager.

#### **6.3. Do Not Re-Enter the Building:**

- Do not re-enter the building until it has been declared safe by the fire department.

## **7. Post-incident Procedures:**

### **7.1. Post-evacuation Headcount:**

- After evacuation, gather at the designated assembly point and ensure all staff members and visitors are accounted for, including those working from home, on leave, or travelling.

### **7.2. Remote Employees (Working from Home/Traveling):**

- Once everyone physically present is accounted for, line managers contact staff members working remotely or traveling, via phone or text message, to inform them about the incident.

### **7.3. Reporting:**

- The Fire Safety Officer completes an incident report detailing the fire's cause, any damages, and the actions taken during the evacuation.

### **7.4. Review and Update Procedures:**

- After a fire or drill, the Fire Safety Officer reviews the fire safety procedures, identifies any issues, and updates training, the process or the office layout if necessary.

## **8. Emergency Contact Information:**

- **National Emergency Number (Fire Department):** 112 (for all emergencies, including fire)
- **SIPRI Emergency Contacts:**
  - Fire Safety Officer: IngMarie Bohmelin, phone number 076-628 60 81
  - HR Manager: Clarisa Fuentes, phone number 072-500 20 18
  - Head of Operations: Kristina Sandberg, phone number 073-073 98 32

**End of Procedure**