



**Emergency Services 9-999
The Gateway Reception Extn. 6800 (01925 246800)**

Fire Emergency

If you discover a fire, YOU must;

- If safe to do so, close the door of the room
- Raise the alarm using the nearest fire alarm call point
- Phone the emergency services using the nearest telephone
- Phone the Gateway Reception on Ext 6800 (01925 246800 on a mobile)
- Evacuate the building using the nearest fire exit and report to the assembly point.

When you hear the fire alarm YOU and everyone else in the building must:

- Evacuate the building as quickly as possible, using the nearest exit. Lifts must not be used.
- Ensure disabled staff/visitors are escorted out of the building
- Close all doors and windows in the areas before leaving but not if this will endanger yourself.
- Report to the Fire Warden at you designated assembly point
- Do not re-entre the building or leave the assembly point until advised by the emergency Services or the Building Marshal.

In YOUR normal place of work, YOU must make yourself aware of:

- The location of the nearest fire alarm call point
- YOUR possible evacuation routes
- The location of YOUR fire assembly point for the building
- The name of YOUR Fire Warden

Personal safety is a priority over property

Fire Safety Policy & Emergency Evacuation Procedures

Introduction

The Gateway is committed to providing a safe environment for its staff, tenants and visitors.

All members of the Gateway, their visitors and contractors have a statutory responsibility in ensuring compliance with the law.

Fire is recognised as a major threat to the activities of the Gateway. An outbreak of even a small fire creates risk to both life and property, damage to the environment and may compromise our normal business activities.

The Gateway will ensure, so far as is reasonably practicable, that the risk associated with fire will be managed in compliance with the Fire Safety Order (2005) and all other relevant legislation that may impact upon it.

The aim of this policy is to provide a robust fire safety framework which will be implemented to secure the safety and wellbeing of everyone and to protect the Gateway's assets. Our priority at all times is the safety of individuals.

Management Responsibilities

The landlord in liaison with the Centre Manager is responsible for conducting fire risk assessments, providing advice, training, monitoring, auditing the Fire Safety Policy standards and procedures and ensuring that effective management procedures are in place to respond and deal with the aftermath of a fire.

The Gateway will ensure:

- That daily and weekly inspections are carried out in their area of responsibility regarding escape routes, fire alarm indicator panels and alarm tests.
- The building Fire Log book is maintained.
- New members of staff are given instruction on fire safety provisions/procedures relevant to the workplace.
- Maintain a list of tenant Fire Warden details.
- Gateway staff are provided with adequate fire safety training.
- All fire incidents are investigated and calls to the Fire Service are monitored.
- That measure is taken to protect buildings, installations and equipment from fire that are commensurate with the risks and are appropriate to the value of the assets.

The Landlord (WHA) is responsible for the implementation of the Fire Safety Policy where it applies to building structure and will ensure that arrangements are made in respect of the maintenance of fire safety provision for the premises. This will include;

- Fire warning and detection systems are maintained in accordance with the relevant standard. BS5839 Part 1 2013
- Fire fighting equipment, including fixed installations and specialist systems, are subjected to a maintenance programme in accordance with the manufacturer's guidelines. BS5306-8:2012
- Means of escape are maintained as required.
- Emergency lighting, escape lighting and signage are maintained and tested in accordance with the relevant standard. BS5266 Part 1 2016
- Electrical installation tests are undertaken as required.
- Ensuring that any recommendations from risk assessment reviews, relevant to areas of responsibility, are responded to diligently.
- Liaising with Local Authority Fire Service on all statutory fire safety matters.

Managers and Supervisors of each tenant organisation are responsible for their own fire risk assessments; fire safety and ensuring that all persons under their responsibility are trained and given adequate instruction in the case of fire, ensuring that all local precautions and procedures are followed. All building occupants must comply with the building emergency procedures, both during a 'real' incident and during practice drills.

Each tenant organisation is responsible for the evacuation of their own office space and interview rooms. Each tenant will be required to nominate a member of staff as a Fire Warden to co-ordinate the evacuation procedure and ensure all areas are clear.

The Gateway Staff must comply with all instructions given to them in regard to fire safety and any other fire procedures as required by supplementary codes of practice. Failure to comply with such instruction may lead to disciplinary action being taken. Staff must also report and observe shortcomings in fire precautions to the Centre Manager and/or landlords representative. The Gateway staff will act as Building Marshals (centre manager, receptionist and caretakers) and will be provided with fluorescent jackets.

Visitors must comply with all instructions given to them in regard to fire safety and any other fire procedures as required. Failure to comply with such instructions may lead to dismissal from the centre.

Where meeting rooms are booked, the person in charge of the event must ensure that the room is cleared and they must report to the fire marshal at the fire evacuation point. The person in charge of the meeting must ensure that any disabled person in the room who cannot evacuate is escorted.

Contractors working within the centre must comply with and obey all instructions given to them in regard to fire safety authorised by the Centre Manager and/or Property Services Manager. It will be the duty of the relevant person with the responsibility for the works undertaken by them, to ensure the appropriate level of fire safety provision is incorporated within any work schedule, contract agreement or risk assessment. Where such works are likely to impact on the existing fire safety provision, notification must be communicated to the Centre Manager and/or Property Services Manager. Any work

undertaken which involves the application of a naked flame or mechanically induced heat source requires a 'Hot Work Permit' and this must be acquired and agreed prior to the commencement of such works.

Evacuation of Disabled People

If it is safe to do so, wheelchairs, guide dogs and other 'equipment' must be evacuated as well as the disabled person. People should never be left in a refuge point to wait for the fire services. The refuge point can be used as a safe resting place or a place to wait until it is safe to exit the building.

Tenants must make arrangements to assist disabled staff and visitors during an evacuation. Any member of staff who cannot leave the building unaided on the event of an emergency will need to have a Personal Emergency Evacuation Plan (PEEP) for their evacuation. Procedures can include waiting in a refuge area while the situation is assessed. Wherever practical, a disabled person must not be left alone in a refuge area. Evacuation techniques include the use of evacuation mats located at the refuge points, or self-evacuation by the disabled person.

The tenants Fire wardens will be notified in advance of a fire drill. During a fire drill, disabled staff and visitors will be asked to remain at a Refuge Point. In the event of an emergency they will be assisted to escape.

Calling the Fire Service

Where a fire is detected by automatic fire detection, the alarm will be raised automatically via an integrated fire safety system. However, in the likely event that this does not occur, assistance can be sought by calling the Gateway Reception on 01925 246800. In each case where a call is received confirming a fire, they will require to ascertain the callers' details and the exact location of the fire and immediately dial 9-999 requesting assistance.

Use of Lifts

The use of lifts as a means of escape during a fire or alarm activation is strictly prohibited.

Fire Drills

The fire alarm will be tested every Wednesday between 09:00am and 09:15am by being allowed to ring for 20 seconds. The test will be recorded in the test log.

The Gateway, in consultation with the landlord, will ensure that one fire evacuation drill is carried out per annum, and this will be recorded in the drill log. It is accepted that the drill should avoid times when large conferences are being held, however, consideration should be given to ensuring advantage is taken of occupancy times and ensure that all fire exits are utilised.

Should an unplanned fire evacuation take place prior to the planned fire drill, it is acceptable for the Centre Manager and landlord to register this as a fire drill if they are satisfied with the evacuation performance.

Fire Doors

In the event of a fire evacuation, please ensure that fire doors are not wedged in the open position, fire doors are designed to maintain compartmentation of a building in the event of a fire.

This prevents the spread of smoke and fire and provides sufficient resistance to protect the means of escape.

Fire Evacuation Procedure

Evacuation following a fire alarm signal

On hearing the fire alarm **all building occupants**- including the person discovering the fire – must follow the building fire procedures. This will normally be:

- Close room doors and leave the building immediately.
- Proceed to the assembly point using the nearest evacuation route

Duties of Fire Wardens

During an emergency evacuation Fire Wardens must:

- Check their area on their way out of the premises, using the designated fire exit. This must include checking any Refuge Areas for the presence of disabled people, checking any common areas such as kitchens and toilets.
- Marshal people out of the building using the nearest escape route.
- Report to the Assembly Point and carry out a roll call for their area if practical to do so.
- Report to the Building Marshal at the Evacuation Point and account for their area being clear of occupants. Report any staff or visitors not accounted for, or any areas not checked.

Under no circumstances must Fire Wardens endanger themselves and significantly delay their own evacuation from the building.

Fire Wardens should then be ready to respond to requests for assistance from the Building Marshal.

Duties of the Building Marshal

The building marshal (or nominated deputy) must report to the assembly point. The building marshal will then take control of the situation as follows:

- Collect the building fire evacuation folder which is located at the Gateway reception. This includes a building plan.
- Don a fluorescent jacket and take charge at the assembly point.
- Co-ordinate the results of roll calls conducted by tenant Fire Wardens. Try and determine the location of any persons reported as missing.
- Establish which areas of the building have not been checked by Fire Wardens.
- Ensure that evacuees do not leave the assembly point until the 'all clear' is given. This decision may involve the emergency services depending upon the severity of the situation.
- Provide the following information to the Centre Manager or directly to the emergency services:
 - Persons reported missing with last known locations;
 - Building emergency folder (which includes plans of premises);
 - Access to the building (provision of fobs
 - Location of fire incident if known
- When the incident is under control the Office in charge of the emergency services will report back to the Centre Manager (or building marshal) The building marshal will relay the 'all clear' – dependant upon damage to Fire Wardens and evacuees.
- Where possible the fire alarm system must be reset.

Monitoring of fire location

If the incident involved a fire, the Fire Service should return control of the building to the Centre Manager and representative of the landlord once the fire has been extinguished. It is essential that careful monitoring of the area is maintained because re-ignition may occur.

Fire Safety – General Points

Know your nearest exit and alternative escape route, this may not be the route you usually use for general access and egress. All escape routes are signed for this purpose.

Assessment of a fire

Whether or not an individual should tackle a fire is dependent upon a number of basic factors:

- The size and nature of the fire;

- Difficulties of access (to get to the situation) and available means of escape
- Available fire extinguishers
- Confidence and competence of the individual in being able to operate the appropriate extinguisher(s) correctly.

Anyone in doubt should not tackle the fire but should follow the instructions for raising the alarm and evacuating the building.

Identification of Building Marshals & Fire Wardens

All building marshals must have a fluorescent jacket that identifies them. Tenants should provide a fluorescent vest for their fire wardens.

Fire Procedures outside Normal Hours

The building is open;

To tenants from 08:00 – 18:00 Mon – Fri

To the general public accessing services 09:00 – 17:00 Mon – Fri

Clients hiring the venue meeting rooms from – 07:00 – 21:30 Mon – Fri and occasionally on a weekend.

Anyone working outside normal hours must register their presence at reception with the guard who provides the out of hours security. It is not necessary for people attending meetings to sign in and out with security if the event organiser takes responsibility for this.

The normal emergency fire evacuation procedure will be followed by the Security staff if they are present on site.

Should the fire alarm activation take place when no-one is in the building, the Company monitoring the alarm system will notify the Security Company providing the key holding service.

Security staff will attend, check the premises and liaise with emergency services.

Date Reviewed: April 2018

Next Review Due: April 2019