



# Sedgeford Historical & Archaeological Research Project (SHARP)

Fire and Emergency Plan 2026

## **1. Background**

1.1 The Sedgeford Historical and Archaeological Research Project (SHARP) runs an annual excavation and research season each summer based at their site, Boneyard Field, Off Snettisham Road, Sedgeford, Norfolk PE36 5LN. The season normally runs for 4-6 weeks in July and August including set up and shut down periods.

1.2 The site consists of several buildings, generally portacabins or converted shipping containers. these have different functions: offices, storage units, kitchen, toilets and showers. Power is provided by solar panels and battery storage. This can be supplemented by small diesel or petrol generators if required. Catering is mainly using LPG cookers and BBQ. The site also includes camping facilities, space for a small number of camper vans, and a car park (located in a separate field).

1.3 The season is run by a supervisory team of approximately 20 team members and 40 volunteers during any one week. Some team members and volunteers stay off site but a large proportion camp and are thus on site at night as well as during the daytime. The number of team members and volunteers on site at any one time will vary depending on what excavation, training, and research activities are taking place, but these are generally in hearing distance of the manually operated fire horn.

1.4 In addition to team members and volunteers, the site is open to visits by members of the public during specified times, as well as visits by organised groups, e.g. special interest groups, school groups etc.

1.5 A list of team and volunteers is kept in a plastic box by the fire horn, with a duplicate copy in the Information Hut, however people are free to leave the site at any time, and no record is kept of those on site at any given moment. Thus, there may be volunteers or team members who are absent from site when an incident occurs.

1.6 In addition, the site is open to visitors daily (except Saturdays) between 1000 and 1600. Visitors are normally restricted to the car park, Information Hut and Trench areas. Organised visits by groups (e.g. schools, youth groups etc) also take place, but each group will have a designated team member allocated to them.

1.7 Team members and volunteers are given an induction on arrival which includes fire safety, emergency plans etc. Visiting organised groups are given a safety briefing by the host team member on arrival, however it is expected that visitors and members of the public would rely on team members, especially Fire Wardens, for assistance and direction in the event of an emergency. No members of the public or visitors are on site outside normal daytime hours.

## **2. Fire Risk Assessment**

2.1 A Fire Risk Assessment (FRA) has been undertaken and is reviewed and updated each year prior to the start of the season. The FRA aims to reduce risks as far as is practicable but cannot entirely eradicate them.

2.2 The majority of risks are adequately controlled through the control measures in place. An action plan is in place to further reduce risks in some key places. (see current FRA for details)

### **3. Fire Alarm**

3.1 On identifying a fire, the alarm will be raised through shouting and manually activating a fire horn located close to the marquee. The horn can be heard at all points within the site. Should the location of the horn be unreachable, then the alarm will be raised by shouting alone. Smoke or heat detectors have also been placed in higher risk areas, e.g. kitchen, battery room, and domestic trailer.

### **4. Fire Wardens**

4.1 Normally, four Fire Wardens are appointed for each week, this has been assessed as adequate given the overall number of people likely to be on site at any one time. During the evening or Saturday rest days it is possible that some nominated Fire Wardens might briefly go off site. It is the responsibility of the Responsible Person (currently the Site Manager) to ensure that in the absence of any Fire Wardens then other team members who remain on site are aware of the fact, have sufficient training to initiate a fire response, and recall Fire Wardens if required. This scenario is unlikely to occur during the working day but is more likely during evenings or Saturday rest days when the number of persons on site is in any case, low. Should the Fire Wardens need further assistance they can call upon other team members.

### **5. Firefighting Equipment**

5.1 Firefighting equipment on site consists of several fire extinguishers (water, foam, or CO<sub>2</sub>), fire beaters, and fire blankets. There are also four standpipes to which garden type hoses can be attached, or from which buckets can be filled. Fire buckets are placed in the tent lines. See the site sketch map and list at below for the location of the firefighting equipment.

5.2 The firefighting equipment is inspected and tested annually at the start of each season by an accredited maintainer.

### **6. Escape Routes**

6.1 All the containers/portacabins are based on 20ft or 40ft containers and have single access/egress points This is considered sufficient based on the low number of people likely to be inside at any one time, and the types of risks associated with each container. Fire extinguishers are strategically located close to each building. None of the containers/offices are normally used overnight.

6.2 The camping area is organised so that there are sufficient clear walkways for people to exit via a safe route.

6.3 The 45ft x 30ft Marquee would not normally have more than 60 persons inside at any one time. There are always at least three open exits from the marquee. These are labelled as emergency exits.

6.4 There are 5 teaching tents, 5m in diameter These normally have one access/egress point and would not normally have more than 8 people inside.

6.5 Exit from the camp site can be achieved via access points at the north and south ends of the field on the Eastern edge, and two passageways between buildings. The emergency assembly point is in the carpark. Directions to the assembly point are erected at strategic points. Alternative assembly points have been identified (marquee, western edge of camp site, track to showers) but are not signposted to avoid confusion. Fire Wardens would make the decision on which alternative assembly point will be used depending on the specific circumstances (e.g. if the fire is in the carpark, the assembly point may be on the camping field).

6.6 During an evacuation of the site individuals are to be discouraged from returning to their tents or other places to retrieve personal belongings. The Fire Warden managing the assembly point should, as far as possible, prevent anyone leaving the assembly point until the emergency is over and it has been declared safe to do so. This also applies to visitors who may have parked in the car park. Access to/from the site is along a single narrow track to the Snettisham Road. Due to the restricted access people/vehicles should not use the access track to avoid impeding the Fire and Rescue Service.

## **7. Initial Actions**

7.1 Following the sounding of the alarm bell, Fire Wardens should muster at the Information Hut which will be the Fire Control Point (FCP). The alternative FCP is the archive/office. Torches and radios for use by the Fire Wardens will be available there. Individual tasks will be allocated by the Responsible Person. Whilst making their way to the muster point Fire Wardens should take any measures necessary to alert and ensure the safety of others. The Emergency Services will be alerted by calling 999. This can be done by any of the Fire Wardens, or the team member staffing the Information Hut. Fire Action notices posted at strategic places around the site contain the address of the site and the "What Three Words" location.

7.2 A Fire Warden will be tasked with taking the list of attendees to the emergency assembly point and attempt to account for all those known/due to be on site.

7.3 A Fire Warden or nominated team member will be despatched to the track where it meets the Snettisham Road to liaise with, and direct, the Fire and Rescue Service.

7.4 The catering staff should ensure that the gas supply to the kitchen is turned off before proceeding to the emergency assembly point, if it can be done safely.

7.5 A Fire Warden should be tasked to isolate and switch off the power supply to affected areas by shutting the power off at the Solar Power building. If possible, power should be maintained to the Information Hut as the Fire Control Point (or the office/archive as the alternative FCP).

7.6 Subsequent actions will depend on the location and type of fire, and the level of risk to people and property. Fire Wardens should only attempt to fight fires if they feel comfortable to do so and should not expose themselves to risk of injury. In addition to using fire extinguishers, fire beaters can be used on grass fires, and water for boundary cooling using garden hoses and/or buckets located at strategic points.

## **8. Nighttime Response**

8.1 Should a fire occur during the hours of darkness, the procedure will be as during daylight. Torches for Fire Wardens will be available in the information hut. Additional lighting is available using the flood light located in the Domestic Trailer which can be plugged into any of the electric sockets, or if these are not available, into either of the generators (the petrol generator located by the Solar Hut, or the diesel generator located beside the tool shed) if solar power is not available. Electric power should be maintained to the Information Hut if possible.

8.2 In addition to checking all tents are clear, special attention should be paid to those with a disability (e.g. hearing loss) who may not have heard the fire alarm. Fire Wardens will be made aware at the beginning of each week as to who this applies to and which tent(s) they occupy.

## **9. Fire in Car park**

9.1 A fire in the car park is likely to be caused by hot exhaust, dry grass, leaking fuel or dropped cigarette. A fire point is located at the entrance to the carpark by the tree. Any fire in the car park will impact on the primary emergency assembly point and people should instead be directed to assemble in the marquee.

9.2 A Fire Warden will be posted at the entrance to the car park to stop car owners from trying to move their cars, however, if circumstances permit, a controlled evacuation of cars from the car park can take place. Cars evacuated from the car park should be parked along the track to the showers, the track to Sedgeford Hall, or on the main camping field. No vehicle should use the main access track which will be required for emergency service access.

## **10. Fire Response Equipment**

### Fire Wardens

- A box is located in the Information Hut which contains high vis tabards, torches and radios.

### Marquee Fire Point

- Fire Alarm Horn
- 2 x Powder Fire Extinguishers
- 2 x Fire Beaters

### Car Park Fire Point

- Water Point
- Fire Buckets

#### Domestic Trailer Fire Point

- Water Point

#### Solar/Enviro Cabin

- 1 x CO2 Fire Extinguisher
- Water point + Garden Hose

#### Kitchen

- 1 x Wet Chemical Fire Extinguisher
- 1 x CO2 Fire Extinguisher
- 2 x Fire Blankets

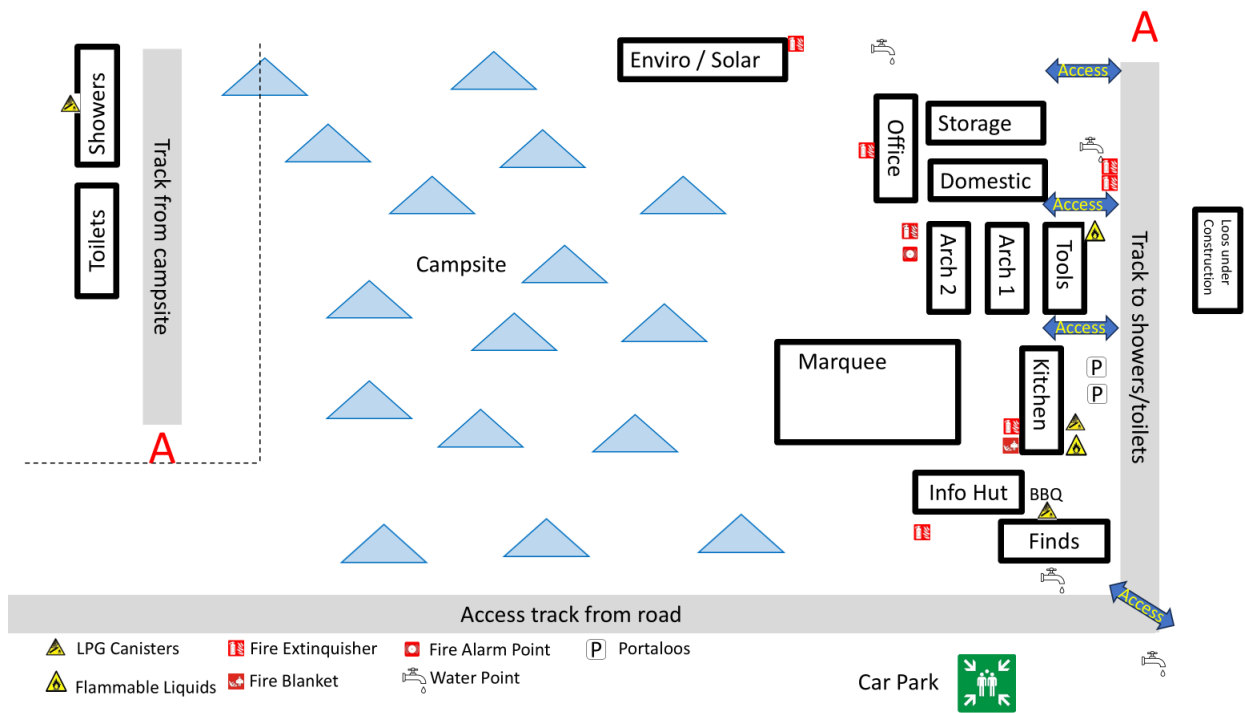
#### Information Hut

- 1 x Water Fire Extinguisher

#### Camp site

- Water Buckets are placed strategically throughout the camp site.

**Plan of Site – (To be updated for 2026 season)**



**Site Address:**

Boneyard Field, Off Snettisham Road, Sedgford, PE36 5LN

**What Three Words:** smarting.cargo.pleasing