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Emergency Action Plan

(Fire Safety And Evacuation Procedure).

Elizabeth House, Dereham

- 1-

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# RELATED DOCUMENTS

Health and Safety at work Act 1974 etc

Management of Health and Safety at Work Regulations 1999 Regulatory Reform Order (Fire Safety) 2005

1. INTRODUCTION
   1. This procedure provides the detailed procedures to be followed at all times to ensure the safety of all staff, visitors, tenants , occupiers and contractors and to minimise the spread of fire within buildings or to prevent it spreading within or between them.
   2. Shared Service Managers are responsible for ensuring strict adherence to this procedure, whilst all staff are responsible for ensuring they fully understand the details of the procedure and the local arrangements and plans.
   3. This procedure is to be communicated to all occupants.
   4. It is the duty of all, staff to make themselves and their visitors aware of the procedure, escape exits and routes.
   5. If you have any queries regarding the procedure please contact Asset Management on Phone No: 01362 656210 or e mail: [asset@breckland.gov](mailto:asset@breckland.gov) .uk.
   6. Any fire hazards that a member of staff may become aware of should be reported to a Fire Marshall as soon as possible who will investigate and contact the Person in Charge if required.

# GENERAL PRINCIPLES

* 1. The following principles apply to all of Breckland Council's employees
  2. All Staff must familiarize themselves with this Fire Safety and Evacuation Procedure (Including Tenants/Occupiers/Staff) from their first working day following induction training by their respective employers.
  3. Staff will attend a scheduled Fire Training session as part of their induction.
  4. Periodic Fire Drills are to be carried out (minimum annually).
  5. All staff (Including Tenants/Occupiers/Staff) must ensure they are aware of all fire exits, understand how to activate the fire alarm system, know the designated Fire Zones/Assembly Point(s) and ensure they know the location, type and use for each fire extinguisher in their areas of work.
  6. Staff must be able to account for all visitors and contractors under their supervision. They are to also ensure visitors and contractors adhere to the procedure for the evacuation of the building.
  7. All fire exits and escape routes must be maintained clear of obstructions at all times.
  8. Fire doors must never be wedged open or held open (except for purpose built /installed devices) or be obstructed in any way or at any time.
  9. All staff must ensure they are aware of the procedure for contacting the Fire and Rescue Service.

# MAINTENANCE TESTING AND INSPECTION

* 1. Fire safety measures and equipment are to be maintained in working order. These include:
* Fixtures and fittings such as fire doors and their closing devices, staircases, corridors, notices and signage.
* Testing of the alarm system will be carried out to ensure that the system is functioning correctly along with any fail safe devices connected to the alarm system i.e. automatic opening of sliding doors, or closing of fire doors held open on magnetic devices or equivalent, the results of which are to be recorded in the Fire Log Folder (located in the caretaker's bookcase).
  1. Periodic servicing and maintenance is to be carried out by a competent person or contractor; of the fire detection system, emergency lighting, fire extinguishers and the results recorded in the Fire Log Folder.

# FIRE PROTECTION AND PREVENTION

* 1. Fire alarms must be audible in all areas of the buildings in which they are installed and take account of any noise or operating machinery and the following carried out and recorded in the Fire Log Folder:
  2. To ensure that appropriate measures are taken to meet the risks from fire, Breckland Council must carry out and keep records of the following:
  3. Carry out fire risk assessments of the workplace, which consider all employees and others especially at risk. i.e. disabled persons or those with some other physical or mental impairment, who may be affected by a fire in the workplace. These are located on the Biz. Intranet site.
  4. Appoint and train a Person in Charge (i.e. Fire Co-ordinator), Fire Marshals and deputies, as required.
  5. To complete and fully comply with the requirements of the site specific fire risk assessment and the control measures identified within that document.
  6. Provide adequate fire fighting appliances which are clearly defined, free of obstructions, and recorded in the Fire Log Folder.
  7. Tenants/Occupiers are responsible for carrying out a fire risk assessment of their leased/rented areas of occupation including escape routes therefrom and providing a copy to Breckland Council Asset Management Dept.
  8. Tenants/Occupiers are also to provide Breckland Council Asset Management Dept with a copy of their local fire safety arrangements and evacuation procedure.
  9. Ensure that weekly fire alarm tests, using a different call point each time, are carried out.
     + Check automatic detectors at least annually.
     + Test emergency lighting once a month.
     + Carry out annual maintenance of emergency lighting systems.
     + Display up to date written fire action notices and procedures.
     + Store flammable chemicals in suitable stores with appropriate ventilation.
  10. All flammable substances and materials brought on to site by either contractors or maintenance staff is to be removed at the end of each working day or on completion of the work, whichever is the sooner.
  11. Where areas of the fire alarm system has been isolated or made inoperative i.e. use of covers to detector heads, as a result of work being carried out, the system must be fully functional at the end of each working day.
  12. Where the operation of the fire alarm system or the evacuation plan has been compromised as a result of work in progress the Person in Charge must be made aware so that the evacuation plan and if necessary revise the fire risk assessment to take account of any temporary and significant changes.
  13. Where hot work is to be carried out, it must not be done without a Hot Work Permit issued by the Asset Management Dept.
  14. Contractors are to be issued with copies of the "Fire Safety Guidance Sheet for Contractors" located in Appendix 3 at the end of this document.

## FIRE INSTRUCTIONS

* 1. Basic fire instructions are provided, in Appendix 1 at the end of this document. Copies are to be found in prominent positions on each site. These are in addition to standard Fire Notices located at various key points in all premises , and are intended as an aide memoire for staff.

## 6. PROCEDURE TO BE FOLLOWED

Within the premises there are automatic smoke detectors and these will activate the alarm system in most cases, however the following procedure should be followed should you either discover the fire or hear the alarm.

*6. 1 Discovery of Fire*

* + 1. Whoever discovers or suspects a fire must raise the alarm immediately at the nearest fire call point by breaking the glass at the nearest break glass point and also raise the alarm verbally by shouting "FIRE, FIRE, FIRE".
    2. At Elizabeth House, If during normal working hours on hearing the alarm the receptionist on duty must take the mobile phone from under reception's desk and give to the Person In Charge to call Fire and Rescue Service.
    3. When working out of normal hours the person discovering the fire must ring the Fire Service having first raised the alarm and initiate the evacuation of the building and report to the assembly point and await the arrival of the Fire and Rescue Service and contact the Person in Charge "On Call". (See Appendix 2 at the end of this document).
    4. On hearing the alarm all staff, tenants , visitors and contractors must evacuate the building by the nearest fire exit closing windows and doors as they leave, providing it is safe to do so, and report to the appropriate fire assembly poinUFire Zone.
    5. If possible injured and disabled must be moved to a place of safety i.e. Place of Refuge if available, and remain accompanied if safe to do so.
    6. The person discovering the fire and its location must inform the Person in Charge.
    7. All persons on reporting to the assembly point must follow any instructions given by the Person in Charge via the Fire Marshals.
    8. The primary objective is to evacuate the building.

NO ONE HAS AN OBLIGATION TO FIGHT THE FIRE

* 1. *Hearing the Fire Alarm*
     1. On hearing the fire alarm, staff should not assume it is a false alarm, and evacuate the premises immediately along with all visitors and contractors they are responsible for and report to the nearest assembly point/Fire Zone to await further instruction from the Person in Charge.
     2. Do not use lifts as a means of escape. Do not stop to pick up personal belongings or put away confidential documents. Do not run.
     3. Following evacuation staff are to report as soon as possible to their nearest assembly point/Fire Zone and not congregate outside the front of the building.
     4. No one must try to drive their vehicle off the premises, so as not to obstruct the incoming Emergency Services, but remain at the assembly point.
     5. No alarm is to be switched off or reset until clear instructions to that effect have been received from the Person in Charge/Snr Fire Officer present.
     6. No one is to return to their work area unless they have been given the "all clear" to do so by the Person in Charge/Snr Fire Officer.
     7. Lone workers must raise the alarm, call the Fire and Rescue Service and wait at the assembly point for the fire Service to arrival. They should also contact the Person in Charge out of hours for their building. (See Appendix 2 at the end of this document).
     8. Remember people behave differently in a fire situation, Fire Marshals can avoid panic by being calm and assertive. Vacate quickly but do not run.
     9. Occasionally an individual may refuse to leave; if this happens the Fire Marshal must continue with general evacuation and try to leave the person as safe a place as possible.
     10. If the person refusing to leave cannot be evacuated following the evacuation then Fire Marshals must note their location and report it to the Person in Charge.
     11. Staff should not stay with the person who is refusing to leave if there is any danger to themselves but try to provide reassurance from a place of safety if possible.
     12. There is a drawing of the floor layout with escape routes, place of refuge/fire extinguishers on each stair landing and corridors throughout the building.
  2. *How people will be warned*
     1. The building is fitted with an automatic fire alarm system comprising smoke detectors and break glass points connected to sounders and when activated set off the alarm when the fire is detected or discovered. These sounders are audible throughout the premises and

staff should be familiar with the type of sounder used in to warn of a fire. (Remember other sounders are used for burglar alarms, disable toilets, inert gas deluge system (server room) and panic alarms (interview rooms).

* + 1. The building's fire alarm system is remotely monitored and connected directly to the Fire and Rescue Service via the monitoring station, however do not assume that the monitoring system always works . The Person In Charge/Lone Worker calls the Fire and Rescue Service irrespective of the monitoring system. Due to the large volume of false alarms a second call raising the alarm is required by the Fire and Rescue Service before they attend.
    2. At Elizabeth House flashing lights are installed to inform those with a hearing impediment of the fire.
    3. Members of staff also inform those who might otherwise not be aware that a fire has been detected.
    4. The nearest Fire Zone Points/Assembly Points for assembly are identified on the Notice Boards around the building and are located North and South of the site.

## CALLING THE FIRE AND RESCUE SERVICE

* 1. At Elizabeth House, the Person in Charge will be handed a mobile phone from the reception desk and shall call the Fire and Rescue Service.
  2. Out of hours the person discovering the fire will call the Fire and Rescue Service -999.
  3. In the event of a failure of the telephone system then the call should be made using a mobile phone.
  4. Give the Fire and Rescue Service the following information:
     + The full address of the premises concerned .
     + A contact telephone number.
     + Type of facility, i.e. office accommodation .
     + The nature and extent of the fire and any people in danger if possible.
     + Your name and designation.
     + Remember to request an estimated time of arrival. (Report this to the Person in Charge)

## DANGEROUS SUBSTANCES OR EQUIPMENT

* 1. The Person in Charge must inform the Snr Fire Officer on his arrival of any substances or equipment in the premises that may put his fire fighters at risk. (See Appendix 2 at the end of this document).

# FIGHTING FIRES

Fire fighting should be left to the Fire and Rescue Service or those trained and competent to do so.

* 1. Competent staff should only attempt to FIGHT a fire if:
     + It is on your only route of exit/egress
     + There is another member of staff present to assist.
     + There is no danger to themselves or others .
     + They have the correct equipment to fight the fire and have been trained.
     + They are confident they know how to use the equipment correctly.
     + The fire looks easy to get under control i.e. a waste bin. Fire extinguishers are only first aid devices and will not be adequate to fight an established fire.
     + Staff are not required to fight any fire and if they have any doubt they should not do so and await the Fire and Rescue Service.

# THE ROLE OF THE FIRE MARSHAL

* 1. During normal working hours Fire Marshals can only be responsible for one area of the building at a time.
  2. There should be sufficient Fire Marshals to cater for sickness and holiday absence .
  3. The Fire Marshals must "sweep" their areas of responsibility and ensure that everyone has vacated, unless unable to do so, and report to the Person in Charge.
  4. Fire Marshals must not enter an area or a room where they suspect there is a fire . Fire Marshals must not put themselves or others at risk when carrying out their area checks/sweeps .
  5. The Fire Marshals must report to the Person in Charge of the incident, and give details of any information about the alarm activation, the exact location of the fire if known, and people unable to vacate the building.
  6. Should there be anybody trapped, injured or disabled and unable to vacate the Fire Marshals must report their whereabouts and circumstances to the Person in Charge.
  7. Fire Marshals must inform First Aiders of any injured or disabled persons unable to vacate who will give assistance, but only if it is safe to do so.
  8. Fire Marshals can be identified by wearing **YELLOW** Hi Visibility waist coats.
  9. Fire Marshals are to carry out periodic housekeeping checks, regarding accumulated rubbish, obstructions to escape routes or extinguishers , missing/damaged extinguishers etc and report the matter to Asset Management or their Person in Charge in the case of a tenant area.

## The names of Fire Marshals are identified on notice boards in stairs lobbies. (See Appendix 2 at the end of this document)

In the event of no fire marshals being present the Shared Service Managers will take responsibility for evacuation of their floors .

1. First Aiders and Staff trained to Use Evac Chairs
   1. First Aiders must make themselves available to attend injured or disabled, but not put themselves at risk whilst doing so, having first reported to the Fire Warden .
   2. Names of First Aiders are on signs secured to the fire notice boards throughout the buildings.
   3. Those members of staff who have been trained to use EVAC Chairs are to be available on the stair landings to assist with evacuation provided it is safe to so.

The names of First Aiders are posted on notice boards in stairs lobbies.

## THE ROLE OF THE PERSON IN CHARGE

* 1. This term will refer to different people, dependant on staff availability and the time of any alarms/incidents and their location. (See Appendix 2 at the end of this document).
  2. During normal working hours there will be a nominated Person in Charge for the site.
  3. The Person in Charge should immediately go to assembly point outside the main doors to the front of office and await the reports of the Fire Marshals and ensure the Fire and Rescue Service has been called, having checked the fire alarm control panel to ascertain the zone activated.
  4. The Person in Charge, having received the reports of the Fire Marshals, will note any fire details and the location of any people unable to be evacuated due to injury, being disabled or refusing to leave, including the zone activated and inform the Senior Fire Fighter in Charge on the arrival of the Fire and Rescue Service.
  5. Outside normal working hours the Person in Charge will be the most senior member of staff present irrespective of grade or role. This person may wish to defer to a more senior member of staff as they arrive i.e. the Person in Charge "On Call". This is acceptable as long as both members of staff ensure they understand what is occurring, and any information that is exchanged is clear and understood. If the role is to be passed on to the Person in Charge "On Call" when they arrive at the incident then a clear and detailed handover must be given, and the information checked for understanding. If the original

Person in Charge is confident and prepared to remain in charge of the incident, then the "On Call" Person In Charge must follow his/her instructions and only take over control if they believe this would be the safest approach to the incident.

* 1. The Person in Charge can be identified by wearing **RED** coloured Hi Visibility waistcoat.

# RETURN TO NORMAL

* 1. The Snr Fire Officer present or the Person In Charge will make the decision when the incident has ended.
  2. The Person in Charge will ensure that all staff are advised of the situation , and inform of what steps should next be taken, which may include a full and normal return to work, restricted return, or redeployment to alternative locations, (i.e. implementation of the Business Continuity Plan).
  3. Fire alarms must only be reset once the Person in Charge or the Senior Fire Officer has given the instruction to do so.
  4. The Person in Charge will organise a formal debrief with all those who took part in the incident and determine whether or not statements etc. should be prepared and collated.
  5. The Person in Charge will also organise a debrief of all staff involved following a practice drill or an evacuation resulting from a false alarm.

# PROCEDURE REVIEW

* 1. This procedure will be subject to a general review on or before March 2015. This procedure will also be reviewed as frequently as is needed in order to meet changes to operational or business practice, or legislative or statutory requirements.
  2. The annual review will take place in conjunction with annual review of the fire risk assessment for the site.

Signed: *...dt?k2:}/'* &...... ... ......... ..... Date:......?'h March 2014 ... ... .. . ... ...... ...

Name:......ANTHONY WRIGHT... ...... ...... .... Position: Property Services Manager..............

Department: Asset Management

|  |  |
| --- | --- |
| Author | Asset Management |
| Review Date i | h March |
| Reviewing Officer | A Wright |
| Next review Date | March 2015 |
| Changes to Procedure |  |

## Appendix - 1 Staff Fire Instructions

|  |
| --- |
| **STAFF FIRE INSTRUCTIONS** |
| 1. On hearing the alarm evacuate immediately |
| 2. Do not assume it is a false alarm |
| 3. The person discovering the fire must raise the alarm both verbally and at the nearest break glass point. |
| 4. At Elizabeth House the Person in Charge is to call the Fire and Rescue Service during normal working hours. The person discovering the fire is to call the Fire and Rescue Service when workinq out of hours. |
| 5. Evacuate all staff, visitors and contractors . |
| 6. Fire Marshals are to evacuate all personnel their area of responsibility. |
| 7. The Person in Charge is to go immediately to the designated assembly point and await the reports of the Fire Marshals and liaise with the Fire and Rescue Service on their arrival. |
| 8. Details of injured/ disabled/ trapped/persons refusing to leave are to be reported to the Snr Fire Officer on his arrival. |
| 9. Safety is paramount, do not put yourself or others at risk and follow procedures. |
| 10. Do not use a lift as a means of escape . |
| **GET OUT STAY OUT** |

To be displayed in prominent positions on each site.

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Appendix 2 - Elizabeth House, Dereham - Emergency Action Plan

### Occupiers:

Breckland Council/Consultants Tenants/Occupiers

### Person in Charge: Normal Hours:

A Wright

C. Hack

P. Durrant

Breckland Council - 01362 656260

Breckland Council - 01362 656308

Breckland Council - 01362 656216

### Out of Hours:

1. Dickerson Breckland Council - 07770 934523

### Tenants

* 1. Capita Symonds: Contact Name: Mr. M Pendlebury. Tel No: 01362 656889.

### Names of Fire Marshalls

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | L. Henery | Breckland Council: | Asset Management |
| 2. | M. Gibbard | Breckland Council: | Asset Management |
| 3. | D. Wilder | Breckland Council: | Environmental Services |
| 4. | T. Tufts | Breckland Council: | Environmental Services |
| 5. | J. Hadaway | Breckland Council: | Environmental Health |
| 6. | A Grimley | Breckland Council: | Environmental Health |
| 7. | C. Spearman | Breckland Council: | Human Resources |
| 8. | N. Fordham | Breckland Council: | Human Resources |
| 9. | S. Ball | Breckland Council: | Electoral Services |
| 10. | J. Bamford | Breckland Council: | Economic Development |
| 11. | C. Jackson | Breckland Council: | Finance |
| 12. | H. McAleer | Breckland Council: | Members Services |
| 13. | E. Rivett | Breckland Council: | Corporate PA |
| 14. | R. Morton | Breckland Council: | Housing |
| 15. | R. Gook | Breckland Council: | Housing |
| 16. | S. Owen | Breckland Council: | Housing |
| 17. | S. Cook | Breckland Council: | Contact Centre |
| 18. | R. Tudge | Breckland Council: | Contact Centre |
| 19. | C. Rix | Breckland Council: | Environmental Health |
| 20. | T. Dean | Organisation: | Capita Symonds |
| 21. | M. Leonard | Organisation: | Capita Symonds |
| 22. | T. Green | Organisation : | Capita Symonds |
| 23. | A Crown | Organisation: | Norfolk Constabulary |

Names of Those Trained to Use Evac Chairs.

1. R. Dickerson
2. P. Durrant

### Place of Refuge

1. North Stairwell
2. South Stairwell

Means of Escape

1. All exits are to be unlocked and shutters open during normal working hours. 2. Shutters to the main entrance are closed and locked out of normal hours.

3. Staff working on the premises after hours are to be made aware of any changes to the normal working hours pattern of means of escape and familiarise themselves with the out of hours arrangements .

Out of Hours Working

When working out of normal hours the person discover ing the fire must ring the Fire Service having first raised the alarm and initiate the evacuation of the building and report to the assemble point and await the arrival of the Fire Service and contact the Person in Charge "On Call".

Lone Workers

Lone workers must raise the alarm, call the Fire Service and wait at the assembly point for the Fire Service to arrival. They should also contact the Person in Charge out of hours for their building.

Use of Committee/Meeting rooms

Specific mention by the Chairman of the meetings in the Committee Suite must be given of the procedure and identifying the exit and escape routes prior to the start of the meeting.

How people will be warned

1. Siren
2. Member of staff.

Fire Alarm Test

The alarm system for Elizabeth House is tested weekly on Wednesday at 1Oam (unless otherwise advised in exceptional circumstances) .

Calling the Fire Service

During normal working hours (09.00 to 17.00hrs) the Person in Charge will call the fire brigade.

Give the Fire Service the following information:

* + The full address of the premises concerned.
  + A contact telephone number.
  + Type of facility, i.e. office accommodation.
  + The nature and extent of the fire and any people in danger if known.
  + Your name and designation.
  + Remember to request an estimated time of arrival. (Report this to the Person in Charge)

DANGEROUS SUBSTANCES OR EQUIPMENT

1. Comm's Room Ground Floor - Gas deluge fire suppression system .
2. Committee Suite Kitchen - Incoming gas main.
3. Plant Room Ground Floor - Incoming gas main.

The Person in Charge or Deputy must inform the Snr Fire Officer on his arrival of any substances or equipment in the premises that may put his fire fighters at risk.

The Person in Charge or Deputy must inform the Snr Fire Officer on his arrival of any substances or equipment in the premises that may put his fire fighters at risk.

# Appendix 3 - Fire Safety Sheet for Contractors

All Contractors must report to reception on arrival.

* + Contractors will be briefed on the fire evacuation procedure and the location of assembly pointls for the building by the person in charge.
  + No smoking is allowed anywhere on the premises.
  + Do not approach, or work on any item of plant or equipment without prior authorisation .
  + Siting of all Contractors Plant or Equipment must be authorised, and co-operation is essential to ensure safe access and egress at all times.
  + Always be aware of safety hazards; keep your working area clean and tidy. Remove all waste materials as soon as possible.
  + Contractors must confine themselves to authorised areas of work and the nominated access to and from those areas.
  + All company approved contract organisations will be issued with a "Safety Guidance Sheet for Contractors".
  + The contract organisation will be required to ensure all their staff who visits the premises is fully conversant with the Councils safety procedures.
  + Any Hot Working required to be carried out must be approve by the Manager, and agreed procedures put in place in accordance with the contractors' risk assessment and safe method of work.
  + Hot Work Permits must be issued by the Asset Management Department prior to work commencing.
  + Fire exits and escape routes must not be obstructed by contractors or their equipment. Where this is unavoidable the evacuation procedure is to be revised by the Manager and all staff notified.
* Contractors must provide their own risk assessment and safe system of work where necessary, and occupants must be informed by the Asset Management Department of any activity carried out by the contractor that may compromise their safety or affect this procedure and review the Evacuation Plan and Fire Risk Assessment if any significant changes are identified effecting fire safety .

**Contactors are to acknowledge receipt of this Guidance Sheet**

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# Appendix 4 - Tenants Fire Safety Questionnaire

Name of Organisation: .........Capita Symonds ..........................................

Address :................................Elizabeth House.........................................

Person responsible for fire safety:.......M Pendlebury/K Eccles................

Person who liaises with the landlord in the event of evacuation: .....Fire Marshals........

Are regular inspections carried out to ensure that accumulation of rubbish is avoided? "

Yes

Are all fire exits free of obstructions? Yes

Are all exit routes free of obstruction? Yes Are all fire fighting appliances free of obstructions and in date? Yes Are all call points free of obstructions? Yes Has a fire risk assessment bee carried out, (please attach copy)? Yes Have staff been trained in the fire evacuation procedure? Yes Have a suitable number offire wardens been nominated and trained? Yes Do you have a nominated Person in Charge? Yes

Have you informed Breckland Council Asset Management dept of the

names of those nominated as Fire Marshalls and Person in Charge if not please do.

Yes

Comments:

Signed: ......YaO' ................................. oate: ...2a.10.13 ...... ...

Position:...Building Control Manager ...... ............ ... ......... ..... Please return this questionnaire on completion to;

Asset Managment, Breckland Council, Elizabeth House, Walpole Loke, Dereham, Norfolk, NR19 EE

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