

Fire Prevention and Emergency Plan

REGULATORY REFORM (FIRE SAFETY) ORDER 2005

This emergency plan has been developed following fire risk assessments of the relevant building. The aim of the plan is to ensure that in the event of fire everyone, (including contractors, and casual employees) is sufficiently familiar with the action they should take so that the building can be safely evacuated. The emergency plan and the fire risk assessment, are kept in the Fire Safety Managers office and available for inspection by enforcement officers.

Address of the premises with respect to which this Fire Emergency Plan relates -

Occupier of the premises -
The use or uses of the premises covered by this Fire Emergency Plan -

Fire warning arrangements -

An electrical fire alarm system with smoke detectors is provided throughout the premises. The system is installed in accordance with British Standard 5839, Part 1. Its general description is as follows and the components are sited as shown on the plan(s).

It is powered by secondary batteries which are kept fully charged from the mains electricity supply.

The components are interconnected by fire resisting wiring part surface laid and part concealed.

The general alarm signal is clearly audible throughout the premises. The alarm sound is produced by bells and sirens.

Manually operated call points are sited between 1.2 and 1.6 metres above floor level.

The alarm sounds and/or red flashing lights continuously throughout the premises when actuated by any manual call point.

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The number of people likely to be present (staff, public etc) and their location - Up to **# enter number #** members of staff are likely to be present throughout the building.

A limited number of visitors (**# enter numbers #**), building contractors (from time-to-time) and customers are likely to be found in the reception and office areas of the building.

Fire Safety Manager duties and role - **#Enter name and designation #** is the nominated Fire Safety Manager and is responsible for organising staff fire safety training, for co-ordinating the actions of staff in the event of fire and controlling the fire safety log.

Appendices A, B and C give information on the following topics relating to fire safety at this site:

Appendix A

Details the fire instructions relevant to this building.

Appendix B

Details the inspections, tests, maintenance and fire safety records that are required to be recorded in the fire safety log book.

Appendix C

Details Fire Safety Managers obligations in connection with this fire emergency plan

#Enter name and designation # is the Deputy Fire Safety Manager and carries out the above duties in the absence of the Fire Safety Manager.

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|---|--|
| Fire Wardens responsibility in the event of fire | <ul style="list-style-type: none"> - Nominated Fire Wardens are listed on the notice board. Fire Wardens are responsible for clearing their designated area of all personnel, in a fire evacuation. Fire Wardens have the added responsibility of: <ul style="list-style-type: none"> • helping those on the premises to leave; • checking the premises to ensure everyone has left; • using firefighting equipment if safe to do so; • liaising with the fire and rescue service on arrival; • shutting down vital or dangerous equipment; and • performing a supervisory/managing role in any fire situation. • reporting their area is clear to the Fire Safety Manager at the fire assembly point • conduct regular fire safety inspections of their area using company checklist. |
| Staff who are especially at risk | <ul style="list-style-type: none"> - Fire risk assessments have determined that no members of staff are considered to be especially at risk from fire. |
| Special arrangements for disabled, young and elderly persons evacuation | <ul style="list-style-type: none"> - Personal emergency evacuation plans have been completed and are regularly reviewed for staff and others likely to be in the premises. |
| Ability of people present to escape without assistance | <ul style="list-style-type: none"> - The means of escape facilities provided within the building are considered sufficient for all persons present to evacuate the premises within three minutes without assistance. |
| Presence of outside contractors, maintenance workers | <ul style="list-style-type: none"> - Outside building contractors, window cleaners and security staff work on-site from time-to-time. <p>Contractors have to agree and sign fire safety procedures and permit to work forms.</p> <p>During maintenance work, and particularly when alterations are being carried out in buildings that remain occupied, appropriate alternative arrangements should be made to ensure the safety of escape routes and operation of all fire protection facilities.</p> <p>Where maintenance work is being carried out on</p> |

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fire protection facilities, suitable alternative arrangements should be made for the safety of the occupants and the building.

Where flammable substances, such as some adhesives and solvents, are to be used, contractors should be specifically instructed to follow good safety practices, e.g. there should be no likely sources of ignition, including pilot lights on appliances, and the area should be well ventilated.

Specific arrangements, if necessary, for high fire risk areas of the workplace

- No areas of the work place are considered high fire risk.

Emergency packs

Emergency packs are provided to give operational information needed by fire crews at the time of an incident. They include the following information:

- a) fire service contingency plan for the building (provided by the fire service);
- b) simple floor plan layouts, indicating any relevant fire resistance provisions, internal access provisions, fire-fighting facilities, building services and any specific hazards;
- c) any relevant information (including operating instructions) relating to equipment/fixed installations provided for means of escape or fire-fighting;
- d) the implications of any fire-engineering strategy on the performance of the building during a fire, e.g. reduced fire resistance of elements of structure or areas of the building with additional fire protection measures;
- e) information relevant to preventing environmental damage;
- f) information relevant to mitigating loss and assisting salvage operations.

Procedures for liaising with the fire brigade at incident

- The Fire Safety Manager will control the fire evacuation at the fire assembly point.

The Fire Safety Manager will give the officer-in-charge of the first fire appliance to arrive the emergency pack and the following information:

- how many persons are still in the building, if any;

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- any dangerous substances stored in the building that are likely to become involved;
- where the seat of the fire is thought to be located; and
- the best route to get to trapped persons or the seat of the fire.

Staff trained to assist members of the staff/public in an evacuation - Fire Safety Manager, Fire Wardens, Receptionists are instructed and trained in their particular responsibilities. Where members of the public are present, Fire Wardens are designated to check all sections of the building to ensure that all members of the public and staff have left.

Fire training given to staff - All employees are regularly trained to ensure that they understand the fire precautions and the action to be taken in the event of fire. Training is reinforced by holding fire evacuation drills. Occasionally one exit or escape route is declared unavailable so that staff will become familiar with the alternative routes.

Fire training programme - The training is based on written instructions which include the fire procedure described in this Fire Emergency Plan and must include the following:

- (a) Familiarisation with the means of escape from the premises.
- (b) Appreciation of the importance of fire resisting doors and of the need to close all doors at the time of a fire and on hearing the fire alarm.
- (c) Stopping machines and processes and isolating power supplies where appropriate.
- (d) The method of calling the Fire Brigade.
- (e) The location and safe use of fire fighting equipment.
- (f) The action to be taken on discovering a fire.
- (g) The action to be taken when the fire alarm sounds.
- (h) Evacuation of the building (staff/public).
- (i) The location of the assembly point(s) and the correct roll call procedure.

Instruction, training and exercises is carried out not less than once in each of the following periods:
 Instruction and training For new staff, at least two half hour periods within two working days, on induction.
 At least one half hour period for all staff every 12 months.

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Exercises

Every 12 months

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Fire Warden training

Training for this role is on appointment and bi-annual refresher sessions and includes:

- detailed knowledge of the fire safety strategy of the premises;
- awareness of human behaviour in fires;
- how to encourage others to use the most appropriate escape route;
- how to search safely and recognise areas that are unsafe to enter;
- the difficulties that some people, particularly if disabled, may have in escaping and any special evacuation arrangements that have been pre-planned;
- training in the use of firefighting equipment;
- an understanding of the purpose of any fixed firefighting equipment such as sprinklers or gas flooding systems; and
- reporting of faults, incidents and near misses.

Fire emergency plan fire safety arrangements drawing

The following fire safety arrangements are indicated on the attached drawing:

- essential structural features - workplace layout, escape routes, doorways, walls, partitions, corridors, stairways;
- means for fighting fire - fire extinguishers, hose reels, and fire blankets);
- the location of manually operated fire alarm call points and control equipment for the fire alarm; and
- the location of the electrical supply intake, the main water shut-off valve and the main gas shut-off valves.

- The # enter area # is covered by an automatic sprinkler system. The sprinkler control valve is located in # enter location #.

The # enter area # is covered by an automatic deluge sprinkler system. The deluge control valve is located in # enter location #.

The # enter area # is covered by an automatic water spray projector/protector system. The control valve is located in # enter location #.

The # enter area # is covered by an automatic

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smoke control system - the vents are controlled by automatic fire detectors.

The computer suite # enter location # is covered by an automatic total flooding # enter type of agent # controlled by automatic fire detectors or manual discharge.

A fire lift is provided for fire service usage in the # enter location of lift access point #.

A dry rising main is provided for fighting fires on upper floors. The inlet box is located at # enter location #.

A wet rising main is provided for fighting fires on upper floors. The fire pumps are located at # enter location #.

A ring main with # enter number # indicated private hydrants are provided around the site.

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Fire Emergency Plan Appendix A

FIRE PROCEDURE

The procedure to be followed in the event of fire, and displayed in "Fire Action" notices sited where shown on the fire emergency drawing, is:

IF YOU DISCOVER A FIRE YOU MUST:

- Raise the alarm by operating the nearest fire alarm call point
- Assist any member of the public or staff who needs help.
- Attack the fire with the equipment provided - if you can do so without undue risk.
- Obey Fire Safety Managers and Fire Wardens instructions.

IF YOU HEAR THE FIRE ALARM YOU MUST:

- Assist any member of the public or colleague who needs help.
- Leave the premises by the nearest available exit, closing all doors behind you.
- Report to the person in charge of the assembly point at:

Car Park at front of building

- Do not use lifts.
- Do not stop to collect personal belongings.
- Do not shout or run - this may cause panic.

YOUR RESPONSIBILITIES

- You must know how to find the escape routes provided.
- You must know how to operate the fire alarm.
- You must know how to use the fire fighting equipment.

CALLING THE FIRE BRIGADE

- A nominated person will call the Fire Brigade immediately the fire alarm sounds. (Management must ensure that the Fire Brigade are called, even if the designated person fails to do so).

DISABLED PEOPLE

- When disabled people or persons with additional needs are on the premises, suitable arrangements is made for their evacuation in the event of fire.

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1. FIRE SAFETY RECORDS - LOG BOOK

A fire precautions log book is kept in the premises, and is available for inspection by any officer of the Fire Authority, recording dates and details of the training, testing and maintenance of the following:

- the means for detecting fire and for giving warning in case of fire, e.g. an automatic fire detection system, a manually operated electrical system, manually operated sounders or other simple devices;
- the means for fighting fire, e.g. portable equipment, hose reels, and fixed fire suppression systems;
- any smoke management, smoke control or smoke venting facility;
- the emergency escape lighting system;
- instruction and training; and
- fire drills.

The record further includes:

- the date on which the testing and maintenance was carried out and by whom;
- the date on which any defects were reported and the action taken to remedy such defects; and
- the date on which the defect was remedied and by whom.

the record will include every defect and details of the action taken to remedy them.

2. MEANS OF ESCAPE

Escape routes (corridors, stairways, gangways, walkways etc.) and exits are sited as shown on the plan(s). All escape routes are kept free from combustible materials, obstructions, and trip hazards. All doors which may be used as a means of escape are kept easily and immediately openable, without the use of a key, by anyone escaping from the premises. Any door fitted with a security lock approved by the Fire Authority is shown as such on the plan(s).

All door widths are at least 750 millimetres wide unless shown otherwise on the plan(s). All corridors and stairways are at least 1100 millimetres wide unless shown otherwise on the plan(s).

3. FIRE ALARM SYSTEM

TESTING

The fire alarm is tested as described below. (These tests may be carried out by the person responsible for fire safety in the premises)

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DAILY:

The fire alarm control panel is checked to see that it indicates normal operation, or if not, that any fault shown is recorded in the log book and remedial action taken. All faults are rectified without delay.

WEEKLY:

The correct operation-of the alarm system is checked by actuating at least one trigger device, i.e. detector, call point or end of line switch, on any one zone. Each zone is tested in turn and at every test a different trigger device is used so that all trigger devices are tested over a period of time. The entry in the fire precautions log book must identify the zone and trigger device used for each test.

A visual examination of all batteries and their connections is made to ensure that they are in good condition. Electrolyte levels, where applicable, is checked and cells filled if necessary. Any defect found is rectified immediately and an entry made in the log book noting the defect and the remedial action taken.

MONTHLY:

For out of office hours workers the weekly test is carried out and recorded on a monthly basis so that these workers will recognise the fire alarm actuating in an emergency.

ADDITIONAL TESTS:

There are additional tests which is done quarterly, annually and five yearly in accordance with British Standard 5839 Part 1, sections 29.2.6. to 29.2.8. inclusive. These tests require specialised equipment and knowledge and are carried out by a competent person.

4. LIGHTING

All escape routes are adequately lit when the premises are in use. External lighting must switch on automatically when there is insufficient daylight, or individual lights may be operated by an internal switch next to the nearest exit door.

5. ESCAPE LIGHTING

The emergency lighting system utilises self contained battery-operated luminaires, trickle charged from the main electrical supply coming into operation on failure of the local mains lighting. The batteries have sufficient capacity to operate the luminaires for not less than one hour.

All component units of the system are located as indicated on the plans.

The lamps will remain lit by emergency power for one hour and provide enough illumination for safe evacuation and for reading of all "Exit" signs.

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TESTING

The escape lighting is tested and examined as described below.

MONTHLY:

Every luminaire and internally illuminated exit sign is energized from its emergency supply by simulating a lighting circuit power failure. During the power failure simulation, all luminaires and signs are checked to ensure that all lamps are illuminated. The test need continue only until this has been done.

YEARLY:

Every luminaire and internally illuminated exit sign must be fully discharged for the full duration of the unit.

At the end of every test all indicator lamps are checked to ensure that all batteries are recharging.

6. FIRE FIGHTING EQUIPMENT

First-aid fire fighting equipment is distributed throughout the building as shown on the plan(s).

All fire extinguishers conform to British Standard EN 3 and are hung on wall brackets with the base of the extinguisher at a suitable height for use by the occupants of the building, or they are sited in permanent Fire Points. The extinguishers are of a suitable size and weight for use by the occupants of the building.

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Testing

Monthly:

All fire extinguishers, spare gas cartridges and replacement chemical charges to be examined to ensure they are in good condition and that extinguishers are in place, have not been discharged or lost pressure and have not been damaged.

Annually:

All fire fighting equipment is inspected and serviced by a competent person.

Periodically:

Discharge tests of fire extinguishers and hose reels are carried out at the frequency recommended by British Standard 5306.

7. FIRE SAFETY INSPECTIONS

The company has a structured approach to fire safety management inspections. The system is a flexible approach designed to give frequent inspections without being too time consuming and increasing the main objective of managing fire safety effectively, economically and efficiently.

The system is structured as follows:

Fire Wardens conduct monthly inspections of their designated work area using a simple dedicated checklist. The checklist is passed to the Fire Safety Manager via their line Manager. The line Manager will take appropriate steps to remove any deficiencies that are easily dealt with. More serious problems requiring capital expenditure will be passed onto the Fire Safety Manager for action.

The Fire Safety Manager and a Fire Warden conduct a joint quarterly inspection of the whole of the workplace. This inspection is flexible and appropriate to the company concerned. It is a more detailed examination than the monthly inspection.

An Annual Fire Safety Audit is carried out by a certificated fire safety management auditor. This audit entails a thorough evaluation of all aspects of the fire safety management system in a company.

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FIRE SAFETY MANAGERS OBLIGATIONS IN CONNECTION WITH THIS FIRE EMERGENCY PLAN

The tasks of the fire safety manager to seek to prevent a fire occurring include:

- a) monitoring the behaviour of occupants;
- b) monitoring any policy on smoking;
- c) housekeeping;
- d) routines for the disposal of waste;
- e) minimizing hazards of combustible contents, furnishings and surface finishes;
- f) minimizing hazards of materials, components and elements of construction;
- g) establishing purchasing standards for furniture, furnishings and fittings;
- h) seeking to avoid conditions leading to gas and dust explosion hazards;
- i) maintenance of furniture, furnishings, decor and equipment;
- j) reviewing and appraising the means by which a fire might start and spread, and the potential consequences;
- k) maintaining integration with other systems (e.g. ventilation, communications);
- l) assessing the risks from new equipment, new business processes or changing or new technologies;
- m) issue and control of work permits and associated procedures;
- n) training and education;
- o) establishing and maintaining out of hours inspection and security procedures, including means of preventing arson;
- p) supervising and instructing contractors and subcontractors;
- q) routine checks, inspections, tests and monitoring the maintenance of equipment that could cause fires (especially heat generating equipment), chafing of cables, self-heating and fuel supplies.

The requirements of the Regulatory Reform (Fire Safety) Order 2005 are most important to the fire safety manager named in the Fire Emergency Plan and are set out in the following general guidance.

Fire Safety Managers duties include:

1. To carry out a fire risk assessment before making any material alteration to the premises/building.
2. Do not contravene any specific requirement of this Fire Emergency Plan.
3. Do not obstruct any enforcement officer who wishes to inspect the premises/building, and you must give him/her any information or assistance which he/she needs in order to complete the inspection. Note that the premises/building may be inspected at any reasonable time without prior notice being given.
4. Do not knowingly or recklessly give false information in purported compliance with your obligations under the Order.
5. Do not knowingly or recklessly make a false entry in the fire precautions log book or any other document which you are required to keep.

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6. Do not make or have in your possession any document which so closely resembles a Fire Emergency Plan as to be calculated to deceive.
7. Comply with any relevant articles made under the Regulatory Reform (Fire Safety) Order 2005.

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Fire Safety Manager is: #enter name, designation, location and telephone number

Deputy Fire Safety Manager is: #enter name, designation, location and telephone number

Fire Wardens are: #enter name, designation, location and telephone number

To be displayed on notice boards

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The graphic symbols and abbreviations used for fire protection drawings in accordance with BS 1635:1990, BS 5499: Part 1: 2002 and the Health and Safety (Safety Signs and Signals) Regulations 1996. The symbols and abbreviations used for features that are significant for fire safety reasons are shown below:

SYMBOL	DESCRIPTION
Means of escape	
	Fire resisting wall
	Fire resisting door
30	½ hour fire resisting rating
60	1 hour fire resisting rating
120	2 hour fire resisting rating
240	4 hour fire resisting rating
sc	Self-closing device
PB	Panic bolt device
VP	Vision panel
RS	Roller shutter
	Emergency lighting luminaire
	Exit sign internally illuminated
Fire warning system	
	Fire alarm control panel
	Fire alarm call point
	Fire sounder
	Red or white flashing light
	Smoke detector
	Heat detector

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Fire fighting equipment	
	Water extinguisher
	Carbon Dioxide extinguisher
	Foam extinguisher
	Dry powder extinguisher
	Fire Blanket
	Hose reel
	Wet chemical
Signs	
S2	Smoking is prohibited
S6	Flammable materials
S7	Oxidising materials
S9	No means of escape
S10	In the event of fire no not use lift
S12	Fire action notice
S13	Fire door keep shut
S14	Fire door keep locked
S15	Automatic fire door, keep clear
S16	Automatic fire door, keep clear, close at night
S19	Gangway keep clear
S20	Fire escape keep clear
S22	Green moving person (Fire Exit)
S23	Slide to open
S24	Break to obtain access

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S25	Push bar to open
S26	Directional arrow (green)
S27	Fire point
S32	Foam inlet
S33	Dry riser
S34	Wet riser
S35	Firefighters switch
S38	Fire plan
S39	Fire fighting equipment red directional arrow
General	
	Gas shut-off
	Electric shut-off
	Water shut-off
	Special needs refuge
	Fire Telephone
	Smoke vent
	LPG shut-off
	Smoke pressure control switch
	Dry riser outlet
	Sprinkler stop valve
	Flammable bin/cupboard