

DERWENT LONDON

Greencoat House & Gordon House



Fire Safety Management Plan & Evacuation Procedure

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1.0 Introduction

When a fire breaks out in a building in, which people are present, the primary need is for those people to be able to escape safely and quickly. Special experience and knowledge are needed to plan in advance what the escape routes should be and how they should be protected and equipped so that they will remain effective in an emergency for as long as necessary.

Being prepared will greatly reduce the likelihood of the fire emergency procedures not being effectively carried out. It is vital at all times that you are prepared.

This building is provided with reception and security staff, a comprehensive fire alarm system, trained fire wardens, competent management and a Health & Safety Management System with a Fire Risk Assessment carried out each year. It is therefore considered that this building is classed as a 'Managed Building'.

All Persons at Gordon House & Greencoat House should be aware of the following, with responsible persons needing to be prepared in their additional areas as indicated below.

The requirement of The Regulatory Reform Order 2005 (Fire Safety) (RRO), which came into force 1st October 2006.

The order has introduced radical and wide-ranging reforms to fire safety legislation in England and Wales. The legislative regime applies to most non-domestic properties and requires "A Responsible Person" – defined in the case of a workplace as the Employer to the extent that the workplace is under his control and is to carry out a "Fire Risk Assessment" to ensure that the more detailed fire safety requirements of the RRO are being met. As well as an "Alterations Notice" a Fire Inspector (as defined in the RRO),

A FIRE INSPECTOR CAN ISSUE ENFORCEMENT AND PROHIBITION NOTICES AS THEY DEEM NECESSARY.

1.1 ALL PERSONS

General Fire Prevention

Know what action is to be taken on discovering a fire.

Know where to find fire fighting equipment and fire alarm call points.

Know how to use an extinguisher.

Know the layout of your floor.

Know your escape routes.

Know your assembly point.

Know what action is to be taken on hearing the fire alarm.

Know your floor wardens and their deputies.

Look after, and escort your visitors and contractors to the assembly area.
Under the Fire Safety Regulatory Reform Order 2005 (Fire Safety) tenants are responsible for ensuring that the correct frequency of fire training is carried out and are recorded for audit purposes.

Each employee is to receive fire training with practical exercises where possible.

- 1. On induction training.**
- 2. On an annual basis thereafter.**
- 3. The Landlord will conduct a Fire Evacuation Drill every six (6) months.**

The Landlord undertakes an annual Fire Risk Assessment for the building which includes all areas where the Landlord has responsibility (Plant Rooms, Common Area etc); the Fire Consultant **may** require access into tenanted areas to assess the impact on the remainder of premises.

Tenants are responsible for their own demise and are required to have competent person carry out a Fire Risk Assessment of their areas of responsibility. Any "Significant Findings" arising out of the Fire Risk Assessment **must be** communicated to the Landlord.

On majority request the Landlord will provide Fire Warden Training once a year.

Landlord is responsible for the servicing of the;

Common area Fire Extinguishers
Common area Emergency Lighting
Dry Riser
The Fire Alarm System

2.0 Means of Escape In Case Of Fire

2.1 *INTRODUCTION*

Means of escape in case of fire can be defined as “structural route” forming an integral part of the building whereby persons can escape from fire by their own unaided efforts to a place of “Ultimate” Safety or “Comparative” Safety’.

For example, if a person leaves the building from any level and exits direct to open air, then they are in a place of “Ultimate” safety. However, if entering a staircase from an upper floor of offices and the staircase is enclosed by fire resisting doors it is a place of “Comparatively” Safety until they exit into the open air.

2.2 *DETAILS AND DESCRIPTION*

The escape routes are indicated with the appropriate Safe Condition 'Fire Exit' (Green & White Running Man) signage and emergency lighting is provided which will come on automatically in the event of an electrical power failure.

The system illuminates all stairways, exit routes and directional signs and changes to floor levels, to enable persons to leave the premises without assistance from normal lighting.

The assembly point for:

Gordon House – Corner of Francis Street & Greencoat Row



The assembly point for:

Greencoat House – Wilcox Place



3.0 Means for Giving Warning in Case of Fire

3.1 INTRODUCTION

In any building, which is used as a workplace there should be a means of giving warning in the event of a fire. Therefore a fire alarm should be provided to give warning to persons in case of fire in the building. This can be a manually operated system, which consists of break glass call points located at entrances onto the main fire exit routes, or in larger buildings automatic detection systems are fitted throughout to detect fire & smoke.

3.2 DETAILS AND DESCRIPTION

A fire alarm indicator panel is provided behind the main reception desk **Greencoat House** and in the Bin room corridor at **Gordon House** with a repeater panel on the reception desk

The fire alarm system within the building is a multi-zone multi-loop system covering the whole building.

The system is fully automatic and linked to sensors, manual call points and sounders. A fire alarm indicator panel is provided behind the main reception desk Greencoat House and on the right hand side of the street entrance Gordon House

The Fire alarm is on Red care Monday – Friday 1800-0800 and 24 hours at the weekend. During Office hours Monday to Friday when the panel detects activation it will go into a 5 minute see and search delay, the receptionist will contact the building manager with the details. The Building Manager will investigate, if no fire is found he/she will instruct the receptionist to reset. In the event the Building Manager finds a fire he will instruct the receptionist to press sound alarms, this will override any delays and send both buildings into evacuation. The reception will call the fire brigade on 999.

Please note there is an exception to the above, if an alarm is detected on the roof or in the boiler house the sounders will automatically sound.

The fire alarm system is powered from the supply authority's mains through a separate main switch-fuse. A secondary source of power is by way of batteries continuously charged by an AC mains operated charger which in the event of a mains failure will continue to operate the system.

The fire alarm is tested on a weekly basis for both buildings **Gordon House and Greencoat House – 11:00 Each Wednesday** morning to test its operational effectiveness. Should any defects or issues be observed during the test please notify the reception on: **Greencoat House 0207 828 3655 Gordon House 0207 834 3128**

4.0 Means for Fighting Fire

4.1 INTRODUCTION

Under The Regulatory Reform Order 2005 (Fire Safety) (RRO), it is a requirement, where people are employed to work, to provide a means for fighting fire. This includes portable fire fighting equipment.

4.2 Dry Riser

The dry riser located at the corner of Greencoat Row by the shared final fire exit, a coupling is on each landing of the Gordon House Front Fire Escape Stairs.

4.3 Portable Fire Fighting Equipment

Portable fire extinguishers are provided on each fire escape landing and near the main fire exit routes. Each extinguisher has a label on it that describes its method of operation and the type of fire it can be used to extinguish.

Types of Fire Extinguishers used in Multi Tenanted Accommodation.

There uses and their colour coding according to **BS EN 3: 1999** The contents of an extinguisher are indicated by a coloured zone on the body of the extinguisher.



Type	<u>Used on the following</u>
Water	Carbon based fires involving paper, wood, cloth, etc.
Carbon Dioxide	Electrical, Flammable liquids and flammable gases.
Foam	ElectFlammable liquids, petrol etc and other fires where use of water would be dangerous

You should make yourself aware of the location of this equipment, its method of operation and the type of fire each is suitable to extinguish, so that in the event of a fire you do not have to search for one.

Fire Extinguishers within the tenant's demise are the tenant's responsibility and should be serviced annually by a competent contractor.

5.0 Discovering a Fire

5.1 All Persons

If you discover a fire you should follow the steps outlined below.



Fire Action

If you discover a fire



Operate the nearest fire alarm point.



Call the Fire Brigade by telephoning 999 and state there is a FIRE at Greencoat or Gordon House 15 Francis Street London SWIP IDH



Leave the building by the nearest safe exit.



Report directly to the assembly points Greencoat House – Wilcox Place
Gordon House – Corner of Francis Street & Greencoat Row



- **Do not stop to collect personal belongings.**
- **Do not use lifts.**

6.0 Evacuation Procedure

On hearing the fire alarm sound, the following should be carried out:

6.1 All Persons

- Must evacuate the building by the nearest available safe escape route. If you have visitors or contractors with you, instruct them to follow you.
- Close doors & windows without causing delay.
- **DO NOT STOP TO COLLECT PERSONAL BELONGINGS**
- Leave the building by calmly walking to the assembly point, never run.
- **DO NOT RE-ENTER THE BUILDING UNTIL INSTRUCTED TO DO SO.**

6.2 Once an evacuation has started the procedure must be completed. This is to prevent accidents by the merging of persons going out and persons going back in.

6.3 *DISABLED PERSONS*

- Disabled persons must be escorted to the relevant **assembly area** with a 'Buddy'.

Greencoat House.

If in the event a disabled person cannot be evacuated via the normal routes

- Disabled persons will be escorted to the relevant '**Staircase Lobby Lift No2**' with a 'Buddy'.

Gordon House

If in the event a disabled person cannot be evacuated via the normal routes

- Disabled persons will be escorted to the relevant refuge point by a 'Buddy' and use the intercom provided. Here you will be able to liaise with the reception/fire Brigade and will also show your location.
- Refuge points are located 5th and 4th front staircase, 3rd (North and South) ,2nd and 1st rear staircase
- Disabled persons must not be left alone.
- The fire brigade must be informed on their arrival of the Disabled Persons or Persons with Mobility Impairment and their Buddies location

REGARDING EVACUATION OF DISABLED PEOPLE

Be aware of the specific needs of the Disabled Persons and Persons with Impaired Mobility, Vision and Hearing; be aware that each individual will have different needs due to the varying levels of Disability and Impairment.

DISABLED PERSONS (Cont)

Wheelchair Users and Persons with Impaired Mobility

Wheelchair Users and Persons with Impaired Mobility should have an identified "Buddy" and they should be moved along the specific escape routes to the identified refuge point (Or a landing on a protected fire stair) Do not attempt to lift the wheelchair or occupant unless you have been specifically trained to do so. All tenants are responsible for their own Disabled Staff, Staff with Impaired Mobility & their Visitors with Disabilities and Impaired Mobility. In addition they must carry out a Personal Emergency Evacuation Plan (PEEP) for each individual (This must be recorded for the Audit Process). Do not use the lifts unless there is a designated Fireman's Lift.

People with Impaired Vision

Look out for the people who may be disoriented. Tell them your name and speak clearly giving them instructions. Use your arm to lead them through the evacuation route identified by the green & white running man. Provide continuous commentary as to where you are going. If you have Employees or Visitors within your demise with Impaired Vision then they also must have a "Buddy". In addition they must carry out a Personal Emergency Evacuation Plan (PEEP) for each individual. Do not point as these gestures will go unnoticed.

People with Impaired Hearing

These people may not have heard the alarm. Attract their attention some way or another and ensure that they follow the evacuation route identified by the running man. All tenants are responsible for their own Staff with Impaired Hearing & their Visitors with Impaired Hearing. In addition they must carry out a Personal Emergency Evacuation Plan (PEEP) for each individual.

6.4 RECEPTIONISTS

- Ensure a 'current floor evacuation list's are available.

6.5 SECURITY OFFICERS/ BUILDING MANAGER (INCIDENT CONTROLLER)

- On hearing the fire alarm call the Fire Brigade, 'don' your Hi Visibility Jacket/Vest and take up the following duties.
- Ensure that the "Emergency Pack" (The Red Ruck Sack) is collected and taken to the assembly point. (Which is located in Greencoat House reception)
- Incident Controller / Access and exit control at the Assembly area

- The Building Manager is to hold access keys, know location of plant areas, riser cupboards and location of any Hazchem etc and meet the Fire Officer at the reception on his arrival.
- The Incident Controller will obtain results of the evacuation from the Security Patrolman and forward the results to the Senior Fire Officer
- Ensure any disabled register is current and the Safe Refuge Location of any disabled persons must be forwarded to the Senior Fire Officer.

SECURITY OFFICERS/ BUILDING MANAGER (INCIDENT CONTROLLER)(Cont)

- The Security Patrolman will obtain results of the evacuation from the Fire Wardens and forward the results to the Incident Controller via Radio.
- Ensure any disabled register is current
- Prevent unauthorised entry.

6.6 FIRE WARDEN DUTIES

On hearing the evacuation fire alarm:-

- The reception will call 999 in consultation with The Building Manager (Or Deputy)
- Ensure that all persons (including visitors and contractors) in your area of responsibility evacuate by the nearest safe available escape route immediately.
- Check your area, including toilets, meeting and store rooms to ensure that all personnel under your care have evacuated.
- Do not take personal risks through delay.
- Proceed to the assembly point and await further instructions
- Report to the Reception staff at the assembly point and make your report. e.g. " *Fire Warden of Walker Media 6th floor north. All areas clear*".
- If you are not on your floor, evacuate or stand by as appropriate. Report to the Reception staff at the assembly point and make your report. e.g. "*Fire Warden of Walker Media 6th floor north. All areas clear*", or words to that effect.

7.0 Assistance to Emergency Services

7.1 SECURITY/ BUILDING MANAGER

- Ensure all keys are available which could provide access to other areas such as switch rooms and plant enclosures.
- Provide precise details as to the location and status of the emergency.
- Provide details of the location and type of any fire fighting appliances if asked.

- Provide the location of fire alarm reset panel, etc.
- Provide details of all specialist and emergency engineers who may be called to provide assistance with plant.
- Remember that in an emergency situation, the Senior Fire Officer will assume **Absolute Authority** until the emergency is over.

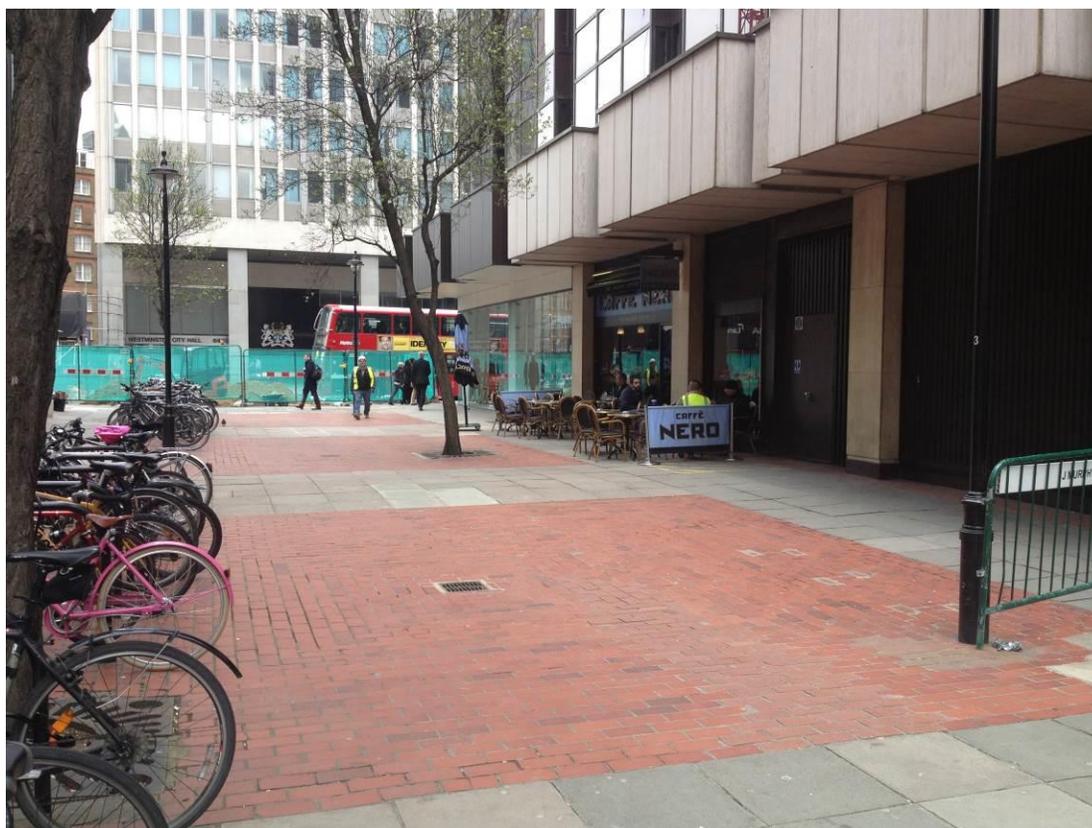
8.0 Procedures for Persons Working Out of Normal Hours

Greencoat 21:45hrs – 07:00hrs Monday to Friday Gordon 21:00hrs– 07:00hrs Monday to Friday Saturdays and Sundays 24 hours

- 8.1** Out of hours – Tenants switchboard closed. Persons remaining at work are to inform building reception of their direct phone number. Building reception will therefore know who is present in the event of activation of the fire alarm. All persons are required to respond to the fire alarm by either evacuation or standing by depending on whether it is an evacuate signal or alert. Persons evacuating must then report to Security Patrolman at the assembly point that they have vacated. During the hours when there is no Security cover evacuate as normal and report to the Assembly Point, which is **Wilcox Place for both buildings**.
- 8.2** If Security staff at the assembly point do not receive confirmation that occupied areas have been vacated, this will be reported to the fire brigade on arrival.
- 8.3** Once at the assembly point and await further instructions.

The assembly point for both building out of hours is::

Greencoat House – Wilcox Place



9.0 FIRE WATCH CONTINGENCY PLAN – Greencoat/Gordon House London

In case of Fire alarm failure the following actions are to be taken.

A. Action to be taken on discovering a Fire:-

1. In case of fire the warden is to raise the alarm by activating the nearest fire alarm system call point and shout **FIRE. FIRE. FIRE**. Notify Reception/Security of the fire.

WORD OF MOUTH, FIRE ALARM or AIR KLAXON HORN MAY RAISE THE ALARM

2. If the fire is considered small enough to be easily and safely extinguished (i.e. a waste paper bin fire) attempt to put the fire out with the nearest correct type of extinguisher, but **Do Not** take personal risks. **ONLY ATTEMPT TO EXTINGUISH A FIRE IF IT IS SAFE TO DO SO.**
3. Never attempt to fight large fires alone. Always call for assistance.
4. From the floor of the incident the tenant would:

Inform security – **Greencoat House 0207 828 3655 - Gordon House 0207 834 3128**

5. Inform the other floors in their demise by either or all the following:

- Fire alarm call point
- Shout **FIRE. FIRE. FIRE.**
- Sound the Klaxon horns
- Phone

Security to immediately inform other tenants Receptions and nominated fire wardens on each floor. And ring the **Fire Brigade**

6. Normal evacuation procedures come into play.
7. If the fire is considered too large, or if it should get out of control or an escape route is threatened, leave the building quickly and calmly by the nearest available escape route. Wherever possible, assist in the evacuating visitors. **DO NOT** stop to collect personal belongings.
 - Information to be given: Name and address of the premises.
 - Any missing persons
 - Location and type of fire
 - Location and involvement of hazardous materials
9. Report to the fire assembly area. Fire wardens to check that their area of the building has been evacuated and report this to the nominated person(s).

B. Evacuation Procedures

If you hear the fire alarm or other warning, leave the building in a calm and orderly fashion using the nearest fire exit and report to the pre-determined assembly points.

IF YOU CAN.

- a). Switch off all machinery
- b). Close all doors behind you.

DO NOT.

Use the lifts
Delay departure by gathering personal items